



SHERFIELD
SCHOOL

APPLICANT INFORMATION PACK

SCHOOL BUSINESS MANAGER





Dear Candidate,

Thank you for your inquiry about the post of School Business Manager. This exciting new role will assist the recently appointed Headteacher in shaping, securing and expanding the school for the future.

This is a fantastic opportunity to join our school; as part of the GEMS organisation, with links to 85 schools around the world, we enjoy the benefits of being part of one of the world's leading education providers whilst retaining the ambience of an English country public school. Sherfield School is an outstanding independent co-educational boarding and day school in the heart of rural Hampshire. It is steeped in history, which can be traced back to the twelfth century. Sherfield Manor became a school in 1947 and became part of the GEMS international family of schools in 2004.

GEMS Sherfield School is committed to safeguarding and promoting the welfare of children and young people and have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant pre-employment checks, including checks with past employers.

This pack includes the job description and person specification. If you would like to have an informal discussion about the role, assistance available with relocation expenses and / or on-site accommodation, please contact Sally Holmes on 01256 884800 or s.holmes@sherfieldschool.co.uk In the meantime, I look forward to receiving your application.

Yours sincerely,

Nick Brain
Headteacher



SHERFIELD SCHOOL

SCHOOL BUSINESS MANAGER

To commence as soon as possible

Salary: £44,757-£48,603 per annum FTE (depending on experience and qualifications).

Accommodation on-site and assistance with relocation expenses may be available. For an informal conversation with the Headteacher, please contact Sally Holmes to arrange (contact details below).

We are seeking to appoint a highly motivated professional as our new School Business Manager to help deliver on the strategic financial management and business development of this beautiful Hampshire school, 45 minutes from London. The successful applicant will join our team of talented, committed and diligent staff, all of whom are aligned in their passion for ensuring that our pupils receive a high quality education and leave us as well qualified and well-rounded young adults.

On a day to day basis, you will monitor and manage all matters relating to finance, HR, premises, ICT, compliance and health and safety in school, as well as ensure that we deliver a customer-focused front of house service and accurate pupil and staff data management. As a member of the Senior Leadership Team, you will report to the Headteacher and work closely with our teachers and support staff. You will line manage a team of four staff involved in administration, IT, admissions and premises management and liaise with outsourced service providers and other third party contractors.

The School Business Manager role is busy, varied and interesting. Whilst financial literacy is critical to this role, it is also vital that you can demonstrate strong operational management skills. You must have the capacity to prioritise and organise workload, the flexibility to respond to emergency situations yet still meet deadlines, and an eye for detail without losing sight of the overall objective. To be effective in the role you will need drive, tenacity and energy balanced with emotional literacy and pragmatism, proven ability to motivate a team and strong communication skills that will embed your interpersonal relationships both within and outside the school. The successful candidate will preferably hold a professional financial qualification and either hold or be willing to work towards the Certificate /Diploma of School Business Management. Experience of working in the public sector desirable and experience of finance management and of working at a strategic level is essential, as is the ability to motivate staff and work under pressure to meet deadlines.

This is a permanent full time post, working Monday to Friday 8.00am – 5.00pm. We offer a competitive salary and a fantastic working and learning environment.

The successful candidate will be expected to work flexibly and take part in other school events. Benefits include:

- Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;
- 25 days' annual leave plus public holidays (pro-rata'd if part time);
- Contributory Pension Scheme;
- In-house training;
- Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata'd if part time.

Full details of the post and an application form may be obtained from the Sherfield School website.



SHERFIELD SCHOOL

All candidates are required to complete an application form in full. Please note that applications must be made on the School's application form and accompanied by a covering letter of no more than 2 sides of A4, font Calibri, size 12.

To apply, please send your letter and Sherfield application form via post to: Sally Holmes, Sherfield School, Sherfield on Loddon, Hook, and Hampshire, RG27 0HU **OR** electronically via e-mail: s.holmes@sherfieldschool.co.uk

Applications will be considered on receipt and an appointment may be made before the closing date. Therefore, it is recommended that if you wish to apply for this position you do so as soon as possible.

