

Old Park Primary School and Nursery

Candidate information pack

Post title: School Business Manager
(Maternity Cover)



Thank you for your interest in the post of School Business Manager (Maternity Cover) at Old Park Primary School & Nursery.

Please read the information contained in this pack, it is intended to give you an insight into the school, as well as to assist you in completing the application form.

The content of this pack includes:

- Headteachers Welcome
- A copy of the advertisement.
- A job description for the post of School Business Manager.
- A person specification for the post of School Business Manager.

For further information about our school please view our website

www.oldparkprimary.co.uk

Headteachers welcome:

As headteacher I am extremely passionate about education and ensuring that all students achieve their best. I believe education is about more than simply learning, it is about creating well-rounded individuals who develop a thirst for knowledge that will grow into life-long learning.

Our **vision of 'reaching for success'**, is one that I want everyone in the school community to fully embrace, and we promote our core values of belonging, respect and responsibility in everything that we do across the school.



At Old Park we believe in creating a nurturing environment where children can thrive through promoting values such as kindness, respect and tolerance.

We are all committed to putting the children's wellbeing first and striving to make sure all their needs are met. We were delighted that Ofsted recognised this in March 2023, highlighting that *"creativity and community are the heart of Old Park. It is a happy and friendly school, where everyone is welcome and valued as individuals."* We see every student as an individual and want to help them discover and nurture their talents and interests.

We want to deliver a broad, balanced, and rich curriculum which is enhanced by a range of great projects, external visitors, and extra-curricular activities. Through our curriculum we expect all students to make a positive contribution to the school, the local community and wider society.

We are so proud of our staff who go the extra mile to inspire children, creating lifelong memories through offering creative and exciting opportunities where children can work together, support and learn together.

Music is central to life at Old Park, and our In Harmony programme provides specialist music lessons for all children. Children from year 2 to year 6 will learn an instrument and play in one of our 5 orchestras. This programme is fully funded, all lessons and instruments are provided free of charge.

We are really happy that the hard work of the school community is recognised in a range of ways including being TES Outstanding Primary School of the Year in 2011; Pearson National Teaching Awards Bronze winner in the category; Making a Difference – Primary School of the Year 2021 and 2022, The Music Partnership Platinum Award, Anti-Bullying Alliance Gold Award and School Games Gold Award.

We extend a warm invitation to anyone who would like to learn more about our school. Please contact the office if you would like to visit or talk to a member of the team

School Business Manager – Old Park Primary School & Nursery

Required from 31st March 2025

Temporary- Maternity Cover

37 Hours per week

Term time plus 2 weeks

Salary: SO2 pts 26-28

We are looking to appoint a nurturing, and enthusiastic School Business Manager to cover maternity leave.

The successful candidate will have:

- Budget management, monitoring and financial reporting experience.
- Experience of health and safety in a school environment.
- Experience of recruitment and a strong understanding of safer recruitment.
- Excellent communication, presentation and interpersonal skills.
- The ability to prioritise workloads and work well under pressure delivering to tight deadlines.
- A highly professional attitude demonstrating discretion and confidentiality.
- Proven skills and abilities of successful leadership and managing staff.
- Have or willing to work towards a recognised School Business Manager qualification.
- Integrity, stamina and a sense of humour.

This post offers a superb opportunity to join a dedicated group of people who work as a strong team in a welcoming environment to get the best outcomes for all our children.

In return we offer:

- Highly motivated, well-behaved children who enjoy coming to school.
- A strong team of dedicated staff who are committed to maintaining high standards.
- A supportive and friendly Governing Body committed to continuing school improvement.
- Leadership support and professional development opportunities.

We are fully committed to the safeguarding and wellbeing of all pupils.

Prospective candidates are welcomed and encouraged to visit the school or speak to the current School Business Manager. Please telephone the school office 01952 387250 or email Kelsey.Weston1@taw.org.uk to arrange a suitable time.

