



If you would like further information about the role, please contact Lauren Watson head@allsaints.calderdale.sch.uk or call 01422 367140. Visits are warmly welcomed.

Applications to be sent to pa@allsaints.calderdale.sch.uk

Thank you for expressing an interest in the post.

Role School Business Manager

We are looking to appoint a School Business Manager to work with our friendly office and support team and work closely with the Head.

All Saints' is a successful 1 form entry, Voluntary Aided Church of England Primary School for children from 4 to 11 years old. It is one part of a community of communities – being a member of the family of the Diocese of Leeds whilst at the same time serving the local parishes of Salterhebble, Copley and Skircoat Green in Halifax.

Our unique, caring, family atmosphere is rooted in Christian values and seen in our professional relationships with each other, the children and our families.

We have happy children who are eager to learn, talented and dedicated staff, committed and skilled governors, supportive and enthusiastic parents together with strong links with the Church and the wider community. We are a thriving, much-loved school. At All Saints', our vision is to enable all our school family to have the opportunity to 'shine'. We hold this vision close to us in every decision we make.

As school finances become increasingly restricted, our School Business Manager needs to be skilled in managing resources effectively and in developing strategies to maximise funding opportunities. They will report to the Headteacher and Governing Body on the status of the school's finances and make recommendations for effective expenditure. Knowledge of financial management systems is essential along with strong personal organisation skills, ability to meet deadlines and have a friendly persona and positive attitude.

You will have:

Experience of budget and financial administration including using ICT systems for management of financial information.

Knowledge of Health and Safety within the work place.

Experience of human resource management along with facilities and premises management.

Excellent interpersonal skills and the ability to develop an effective team working with colleagues and partner agencies.

A warm, welcoming and supportive character and a good sense of humour.

Visits to the school are very welcome and encouraged. Please contact the School Office on 01422 367140 to arrange a visit.

We look forward to receiving your application.

We are committed to safeguarding and promoting the welfare and safety of children and expect all staff and volunteers to share this commitment. Applicants to posts that are exempted from the Rehabilitation of Offenders Act will require an Enhanced DBS from the Disclosure and Barring Service before this appointment is confirmed.

Job Advert School Business Manager

Grade

Salary Grade SO1, 23-25: £30151 – £32020 per annum. Actual salary, pro rata

Immediate

Start date

Application Closing Date

Wednesday 8th February 2023, 8am
25 hours per week (negotiable days), term time only (224 days) +

Working Pattern

10 additional days

Friday 10th February 2023

Interviews



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Our inspiration for our vision comes from Matthew 5:14-16;

"You are the light of the world. Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."

Our Vision:

Guided by God, and a child of the community, children leaving All Saints' will.....

SHINE in their own unique ways and will be equipped to bring light to the world to support, help, inspire, nurture and encourage others, so that they can all flourish and make a difference in the world.

As a school we will nurture and develop individual talents and interests through memorable learning experiences and an enriched curriculum, allowing everyone the chance to shine, let their light shine for others and make a difference in the world.

This Vision threads through all aspects of school life.

Our Motto:



Our Mission:

Through our Christian Foundation, and looking at Jesus as our example, we will:

-  **Support** each other to grow
-  **Help** one another to achieve
-  **Inspire** life-long learners
-  **Nurture** our own and others' uniqueness
-  **Encourage** through Christian Values.

Job Advert School Business Manager

We can offer:

- A dynamic and experienced team who will support you as you transition into your new role and beyond
- A supportive leadership team with a proven track record of progressing careers quickly.
- A school that knows what work/life balance really means and holds wellbeing high on the agenda



Job Description

Post Title School Business Manager

Grade S01, 23-25

Prime Objectives of the Post

The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Head Teacher in his/her duty to ensure that the school meets its educational aims. Promoting the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources.

Responsible to: Head Teacher

Responsible for: All none teaching staff

Main Duties and Responsibilities:

Leadership and Strategy

1. Contribute to Senior Management/Leadership Team, full Governing Body and appropriate Governors' meetings.
2. Negotiate and influence strategic decision making within the school's Senior Management/Leadership Team.
3. In the absence of the Head Teacher, take delegated responsibility for financial and other decisions.
4. Plan and manage change in accordance with the school development/strategic plan.
5. To lead and manage administration, premises, and midday supervisor staff.

Job Description

School Business Manager

Grade Scale S01, 23-25

Location All Saints' CE Primary School



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Financial Resource Management

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
2. Use the agreed budget to actively monitor and control performance to achieve value for money and provide budgetary information as appropriate
3. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action.
4. Propose revisions to the budget, if necessary, in response to significant or unforeseen developments.
5. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
6. Maintain a strategic financial plan that will indicate the trends and requirements of the school improvement plan and will forecast future year budgets.
7. Identify additional finance required to fund the school's proposed activities.
8. Seek and make use of specialist financial expertise.
9. Maximise income through lettings and other activities.
10. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
11. Present timely and fully costed proposals, recommendations, or bids.
12. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
13. Monitor the effectiveness and implementation of agreements.
14. To liaise and provide all information required by auditors and implement any recommendations.
15. To be responsible for maintaining Schools Financial Value Standard and manage the maintenance of the accounting records on SIMS.