Closing Date for Applications: midday, Friday 5 October 2018

Interviews will be held shortly afterwards.

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Job Profile: School Business Manager

JOB TITLE:	School Business Manager	DEPARTMENT:	Senior Leadership Team
REPORTS TO:	Headteacher	LOCATION:	Sherfield School

Hours: 40 hours per week, 8.00am–5.00pm, Monday to Friday, one hour unpaid lunch break

Terms: Permanent full time, all year round post. 25 days' holiday plus UK bank holidays. Pro-rata'd if starting part way through holiday year.

Salary range: NJC Pay Range* 50-54 £44,757 - £48,603 FTE (depending on experience and qualifications).
**The NJC for Local Government Services does not have statutory force within Sherfield School, although the School intends to broadly mirror its terms.*

Benefits: Meals are provided free of charge when on duty and when the school's kitchen is open during school holiday periods;
Contributory Pension Scheme;
In-house training;
Up to 50% discount on school fees for 2 children attending Sherfield School, pro-rata'd if part time.

PURPOSE OF THE JOB

To support the raising of standards of pupil achievement through the strategic and operational management and provision of efficient and effective business and support services. To contribute at a senior level to the leadership and management of the school, taking delegated line management responsibility for all support staff that provide administrative and technical support to teaching staff. To include;

- School premises, including project management of capital projects and compliance with all health & safety legislation;
- Finance, payroll and HR functions;
- Reception and general operational administration;
- Catering;
- IT.

To promote the highest standards of business ethos and provide high-level support and advice to the Headteacher on all administrative and support functions of the school, in line with the school's processes and procedures. Strategically plan all aspects of financial applications, ensuring that the school makes the best possible uses of its resources, using "value for money" strategies. Effective risk management and the management of any third party service contracts.

The current job description outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken. This is a new post that we expect to evolve over time and the job description will be reviewed and updated accordingly.

This job description should be seen as indicative of the type of responsibilities included within the role and not as a comprehensive list. These responsibilities will be subject to review every academic year and may be changed by the Headteacher to reflect or anticipate changes in the job.

1. ORGANISATION CONTEXT

Headteacher
Deputy Headteacher/SLT
Finance Manager

Responsible for: Head of Admissions/Marketing, Estates & Facilities Manager, Senior Administration Officer, IT.

2. PRINCIPAL ACCOUNTABILITIES

Strategic and Operational Leadership

- As a member of the school's senior leadership team, participate in strategic decision-making and share collective responsibility for the leadership and management of the school;
- Ensure that all business and support functions contribute to provision of an outstanding education for all pupils;
- Act as a professional lead and role model to support staff to ensure effective communication and partnership working with teaching staff, to enable high quality teaching and outcomes for all;
- Plan and manage all areas in accordance with the School Development Plan;
- To promote the school to different audiences and raise the profile within the local community;
- Advise on and implement best team and line management structures to enable the most efficient meeting of all business and other needs;
- Plan, manage and communicate change in accordance with the School Development Plan;
- Manage, coordinate and be involved in the staff appointment process as determined by the Headteacher;
- Take a lead role in promoting and embedding the performance management of all support staff, observe, and monitor support staff performance both formally and informally;
- Contribute at a senior level in leadership and staff meetings, training sessions and working parties.

Finance

- To provide strategic development and a business focus to the management of finance including income generation (lettings, fundraising, capital funding and bids), value for money and oversight of the preparation of financial reports and the school budget;
- The post holder will work closely and effectively with the Finance Manager and his team;
- Seek opportunities to generate income for the school and bid for additional funding opportunities, liaising with relevant organisations as necessary;
- To be responsible for securing sponsorship funding using 'commercial flair' and developing contracts;
- To be responsible for securing bid-based competitive funds by effective use of bidding systems and contracts;

- To work with the Finance Manager to negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. To purchase, either directly or indirectly the school's energy supplies;
- In conjunction with the Finance Manager, ensure the effective operation of the payroll administration within published deadlines and to a high degree of accuracy. Check and authorise monthly payroll, investigating any anomalies and communicating with staff as required;
- To be an active member of the school's Leadership Team, contributing to the continuous improvements of the school's services.

