INFORMATION FOR APPLICANTS

School Business Manager
Salary: £41,967 to £48,219 FTE
(Scale PO12 points 47 -53)
To start ASAP

Dear Candidate

Welcome to All Saints Academy Dunstable.

I feel extremely proud to be the Principal of All Saints Academy and I intend to work alongside the students and staff to create a school that all can feel proud to attend. The summer results were the best in five years demonstrating the rapid progress All Saints is making.

At the Academy it is important to us that all children make the best progress possible regardless of their academic starting point. We understand that the best progress is only achieved when teachers know their students well and plan lessons with expertise, ensuring all students make progress. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest expectations for all our students.

The Academy has had a turbulent time over the last two years but in January 2017 Ofsted stated "The new headteacher has set a clear vision for school improvement. Through rigorous determination she is now bringing direction and raised expectations of both staff and pupils…….The school no longer requires a category of concern. The school is now improving rapidly and continues its journey to being a good school."

If you feel you want to be part of our journey to Outstanding and have a genuine desire to make a difference to children's outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is "Living Well Together with **Dignity**, **Faith** and **Hope**". We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures.

The School Business Manager is one of the Academy's senior support staff professionals who works to advise the Principal in their duty to ensure that the academy meets its financial responsibilities. The hours of work are 37 per week, Monday to Thursday 8.00 am to 4.00 pm, Friday 8.00 am to 3.30 pm. The position is full time and salary is Principal Officer scale 12 points 47- 53, (£41,967 to £48,219).

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole the accommodation includes:

- Five Science labs and a Science Studio Room
- Five Maths classrooms and a Maths Lecture Theatre
- Six English classrooms
- Three MFL classrooms
- Five Humanities classrooms
- Four labs for the teaching of Business Studies and ICT
- A further four rooms equipped with ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music
- A Recording Studio
- An amazing A Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area

JOB DESCRIPTION

SCHOOL BUSINESS MANAGER

Responsible to:

Principal

Line Manages:

Leads Finance function, Site Manager and ICT Network Manager

Core purpose:

1. The School Business Manager is one of the Academy's senior support staff professionals who works to advise the Principal in their duty to ensure that the academy meets its financial responsibilities.
2. The School Business Manager is responsible for providing professional leadership and management of some academy support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the academy.
3. The School Business Manager promotes the highest standards of business ethos within the administrative function of the academy and strategically ensures the most effective use of resources in support of the academy's learning objectives.
4. The School Business Manager is responsible for the Financial Resource Management/Management Information and ICT/Facility & Property Management/ Health & Safety Management of the Academy and liaises with the catering contractors.

General Duties

Leadership & Strategy

1. Attend Senior Management/Leadership Team, full Governing Body and appropriate Governors' sub-committee meetings
2. Negotiate and influence strategic decision making within the academy's Senior Management/Leadership Team
3. In the absence of the Principal, take delegated responsibility for Financial and other decisions
4. Plan and manage change in accordance with the academy development/strategic plan.
5. To lead and manage some academy support staff

Financial Resource Management

1. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for academy activity
2. Submit the proposed budget to the Principal and Governors for approval and assist the overall financial planning process
3. Discuss, negotiate and agree the final budget
4. Use the agreed budget to actively monitor and control performance to achieve value for money
5. Identify and inform the Principal and Governors of the causes of significant variance and take prompt corrective action
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide ongoing budgetary information to relevant people
8. Advise the Principal and Governors if fraudulent activities are suspected or uncovered
9. Maintain a strategic financial plan that will indicate the trends and requirements of the academy development plan and will forecast future year budgets
10. Identify additional finance required to fund the academy's proposed activities
11. Seek and make use of specialist financial expertise
12. Maximise income through lettings and other activities
13. Select types of investments which are appropriate for the academy, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
14. Present timely and fully costed proposals, recommendations or bids
15. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
16. Monitor the effectiveness and implementation of agreements
17. Accounts payable; trips and expenditure finances and month end processes
18. Management of accounting procedures and adherence to all internal and external financial regulations.
19. Banking requirements and monitoring of cash flow.

Management Information Systems and ICT

Management of ICT Network Manager to ensure the following:

1. Consider approaches for existing use and future plans to introduce or discard technology in the academy
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
3. Ensure that the academy has a strategy for using technology aligned to the overall vision and plans for the academy ensuring value for money
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the academy
5. Establish systems to monitor and report on the performance of technology within the academy
6. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
7. Ensure contingency plans are in place in the case of technology failure
8. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

Facility & Property Management

Take responsibility for the following:

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 academy premises
3. Manage the maintenance of the academy 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 premises management and grounds maintenance
6. Monitor, assess and review contractual obligations for outsourced academy services
7. Ensure a safe environment for the stakeholders of the academy 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 academy 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 academy and implement and manage such schemes accordingly.