Closing date: 12pm on Wednesday 5th February 2025

Interview date: Thursday 27th February 2025

Please note that we will be seeking references from your current employer prior to interview. All staff must undergo a safeguarding screen via the Disclosure and Barring Service and an online check will be conducted on all candidates that are shortlisted. CVs will not be accepted.

Evaluated Grade S02

School Business Manager – Old Park Primary School

Job Description

Job Purpose

- The School Business Manager will be expected to organise, undertake responsibility and promote the highest standards of business ethos for the efficient and smooth running of the school administration offices and to communicate all relevant information to appropriate members of staff.
- The post holder will take a strategic role in the development, organisation and monitoring of support services. Support, create a culture of achievement, success and constant drive for improvement across the whole school. This includes building, communicating and implementing the shared vision for the school both within the school and beyond.

Major Tasks

- Support the Headteacher in the organisation and management of support staff, service systems, policies and procedures.
- Lead and manage staff in line with the management structure.
- Comply with and assist with the development of policies and procedures relating to child protection, health & safety and security, confidentiality and data protection reporting any concerns to an appropriate person.
- The post holder will manage alongside the Headteacher the school's financial responsibilities, including the operation of Agresso and any other administrative system recommended by the LA, the maintaining of proper records and accounts, setting budgets and monitoring. The post holder will ensure the appropriate administration of all financial matters in accordance with the school's and the LEA's rules
- Associate member of the school's Governing Body providing expertise in financial and regulatory matters.
- Manage HR processes and procedures including new appointments, arranging interviews, obtaining references, DBS checks, contract changes and absence management.
- The post holder will maintain a fully up to date Single Central Records Register and comply with Safer Recruitment Regulations
- The post holder will undertake, both directly and with others, matters relating to Health and Safety, including accident reports, fire safety arrangements and safety training. The post holder will be responsible for the welfare of sick children, enabling their collection by parents.
- Plan and manage change in accordance with the school development/strategic plan.
- Contribute to the overall ethos, work and aims of the school.
- Undertaking any other reasonable tasks requested by the Head.
- Share expertise and skills with others

Contacts & Relationships

- Liaise between managers, teaching staff and support staff.

- Liaise with the Cook-in charge and Telford Catering Services
- Liaise with other outside service providers i.e ICT Gold Technician, MDT
- Produce, and respond to, complex and range of correspondence between Head and the L.A., parents, governors and all relevant agencies.
- Provide personal, administrative and organisational support to other staff including arranging supply cover for teaching and non-teaching staff and organising training.
- Responsibility for maintenance of staff absence and insurance schemes. Ensure supply cover is arranged for all teaching absences.
- Provide advice and guidance to staff and others on complex issues.
- Attend all Governors Meetings as an Associate Member to provide specialist financial/regulatory management and present papers as required.
- Work with Headteacher for specific areas e.g. Health and Safety, Finance & HR
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
- Seek professional advice on insurance and advise the Governors on appropriate insurances for the school and implement and manage such schemes accordingly.
- Develop constructive relationships and communicate with other agencies/professionals.
- Share expertise and skills with others.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others

Creativity

- Manage the school administration offices as an orderly and efficient working environment.
- Responsible for ensuring all record/information systems are used correctly.
- Responsible for the day-to-day operation, development, evaluation and efficiency of the school's administrative systems.
- Manage complex administrative procedures including CENSUS, Budget monitoring and setting.
- Manage the administration of payroll systems, including staffing absence and sickness, insurance reimbursement.
- Organise supply as directed by Headteacher and Deputy and necessary accurate records complying with audit including supply cover claims.
- Provide personal, administrative and organisational support to the Governing Body including preparation for Governor Meetings and co-ordinating training for Governors.
- Develop new, creative ways to analyse, present, evaluate and report complex data/information using latest IT systems and use this to make evidence based decisions and recommendations for change in procedures, systems, budgets or regulation.
- Present timely and costed proposals, recommendations or bids.
- Assist Head/Chair of Governors in complying with SFVS and relevant documentation and research.