Administration

- Lead and manage the administrative function ensuring that there are efficient administrative support systems and procedures in place for the smooth running of the school;
- Ensure that an effective business plan for pupil transport is devised and implemented and that transport arrangements operate in accordance with the budget and school policies and procedures;
- Research and develop plans to reduce costs and maximise revenue from transport provision;
- Ensure school trips are coordinated, managed and administered in accordance with school policy and external guidance and legislation;
- Seek opportunities for GEMS cross-school working and to ensure effective communication.

Information Technology

- Having regard for the company's strategy, work with the Headteacher to develop and implement IT business plans that meet the future needs of the school;
- Ensure that IT development strategies are fully, cost effectively implemented, and IT staff effectively deployed, trained and developed;
- Liaise with the Headteacher to ensure the IT function meets the needs of all IT users and that an effective, professional and efficient service is provided to all school IT users.

Estates

- Have oversight of the Estates & Facilities team to ensure the effective security and maintenance of the school site and buildings;
- To prepare and update a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility;
- To implement risk management and loss prevention strategies within the school to reduce insurance costs;
- To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission and liaison with building contractors and architects;
- To know about risk assessment tools and how to use them to establish hazards within the school, such as fire, and the associated risks involved;
- Working with the Estates & Facilities Manager, prepare and implement an annual plan for site and environment development;
- To be responsible, along with the Estates & Facilities Manager, for the management of the school site and its buildings, their maintenance and efficient use;
- Letting of school premises to outside organisations and management thereof.
- Coordinate large site projects; ensuring tender arrangements are appropriate, liaising with the Estates & Facilities Manager to manage these projects on a day to day basis and communicating on progress; problem solving as required;

- Working with the Finance Manager and Estates & Facilities Manager, ensure best value of annual contracts and services;
- Maximise opportunities to generate income from lettings and develop the business and operate within budget parameters.

Catering

- Manage the school's catering contract to ensure an effective and efficient business operation that provides excellent customer service;

Health & Safety

- To know about the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors;
- Monitor health and safety matters on the school site, oversee relevant actions, and provide appropriate reports to the Leadership Team;
- Ensure staff and pupils are familiar with their health and safety responsibilities, and appropriate training is provided;
- Ensure the school's health and safety policy and procedures are effectively implemented. Be a point of contact for audits and inspections and ensure recommendations are implemented;
- Review, update and ensure effective communication of fire procedures and policy, school disaster and recovery plan;
- Ensure appropriate first aid cover across the site; including supplies and appropriately trained staff;
- Ensuring that the school has adequate insurance cover at all times to include employer's liability, buildings and equipment cover, personal accident, travel insurance and other relevant cover. Professional advice should invariably be sought;
- To ensure, in conjunction with the Headteacher, Estates & Facilities Manager, that legal, health and safety requirements with regard to people and property and function of the school are maintained.

HR Role

- Liaise with the Headteacher to ensure recruitment and selection processes are arranged and implemented in accordance with school policy and statutory safer recruitment guidance;
- Oversee the maintenance of the Single Central Record to ensure it is up to date and compliant with Safer Recruitment statutory guidance;
- Oversee, monitor and quality assure the completion of HR administration to ensure records are accurate and up to date and contractual information issued to staff is accurate and appropriate. This includes manual and electronic records (SIMs);
- Ensure statutory reporting is completed accurately and within agreed deadlines including SWC;
- Provide advice and guidance to the leadership team on absence management (seeking advice as required), implement school monitoring arrangements and actively promote the completion of Return to Work interviews;
- Administer and implement the annual performance management reviews for support staff within the team and provide training and development opportunities as needed;
- Monitor and quality assure the induction of all staff to the school; contributing to induction training for relevant staff. Ensure school procedures and guidelines are effectively implemented;
- Provide on the job support to the team including coaching and mentoring as required;

- Arrange regular meetings of the support staff to ensure effective communication and consultation;
- Arranging for staff accommodation and dealing with the letting of property to school employees; ensuring that the appropriate leases to occupy are signed by the tenants.

