



Southdale
C of E Junior school
Shining like stars in the universe

School Business Manager

Employer	Southdale Church of England Junior School
Salary	G8 (£31,099 - £33,820) or G9 (£34,723 to £37,264) FTE Actual salary G8 (£26,182 - £28,473) or G9 (£29,234 - £31,373) Dependent upon skills and experience
Contract	Full Time, Permanent
Closing Date	20th October 2023
Interview Date	25th October 2023
Start Date:	ASAP

OUR VISION

'Shining like stars in the universe.'

Philippians 2:15

The Role

Do you want to be involved in the shaping of the business and administrative function of our World Class School?

We are a happy, vibrant and successful school who are committed to high quality education for every child. If you are interested in joining our successful team, as we strive for excellence, then this could be the job for you!

We are now seeking to appoint a motivated, reliable and hardworking Business Manager to work as part of the Southdale Admin Management Team.

We are proud to have been recognised by **Ofsted** in November 2019 as a school where ***'The Southdale Sparkle is everywhere'*** and ***'This is a school where staff are determined to give every child the best start in life'***.

- 100% staff recommend the school as a place to work
- 82% of pupils achieved the expected standard in RWM in 2023
- Southdale CE Junior school achieved world class school accreditation in 2023
- 'Behaviour for learning across the entire school is outstanding' SIA Summer 2023

We are delighted to have been recognised as a school which ***'is an exciting place to learn'*** ***'staff know every child well'***, ***'pupils work hard and are curious'*** and ***'pupils are confident.'*** Leaders have ***'set high expectations and established a nurturing and caring environment.'*** Pupils demonstrate ***'very positive attitudes to school'*** and ***'pupils behave well in and around school'***, which enables them to achieve well. (*Ofsted November 2019*)

If you are interested in this unique opportunity and would like to find out more about the school and role:

please visit our school website: <https://southdalecofe.co.uk> - current vacancies

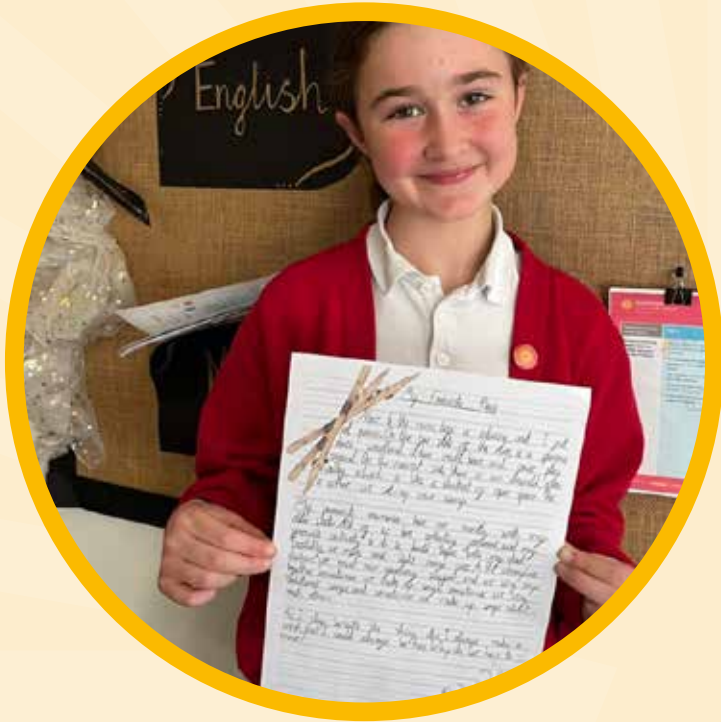
or contact the Headteacher, Mrs Partington: k.partington@southdale.wakefield.sch.uk

Southdale C of E Junior School is committed to safeguarding and protecting the welfare of children. This post will be subject to an enhanced disclosure application to the Disclosure & Barring Service (DBS) plus all other Safer Recruitment checks.