- Use financial benchmarking, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency.
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Monitor the way policies and procedures are actioned and provide support where necessary.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Managing lines of communication with parents and the public.
- Manage the Schools Single Central Records in line with safer recruitment legislation.
- Assisting with marketing and promotion of school including updating designated areas of school OLE website, advertising, recruitment, induction, notification to staffing and finance, together with necessary returns and contract requests, DBS applications complying with Ofsted recommendations etc.
- Undertake research and obtain information to inform decisions (i.e. finding and printing appropriate documents from the OLE – finance, health and safety, HR etc.)
- Undertake matters relating to Health and Safety including accident reports, fire safety arrangements.
- Support the writing of risk assessments within the school.
- Ensure systems are in place for effective monitoring, measuring and reporting health and safety issues to the Senior Team, governors and where appropriate the H&S Executive.

Decisions

- Take a lead role in planning, development, design, organisation, monitoring and evaluation of support services/systems/procedures/policies making decisions and formal recommendations for change in line with the school's aims and goals and be accountable for their recommendations.
- Manage the School MIS system and regularly evaluate that it is fit for purpose. Research new MIS systems and recommend and implement as and when required.
- Collate and evaluate all financial information and consult with the Head teacher and Governing Body to recommend a realistic budget for school activity.
- Evaluate the financial management of the school and propose revisions on budgets if necessary, in response to significant or unforeseen developments.
- Evaluate the school's strategic objectives and obtain information for workforce planning.
- Comply with and develop policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The post holder will use their judgement and professional expertise to make decisions on complex problems where solutions are not obvious.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.

Management & Supervision

- Line Manager to administration staff & site manager.
- Hold regular team meetings with managed staff.
- Undertake recruitment/induction/appraisal/training/mentoring for management staff.

- Support the Headteacher in the organisation and management of support staff, service systems/procedures/policies.
- Lead and manage associate staff in line with the management structure.
- Assist the Headteacher in the recruitment of school staff and volunteers.
- Manage the induction process/training for all staff.
- Deputise for the Headteacher, as necessary, in relation to Business/Finance/HR issues.
- Take a lead role in the recruitment of support staff and managing associated employment procedures.
- Manage the school Site Manager – ensuring best value for money.
- Ensure in house services e.g catering, cleaning are monitored and managed effectively, in line with all support staff functions.

Supervision Received

- The postholder will be directly responsible to the Headteacher.
- Works independently, setting own priorities.

Complexity

- Managing administration, HR, finance and premises reporting to the Headteacher
- Working beyond Policies and Procedures in order to meet new relevant legislation.
- This role is complex due to the need to work under pressure, to deadlines and changing priorities

Resources

- Take a lead role in evaluating information to plan a realistic budget.
- Submit the proposed budget to the Governing Body for approval.
- Ensure that the school makes the best possible use of resources through effective planning, including consideration of all financial implications.
- Be responsible for the selection and management of resources, including management of budget and regular audit of resources/maintaining and updating inventory of school property on-line including furniture and equipment.
- Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Provide ongoing budgetary information to all stakeholders as appropriate.
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
- Identify timely and fully costed proposals, recommendations or bids that support the developments within the school.
- Assist the Headteacher in the routine monitoring of the school's budget share. This includes the monitoring of the computerised financial records relating to the school's budget, advising the Headteacher on over/under spending.
- Maximise income through lettings and other activities.
- Manage school licences and insurance.
- Manage the Government Procurement Card and control and submission of accounts.
- Undertake complex financial administration procedures including:
- Managing the school fund, responsible for the accounts/banking/records and balances and documents complying with T&W audit procedures. Arranging

completed accounts to be audited and presented to Headteacher for Governors/parents.