General

- To contribute to the overall ethos, work and aims of the school;
- To work collaboratively with colleagues;
- To undertake any other reasonable, related duty, which the Headteacher/SLT may request from time to time within a reasonable work schedule;
- To keep up to date with developments and legislative changes in areas of responsibility. Proactively seek professional development opportunities;
- To promote and participate in the school's performance review process;
- To be aware of employee responsibilities for Health and Safety of themselves and others and to work in a safe and secure manner with due care towards the health and safety of oneself, other staff and pupils;
- Every member of staff has a duty to commit to the safeguarding and welfare of all pupils at the school;
- To participate in staff programmes for training, in particular safeguarding and Health and Safety;
- Share in the corporate responsibility for the well-being and discipline of pupils;
- Promote the good work of the school in the wider community.

PERSON SPECIFICATION

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Recognised management/business degree or equivalent related professional qualification. • Qualification in Financial or Business Management or knowledge evidenced through experience. • A Level of numeracy and literacy sufficient to carry out the duties of the post. 	<ul style="list-style-type: none"> • Accountancy or School Business Manager specific qualification. • Member of National Association of School Business Managers.
Relevant Knowledge & Skills	<ul style="list-style-type: none"> • Full range of ICT packages including SIMS/FMS or equivalent, word processing, excel spreadsheets and databases. • Producing, implementing and evaluating development plans. • Successful experience of sourcing additional funds/resources. • Successful change management experience. • Manage a range of priorities and prioritise responses. • Able to work calmly under pressure, to be diplomatic yet be firm when the occasion demands. • Able to produce clear and concise reports. • Proven analytical and strategic skills. • Working knowledge and experience of health and safety. 	<ul style="list-style-type: none"> • Understanding of promoting positive relationships with the wider school community. • Experience of successful marketing of facilities/events. • Establishing and implementing a strategic business planning process. • Experience in the use of the ICT finance packages o and online paying packages for parents. • Experience of managing service contracts. • Knowledge of school governance and successful working with governors. • Working within an independent / secondary / academy school setting.
Experience Leadership & Management	<ul style="list-style-type: none"> • Successful line management experience. • Managing strategic budgets, finances and procurement. • Experience of managing financial, premises and/or administrative and office services within an educational setting. • Experience of budgeting, financial control, forecasting, procurement, fixed assets and reporting. • Experience of income generation. 	
Personal Qualities	<ul style="list-style-type: none"> • Honesty and high levels of integrity. 	

	<ul style="list-style-type: none"> • Principled and ethical in the use of company funds. • Commitment to continuous professional development. • Highly effective communicator. • Understanding of confidentiality issues. • Creative and solution-focused. • Emotionally resilient with the ability to work calmly under pressure. • Ability to work effectively as part of a team and also lead a team. • Flexible approach to work and hours, with ability to respond to varied requirements, prioritise accordingly and work effectively to tight deadlines. 	
Other	<ul style="list-style-type: none"> • Willing and able to work out of normal hours, e.g. for parents' evenings, governor's meetings, etc. • Willing and able to travel to other schools/colleges and to other local or national venues as appropriate. • Willing and able to take most annual leave during school vacation periods. • Deal with day-to-day interruptions – re-jiggle priorities as situations arise. Reprioritise resources, e.g. submit a project plan/grant application. • Must satisfy relevant pre-employment checks. 	