Application Deadline: **12.00pm Friday 20th October 2023**

All applicants should note that interviews will be taking place on Wednesday 25th October 2023

Our school



Our number one aim for our Southdale family, is that we shine like stars in the universe in everything we do – we refer to this as the **'Southdale Sparkle.'**

We like a challenge, never give up easily and have the highest expectations of ourselves and others. Our Christian values underpin the life of our school and we constantly show kindness and respect, so that everyone feels happy, safe and valued.



Southdale Church of England Junior School, is a church school where our Christian values underpin our ethos. We are a community centred school in the town of Ossett, to the west of Wakefield, where children are at the very heart of everything we do.



Our school

We are continually striving for excellence in an environment where continuous professional development is nurtured, so that children can achieve the very best outcomes and experiences.



At the centre of our curriculum is a belief that every child has the capacity to succeed. We provide a curriculum that fosters strong academic success, within an overarching Christian ethos, that encourages a love of learning and an understanding of the world we live in. We believe passionately in supporting children to become contributors to their society as fully rounded individuals, encouraging pupil participation in the day to day life of the school.

Our successful **ofsted** inspection stated:

*"Southdale is an exciting place to learn.
The '**Southdale Sparkle**' is everywhere.
This is a school where staff are determined
to give every child the best start in life."*

Job Description

PURPOSE OF THE JOB

- To lead, operate, maintain and develop the procedures and systems of the school, as well as the provision of confidential secretarial and administrative support, in order to aid the smooth running of the school, in co-operation with the Senior Leadership Team and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.
- To lead and manage the school site and its buildings and efficient use.
- To function as line manager for the admin staff.
- Ensuring that the school is fully prepared to meet OFSTED financial and safeguarding criteria.
- To liaise with relevant members of the LEA/Council.
- To manage all aspects of school business management in a sustainable and eco-friendly manner.

Responsible, alongside the Deputy Head Teacher, to the Head Teacher and through her to Governors.

Responsible for: **All General Office staff.**

SENIOR LEADERSHIP TEAM

The School Business Manager shall play a major role under the overall direction of the Head Teacher in:

- Formulating the aims and objectives of the school.
- Establishing the policies through which they shall be achieved.
- Managing staff and resources to that end; and
- Monitoring progress towards their achievement
- Contributing to the maintenance of a caring and stimulating environment for pupils.

Job Description

FINANCE

- To provide for and maximise income generation within the ethos of the school; to be the point of contact with the L.E.A. and other agencies with regard to grant applications, gifts and donations.
- To be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
- To advise the Head on financial policy, preparing appraisals for particular projects and for the development of a business plan (long term strategy) for the future development of the school.
- To negotiate, manage and monitor contracts, tenders and agreements
- To be responsible for the arrangements for school facilities including:
i) catering; ii) transport; iii) bookings for school facilities.
- To manage all Primary finance systems (including Parent pay and integris)
- To prepare estimates for the annual school budget and such supporting information and projected costs as may be required in order that decisions about the composition of the final budget can be made.
- To support the head teacher in the production of the final budget.
- To institute and control systems for receiving and recording income.
- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
- To be responsible for the day to day management of the school budget, ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting termly reviews
- To monitor all accounting procedures and resolve any problems, including:
 - The ordering, for all goods and services provided to the school.
 - The collection of fees and other dues, including managing the recovery of bad debts.
- To purchase either directly or indirectly, the school's energy supplies.
- To devise, implement and control all school monetary accounts.
- To ensure compliance with the School Financial Value Standard.
- To ensure best value assessments are made for all significant purchases of goods and services.

Job Description

PERSONNEL

- To lead the professional development and performance management of administrative staff.
- To ensure that school is thoroughly safeguarded through the management and administration of the Single Central List, DBS's and Disqualification by Association.
- To advise Governors and staff on policies related to safer working practice.
- To lead the admin staff, allocate duties and prioritise work, monitoring work, and welfare matters.
- To support the HT & HR with the recruitment of admin, staff – interviewing, induction and training.
- Reporting sickness, attendance and punctuality issues to the Head Teacher, and HR Officer as necessary.
- Manage induction procedures for all staff.