- Management of school imprest account and necessary reimbursements through Agresso.
- Oversee the management of the Breakfast club, After School club and Nursery accounts.
- Responsible for the prompt processing of invoices for payment on-line, (after authorising from Head) and ensuring that the authorisation of payment of invoices, through Agresso, are carried out promptly by Authorising Officer (normally Deputy Head or Head, as appropriate).
- Manage service contracts including buy-back details for Headteacher.
- Manage and complete the recharging of utilities between all sites within school.
- Manage the Education Welfare buy in service including recharging within the Cluster group.
- Manage the Haughton Hub recharging in relation to school resources.
- Be responsible for the management of expenditure within an agreed budget – imprest, capitation, administration budget, school fund, GPC card etc.
- Oversee the collection of all monies, to be responsible for security, recording and banking.
- Assist Headteacher in administration of facilities including use of school premises, and liaising with other stakeholders, Site Manager, contractors, LA officials, consultants, P.A.T. electrical testing, ICT personnel, governors including assisting Health & Safety Governor in health and safety walks, fire risk assessments etc.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations. All building work follows necessary safety and contractual rules.
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- Ensure the safe maintenance and security operation of all school premise.
- Strategically manage the letting of school premises to external organisations, for the development the extended services and community requirements.
- Maintain the highest standards of confidentiality and data protection in a discreet and professional manner

Impact

- Efficient running of the administration offices
- Ensuring school site is compliant with all Financial/Health & Safety/HR legislation and the monitoring thereof.
- This role is crucial to the smooth running of the school business allowing the Headteacher to focus on the curriculum, social and pastoral development/efficiency

Physical Demands

- The level of physical demands would be that expected of a typical office based job such as carrying files for meetings and setting up for meetings/events. There may be occasional demand for more than this however, this would not be a typical or significant part of the job

Working Environment

- In the main this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside.

Emotional Context

- The emotional strain and distress this role is expected to face would be limited however there may be times when the post has contact with information that may be upsetting. However, this would be incidental and it would not be a formal part of the job to deal with this information

Other

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • CSBM or an equivalent qualification e.g. NVQ level 4 Business • Working in an office environment at a senior level • Excellent numeracy/literacy skills
Experience	<ul style="list-style-type: none"> • Several years' experience working in office environment at a senior level • Financial planning and management • Writing financial or other complex reports
Knowledge	<ul style="list-style-type: none"> • Effective use of specialist ICT packages <ul style="list-style-type: none"> • Microsoft Office (essential) • Bromcom or other school MIS packages (desirable) • Agresso (desirable) • Use of specialist equipment/resources • Full working knowledge of relevant policies/codes of practice/legislation • Financial working background
Skills	<ul style="list-style-type: none"> • Ability to organise, lead and motivate other staff. • Ability to plan and develop new systems. • Negotiate and liaise confidently and at a senior level with all members of staff and clients of the School community and outside agencies • Ability to relate well to children and adults. • Work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Ability to self-evaluate learning needs and actively seek learning opportunities. • Work to tight deadlines and adapt quickly and effectively to changing situations. • Analyse and interpret complex written and financial information. • Contribute to fulfilling the planned priorities of the school
Personal style & behaviours	<ul style="list-style-type: none"> • Strong attention to detail • Ability to work on own initiative. • Self-motivated and committed to deliver a high standard of work. • To demonstrate a positive attitude and can do approach. • Ability to work under pressure and prioritise effectively. • Ability to handle high levels of confidential information in a discreet and professional manner
Fluency Duty	<p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <p>This post holder will demonstrate that they:</p>

	<ul style="list-style-type: none"> • Can express themselves fluently and spontaneously, almost effortlessly. • Can produce clear, well-structured, detailed text on complex subjects. • Can understand a wide range of demanding longer clauses and recognise implicit meaning.
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Political Restrictions	None
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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	X
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	X

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>