Health & Safety

1. Liaise with Premises Manager regarding Health & Safety
2. Ensure the academy's written Health & Safety Policy statement is clearly communicated and available to all people
3. Ensure the Health & 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 & Safety issues
5. Ensure systems are in place to enable the identification of hazards and risk assessments
6. Ensure systems are in place for effective monitoring, measuring and reporting of the Health & Safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
7. Ensure the maximum level of security consistent with the ethos of the academy needs, ensuring that financial and supporting agency services are adequate for the diverse needs

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

……	**……**
Post holder	**Date**
……	**……..**
Line Manager	**Date**
Position ……	

Safeguarding

Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

PERSON SPECIFICATION
School Business Manager

	Essential	Desirable
Education/Qualifications	• Recognised management/business qualification/s • Recognised accounting qualification	• School business manager specific qualification, that is, Fellow of NASBM, DSBM, CSBM • Member of National Association of School Business Management
Experience	• Experience of managing within a school or other establishment. • Evidence of finance, business or administrative management experience to support the day to day operation of an establishment/company within financial constraints • Evidence of being an effective leader of an establishment • Experience of managing strategic financial plans and influencing decision making • Experience of managing budgets, generating income/sponsorship opportunities, procurement and fixed assets. • Experience of managing change and implementing new systems/ procedures/controls	• To have experience and understanding of the working of a governing body, regulations and reporting requirements • Experience and knowledge of premises management, maintenance and repair including the ability to establish priorities
Knowledge, Skills and Aptitudes	• Knowledge and understanding of SFVS and financial requirements. • Ability to build and form good relationships with students, colleagues and other professionals. • Able to lead, develop and motivate a team of staff, delegating duties as required including an ability to work constructively as part of a team • Excellent verbal and written communication skills	• Awareness of principles and practice in relation to building services, for example protection of personnel and buildings from fire, energy management and conservation

	appropriate to the need to communicate effectively with colleagues, students and other professionals. • Ability to proficiently use office computer and finance software including, spreadsheet, database/s and internet systems. • Ability and knowledge to produce budgets, reports, cash flow and financial and statistical summaries, ideally combined with operational experience. • Good working knowledge of principles and methods of financial control and reporting, and their adaptation to various purposes, including the preparation of financial accounts. • Working knowledge of law with regard to Health and Safety legislation, contracts, freedom of information act, copyright and data protection.	
Personal Qualities	• Excellent interpersonal and influencing skills with ability to maintain strict confidentiality. • Initiative and ability to prioritise ones own work and that of others to meet deadlines when under pressure. • Able to follow direction and work in collaboration with the Senior Leadership Team. • Able to constructively challenge self and others to continually improve own and team performance. • Able to work flexibly, adopt a 'hands on' approach, and respond to unplanned situations. • Ability to evaluate own development needs and those of others and to address them. • A willingness to seek specialist advice and awareness of where to seek it. • Able to attend evening meetings • Efficient and meticulous in organisation. • Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety.	

	• Commitment to the schools ethos, aims and its whole community	
Other	• Commitment to safeguarding the welfare of young people in the Academy • Understanding of appropriate and inappropriate physical intervention with students	

TIMELINE FOR RECRUITMENT PROCESS

Advertisement placed	**Thursday 22 March 2018**
Closing date for applications	**Friday 13 April 2018**
Interviews	**Tuesday 24 April 2018**
To start	**As soon as possible**

ARRANGING A VISIT TO THE ACADEMY

We encourage prospective candidates to visit the Academy before making an application.

If you would like to arrange a visit, please contact Michelle Arnold, PA to Principal and HR Manager (01582 619700) to make an appointment.

HOW TO APPLY

Please submit your application form, together with a letter of application (no more than two sides of A4), outlining your reasons for applying for this post. In your letter please make reference to information in the pack, particularly the person specification, and explain why you would be an ideal candidate for All Saints Academy and what qualities you will bring to the Team. Please do not send us a general letter; we really are looking for someone who is prepared to respond to us as an individual Academy. You can be sure that we will take time and care in reading your letter as we appreciate how much energy goes into it.

Please return your application and letter by email to jobs@allsaintsacademydunstable.org or by post to

Michelle Arnold
PA to Principal and HR Manager
All Saints Academy
Dunstable
Beds LU5 5AB

If you have any questions, please contact Michelle Arnold, PA to Principal and HR Manager, on 01582 619700.

We will acknowledge receipt of your application form and let you know as early as possible if you have been shortlisted for interview.