ESTATE MANAGEMENT

- Know about health and safety regulations, particularly the main issues specific to the school and how they relate to pupils, staff, visitors, contractors and other users of school premises and facilities.
- Manage the development of extended schools activities, with particular reference to the local community.
- To work alongside the Senior Caretaker to devise a premises strategy, overseeing services and contracts management.
- To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community.
- To acquire and dispose of land and buildings as authorised by the Head Teacher and Governing Body. To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission and liaison with building contractors and the school architect.
- To work with the Senior Caretaker in the day to day running/maintenance of the school premises, e.g. ensuring repairs are carried out.

Job Description

BEFORE/AFTER SCHOOL CLUB

- To be responsible for managing and leading a team of staff and taking responsibility for all relevant paperwork, finance, staff training and administration.
- To develop, implement and review the policies, procedures and practices within the provision.
- To ensure the provision complies with the statutory requirements.
- To take a lead role in the promotion of the club in the local area.

WHOLE SCHOOL ADMINISTRATION

- To manage the administrative function including the administrative ICT facilities, school reception, reprographic, records and telephones.
- To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems.
- Liaison with IT support Department as needed.
- To provide for the preparation and production of all school records and publications.
- To direct and manage the upkeep of pupil records.
- To oversee the production of reports and returns to the LA, DFE and Governors including the attendance and roll returns and pupil performance data.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timelines.

Job Description

PASTORAL

- Oversee the supervision of sick or injured children in a sensitive and appropriate way, while waiting to be collected. Notify parents or carers of sick children.
- Oversee reception and visitor care, dealing with all enquiries.
- General supervision of administrative support staff and lunch-time supervisory staff, arranging absence cover when necessary (in conjunction with the Head Teacher).
- Responsibility for bringing class registers to assembly point in the event of a fire alarm.

MARKETING

- To promote the school to different audiences and raise the profile within the local community.
- To liaise with local businesses for fundraising and joint projects.
- To ensure effective liaison with other schools. For example, organising and, where appropriate, managing initiatives and projects associated with the Family of Schools.

ADMISSIONS

- To manage enquiries from parents and carers regarding admission to the school.
- To liaise with the Head Teacher, parents and carers and the L.E.A. regarding the offering of places.
- To manage the record of applicants, arrange visits/appointments with the Head Teacher, send out standard letters and record replies.
- To enter data on each pupil using a database.

Job Description

RESPONSIBILITIES

- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To develop constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings, sharing expertise and skills with others.
- To participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of Equal Opportunities policies and practices in respect of both employment issues and the delivery of services to the community.
- To recognise own strengths and areas of expertise and use these to advise and support others in their own Continuing Professional Development.
- Line Management responsibilities where appropriate.

Job Description

SUMMARY

The School Business Manager will:

- be routinely involved in more complex day to day issues, one-off projects.
- supervise and train admin staff.
- produce standard documents.
- solve problems, set up processes etc.
- handle difficult/sensitive situations without supervision.
- prioritise and manage own workload and supervises workload of others.
- be able to work under limited supervision.
- be proactive and would use initiative.
- be expected to contribute to the management of change within the school.
- input at a high level of responsibility for the successful and smooth running of the school in many areas, particularly the supervision of all admin support, financial, budgetary and statistical control, pupil welfare and building maintenance.

Job Description

COMPETENCIES

The School Business Manager will:

- be expected to routinely use computer reports to monitor finance situation.
- research and download documents and information.
- undertake research for inclusion in reports.
- be able to compile papers for presentation to the Head Teacher and/or Governors.
- work with the Head Teacher to find solutions.
- have the capability to amend standard reports to suit school.
- attend Governors' meetings to assist the Head Teacher and to present information.