Job Description

School Business Manager

Grade	Scale S01, 23-25
Location	All Saints' CE Primary School



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Administration Management

1. To support the Head Teacher with confidential secretarial duties.
2. Manage the whole school administrative function.
3. Design, maintain and monitor administrative systems that deliver outcomes based on the school's aims and goals.
4. Define responsibilities, information and support for staff and other stakeholders.
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
6. Use data analysis, evaluation, and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
7. Benchmark systems and information to assess trends and make appropriate recommendations.
8. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.

Marketing

1. To ensure all documentation and the school website is of high quality and sensitive to the needs of our school community
2. To promote positive engagement with the local and wider community

Human Resource Management

1. Manage the HR services for all school staff seeking specialist support as appropriate.
2. Ensure that all recruitment, pay, appraisal, staff development, grievance, disciplinary, redundancy and equality policies and procedures comply with legal and regulatory requirements and are shared with staff.
3. Evaluate the school's strategic objectives and obtain information for workforce planning including future activities.

Job Description

School Business Manager

Grade	Scale S01, 23-25
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Facility and Property Management

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
2. Ensure the safe maintenance and security operation of all school premises.
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Ensure the continuing availability of utilities, site services and equipment.
5. Follow sound practices in estate management and grounds maintenance.
6. Monitor, assess and review contractual obligations for outsourced school services.
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
8. Ensure ancillary services e.g., catering, cleaning, etc., are monitored and managed effectively.
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
10. Seek professional advice on insurance and advise the SMT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health and Safety

1. Act as the school's Health and Safety Co-ordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure the health and safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
4. Enable regular consultation with people on health and safety issues.
5. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health and Safety Executive.
6. Ensure the maximum level of security consistent with the ethos of the school.

Job Description

School Business Manager

Grade	Scale S01, 23-25
Location	All Saints' CE Primary School



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Line Management of Staff

1. Day to day management of staff.
2. To be responsible for the line management and performance management of allocated staff.
3. To motivate, lead and delegate work as appropriate.
4. To contribute to good management practice by ensuring positive staff participation, effective communication, and procedures

General

1. Attend meetings as required by the line manager.
2. To work within the team and share good practice.
3. To take part in any CPD activities appropriate to the role.
4. Support the development and implementation of initiatives and policies e.g., data protection, child protection, health, and safety.
5. To respect the confidentiality of all pupils by using the school protocols for sharing information e.g., child protection information.
6. The postholder will be required to undertake any other professional duties as required by their line manager.

Job Description

School Business Manager

Grade Scale S01,
23-25

Location All Saints' CE
Primary
School



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**School Business Manager (SO1)
Person Specification**

When completing the application, please ensure you address each point.

Person
Specification

School
Business
Manager

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> › GCSE's at A-C (inc. Maths and English) or equivalent. › Ability to prioritise conflicting requirements. › Current knowledge of Microsoft Office Applications. 	<ul style="list-style-type: none"> › Certificate of Business management (CSBM) (or registration for training). › Knowledge of finance and data systems used by Calderdale MBC. › Knowledge of Health and Safety and Risk Assessments.
Experience	<ul style="list-style-type: none"> › Line management experience › Contributing to staff development › Experience of budget and financial administration. Including FMS systems. › Experience of working in a customer orientated environment dealing with a range of partners. › Experience of using ICT systems for management of financial information. 	<ul style="list-style-type: none"> › Experience of working with Arbor › Experience of business planning. › Experience of managing HR services for staff › Experience of supervision of facilities and premises management › Experience of managing health and safety › Experience of change management › Successful leadership and management experience in a school, or in a relevant field outside education › Proven track record of managing change and strategic development › Involvement in school self-evaluation and improvement planning



Skills and knowledge	<ul style="list-style-type: none"> › Excellent attention to detail › Effective communication and interpersonal skills › Ability to communicate a vision and inspire others › Ability to build effective working relationships with staff and other stakeholders › Excellent Written and Oral Communication skills. › Ability to work in a methodically and systematic way. › To be able to manage own time effectively and on own initiative within the policies and guidelines of the school. › Be aware of responsibilities for Health and Safety of self and others. 	<ul style="list-style-type: none"> › First Aid trained. › Knowledge and experience of managing and leading others including carrying out appraisals. › Knowledge of Marketing. › Excellent interpersonal skills and the ability to develop an effective team working with colleagues and partner agencies.
Personal qualities	<ul style="list-style-type: none"> › Commitment to always maintaining confidentiality › Have a commitment to equal opportunities and fairness. › Commitment to participate in relevant training. › Be able to work flexibly as and when required. › Sympathetic to the ethos of a church school › Commitment to promoting the ethos and values of a church school and getting the best outcomes for all pupils › Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets, financial probity and reputation of the school › Ability to work under pressure and prioritise effectively 	
Circumstances		Current driving licence

Person Specification

School Business Manager



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