

Vacancy: School Business Manager

Applicant Information Pack



Welcome

Thank you for your interest in the currently advertised position of School Business Manager at North Huddersfield Trust School.

The school opened in 2011 and has more than doubled in size. We currently have 856 students on role which will increase to above 900 in September 2021. Judged as 'good' during the most recent Ofsted inspection and with a level of pastoral care recognised to be excellent, there is a confidence in the effectiveness of approach and the impact made across all areas. A values focused ethos has been firmly established which is reflected in the extremely strong relationships that are evident across our school.

As Headteacher since May 2019, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial which is an entirely accurate description of the advertised role; it carries huge strategic and operational significance in the day-to-day running and long-term effectiveness of our school. If successful, you will become a substantive member of the senior team at North Huddersfield Trust School and have the opportunity to manage a number of key areas and, most importantly, lead and support a number of colleagues whose roles fall within the advertised remit. Given the sharp increase in student numbers and the growth this brings with it, the trajectory of our school is very exciting. The budget is in a strong position and we are in the process of implementing a number of premises projects that will transform the operational effectiveness and aesthetic impact of our site. To provide a flavour of these developments, a recent letter to parents/carers is included in this pack.

I have had the opportunity during my first two years as Headteacher to reshape the staffing structure across NHTS which boasts an increased - and largely new - senior leadership team and significantly strong middle leadership. Over the last year we have also invested in the staffing of the school's business management team, helping build capacity to cope with growth and our investment in continual improvement of resources and facilities across the site; with this brings a demanding but extremely rewarding workload. For students, alongside a broad and balanced taught curriculum, we are in the process of implementing a bespoke leadership and achievement programme for each of our year groups; learning at NHTS is not just about aspiring to academic excellence, it is focused on developing a wider provision that meets our long-term mission in creating engaged, critical and resilient learners equipped to become the people who define, shape and transform society.

Please take the time to read the contents of this pack carefully and to look at our website, which provides lots of information about the school, its values, links and identity. You may also want to look at our social media which captures some of the innovative ways in which we are engaging students during the current period where the majority have been learning at home.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.



Andrew Fell
Headteacher

Vacancy Details

School Business Manager

***Grade 13: £40,876 - £42,821**

37 hours per week

Full time (including some school holidays)

***a higher grade may be considered for a suitably qualified candidate**

Closing date: Tuesday 9 March – 9am

Start Date: 12th April or as soon as possible thereafter

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school which is outstanding in its work around students' personal development, well-being, safety and security. We continually drive forward standards and are passionate about maximising the potential in all. Our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school a special place both to work and to learn.

We are seeking to appoint a School Business Manager. The successful candidate will be able to inspire and enthuse others in a demanding, multifaceted role which:

- forms an integral part of school operation and leadership
- strategically manages the school's business functions
- drives whole school improvement
- brings together a wide range of people and functions to keep the day to day business operations running smoothly to ensure that staff and students have access to excellent resources and facilities

Given the current status of schools in dealing with the Covid-19 pandemic, we are unable to accommodate any pre-application visits. If you would like to arrange an informal discussion of the role, please contact Mrs Nora Brown, Operations Manager, at nbrown@nhtschool.co.uk.

If you wish to apply for this post, please apply through the TES Website www.tes.com or North Huddersfield Trust School website www.nhtschool.co.uk. If applying through the school's website, applications should be returned to Nora Brown nbrown@nhtschool.co.uk.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

Job Description

Role	School Business Manager
Grade (SCP)	Grade 13: £40,876 - £42,821 (a higher grade may be considered for a suitably qualified candidate)
Weekly hours	37 hours per week Full time (including some school holidays)

Key Responsibilities

1. Senior Leadership Team
2. Finance
3. Premises
4. Personnel
5. Data and IT
6. Health & Safety
7. General

Duties

Key accountabilities	Key tasks
Senior Leadership Team	<ul style="list-style-type: none"> • As a substantive member of the senior leadership team, actively participate in leadership team meetings, staff presentations, briefings and duty rotas • Actively participate in relevant Governor committee meetings • Deliver whole staff training in aspects of school business management • Ensure business related policies are up to date and approved by the governing body as appropriate
Finance	<ul style="list-style-type: none"> • Work with the Headteacher in setting the whole-school budget and establishing long-term plans and projections which are matched to priorities • Strategic management of school's assets and finances • Ensure effective day-to-day operation of school finances, including the management and monitoring of individual budgets • Manage leasing and contractual agreements, ensuring best value • Ensure school operations are compliant with financial regulations • Prepare, analyse and present financial accounts to stakeholders • Direct and support the work of the finance team

Premises	<ul style="list-style-type: none"> • Oversee site and premises management and the liaison with third-party providers, including site staff, catering team, swimming pool team and community bookings • Ensure the school building is well maintained • Direct and support the work of the school premises team, including the co-ordination of premises related health and safety protocols, lifecycle maintenance and development projects • Ensure school facilities comply with statutory regulations • Ensure appropriate risk assessments are in place for a safe working environment
Personnel	<ul style="list-style-type: none"> • Manage whole school staff contracts and personnel database • Ensure the school complies with statutory reporting for school workforce • Manage the school's Single Central Record and letters of assurance • Ensure job descriptions are relevant and up to date • Co-ordinate support for staff with individual risk assessments • Review Employee Healthcare outcomes and ensure that any appropriate recommendations are implemented • Contribute to the coordination and delivery of new staff induction • Co-ordinate school's approach to, and use of, the apprenticeship levy • Monitor and manage support staff attendance protocols and procedures • Work with the Cover Manager to ensure best value for supply staff • Act as liaison for individual health and safety management across the school, ensuring everyone understands their own responsibilities
Data & IT Systems	<ul style="list-style-type: none"> • Manage aspects of the whole school database, including personnel record management • Act as the Senior Information Risk Officer (SIRO) for whole school GDPR, incorporating responsibility for records management, GDPR logs and records, Freedom of Information and Subject Access requests and breach management • Ensure the school adheres to national standards and laws for data protection, satisfying requirements for the annual external audit • Ensure GDPR policies and protocols are kept up-to-date and relevant training is implemented • Line manage the IT technical team and work together to ensure that school IT infrastructure is robust and fit for purpose • Ensure that IT developments and changes are well planned and managed and service disruption is kept to a minimum
Health & Safety	<ul style="list-style-type: none"> • Ensure the school's health and safety protocols comply with appropriate national and local guidance • Ensure that on-site third party staff adhere to health and safety policies and procedures and work with those teams to communicate and train on school standards • Oversee communications and training to stakeholders including staff and students regarding health and safety • Manage the school's emergency procedures and business continuity plans

General	<ul style="list-style-type: none"> • Manage relationships with auditors, governors and external health and safety representatives • Work with colleagues to monitor, review and report any onsite accidents <ul style="list-style-type: none"> • Always uphold the school's PRIDE agenda • Adhere to strict standards of confidentiality • Ensure compliance with data protection, equal opportunities, health and safety and safeguarding regulations, policies and guidance
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This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post holders are expected to share this commitment.

Reports to:	Headteacher
Responsible for:	Finance Team Premises Manager IT Network Manager Welfare Officer Lunchtime Supervisor School Employed Cleaners

Person Specification

	ESSENTIAL	DESIRABLE
Education / training	<ul style="list-style-type: none"> ✓ Good honours degree or significant experience of working at a senior level in multifaceted business management 	<ul style="list-style-type: none"> ✓ School Business Management, accountancy or HR qualification
Experience	<ul style="list-style-type: none"> ✓ Successful and significant experience of people leadership and management ✓ Commercial acumen ✓ Experience of managing workflows and quality assurance ✓ Experience of managing business operations with evidence of impact and improvement <p>Ability to identify and manage key issues in complex data and situations</p>	
Specialist knowledge / skills	<ul style="list-style-type: none"> ✓ Leadership skills with the ability to inspire others through modelling, driving and setting clear expectations and standards ✓ The ability to understand and effectively manage multi-disciplinary teams ✓ A strategic outlook with the drive and confidence to inform and deliver school improvement ✓ A willingness to challenge the norm <p>Commitment to enriching and transforming the lives of young people</p>	<ul style="list-style-type: none"> ✓ Understanding of educational policies ✓ Practical knowledge of whole school operation
Personal skills	<ul style="list-style-type: none"> ✓ Ability to plan and prioritise tasks in a busy and demanding role whilst delivering consistently good business service to the school ✓ Attention to detail ✓ Outstanding communication skills ✓ Professional resilience <p>A sensitive and diplomatic approach and a proven ability to deliver difficult messages when required</p>	
General	<ul style="list-style-type: none"> ✓ Excellent understanding of safeguarding guidance 	<ul style="list-style-type: none"> ✓ A good understanding of school policies



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12 February 2021

Dear Parent/Carer,

As we reach the end of half term, I would like to thank you for your support in helping the delivery of your child's education, whether it has been at home, in school or a mixture of both. Now is the time to turn off the laptop or electronic device, leave the live lessons and remote learning tasks to one side and focus on having a break. I urge you to continue to strictly adhere to the rules but please use this time to relax, enjoy the outdoors - hopefully with dry weather (maybe hat, scarf and gloves will be necessary) and spend quality time with family. You could maybe take the opportunity to have a go at some of the more inventive *Lockdown 50* challenges!

The Prime Minister is due to make further announcements on the current national lockdown on Monday 22 February. This may include details on plans to reopen schools to greater numbers of students. As soon as we know more, I will communicate this with you and explain what it means for NHTS. Previous communication has established 8 March as the earliest possible date for any changes to the current situation.

Whilst it is frustrating and very odd to have experienced yet another period of the school site being closed to most students, there is much to celebrate. Student engagement has been very positive and responses to the *Lockdown 50* are simply breath-taking. Congratulations to all those who have worked so hard and contributed so much!

This week, approximately 400 stationery packs have been collected from school; these are available to every year group. Staff involved commented how wonderful it was to see students. There will be a further opportunity to collect the pack assigned to your child after the half term break.

I thought I would take this opportunity to inform you of some key developments across our school site that have been in the planning stage for a period of time but will hopefully begin to take shape in the near future. Each of these is designed to create a stimulating and powerful environment for learning, where aspiration is not just an aim but an expectation. These plans include:

- An extension to the current canteen that will almost double the capacity
- A full refurbishment of the theatre
- A redesign and overhaul of the spaces used for Drama and Music
- The creation of an additional ICT room to support the delivery of the wider curriculum
- Increasing the capacity of and fully refurbishing student toilet facilities
- Brand new displays across a number of areas in school, including the central corridor and some subject areas

Early indications of student numbers for September 2021 suggest that the recent growth will continue. We are excited by this prospect for our school community but fully aware that it is essential for our quality of care to remain very much at the heart of everything we do. September of this year will mark 10 years of North Huddersfield Trust School and we are hoping to be able to hold a series of events to celebrate this; Covid has obviously stalled any plans but hopefully we will be able to mark it properly during the course of next academic year.

We are also launching a new PE kit to be introduced in September 2021. I'm delighted to confirm that it will be supplied by Surrige Sports, a recognised quality sporting brand and will be available from our usual retailers. Rest assured, there will be a transition period from the existing kit. More details to follow next half term, including a financial support package.

Have a lovely half term break.

Yours faithfully



Andrew Fell
Headteacher