

# THE SANDON SCHOOL



## RECRUITMENT PACK

## *BUSINESS MANAGER*

***Closing date: midday on Friday, 17 September 2021***

For further information please contact Mrs Hampton by  
phone on 01245 241141 or by email  
[jhm@sandon.essex.sch.uk](mailto:jhm@sandon.essex.sch.uk)

Molrams Lane, Sandon, Chelmsford, Essex CM2 7AQ  
Website: [www.sandon.essex.sch.uk](http://www.sandon.essex.sch.uk)  
Switchboard: 01245 473611

**THE SANDON SCHOOL**  
**Molrams Lane**  
**Sandon**  
**Chelmsford**  
**Essex CM2 7AQ**  
**Headteacher: Mr A Weaver**  
**Tel: 01245 473611**  
[www.sandon.essex.sch.uk](http://www.sandon.essex.sch.uk)



## **BUSINESS MANAGER**

**SCALE 13**

**£55,769 – £61,343 (*pay award pending*)**

The Sandon School is a popular 11-18 mixed comprehensive of around 1300 students and has an excellent reputation in the local area. We have superb facilities and view ourselves as an innovative teaching and learning community. The school is situated close to the A12 on the east side of Chelmsford within easy reach of Chelmsford, Colchester, Southend and Brentwood and has good public transport links.

We are seeking a well-qualified, strong and forward-thinking Business Manager to join our Leadership Team on 1 November 2021 or as soon as possible thereafter and work in a school committed to aiming higher together. Applicants should have the passion and commitment to build on the achievements of our school to date and be able to drive further improvement.

We are seeking someone with:

- a strong track record in business management who can demonstrate significant past success
- excellent organisational, management, communication and interpersonal skills
- the ability to operate strategically and lead by example whilst valuing and motivating staff
- the desire to ensure the best possible educational experience for our students

Further information is available in the information pack which can be obtained by contacting Mrs Hampton on 01245 241141, or by emailing [jhm@sandon.essex.sch.uk](mailto:jhm@sandon.essex.sch.uk), or it can be downloaded from the school's website [www.sandon.essex.sch.uk](http://www.sandon.essex.sch.uk).

**We are committed to safeguarding and promoting the welfare of children.**  
**Appointments will be subject to references and enhanced DBS checks.**

Closing date for applications: midday on Friday, 17 September 2021

Interviews to be held the following week



## **BUSINESS MANAGER JOB DESCRIPTION**

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RESPONSIBLE TO: Headteacher

RESPONSIBLE FOR: All Support Staff

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### **Strategic role**

To assist with strategic planning aspects including all financial implications and ensuring that the school makes the best possible use of resources available.

To oversee all matters within the management and leadership of the school which are supportive to, but do not involve, the teaching function.

To be responsible for effective 'Risk Management', for example in Health and Safety and in the management of any third party service contracts.

### **Finance**

In accordance with the Board Rules and Delegation of Powers for The Sandon School Academy Trust, to act as the Company Secretary and Chief Financial Officer performing this duty as provided for in the Academy Trust Handbook.

To be responsible for all matters relating to the school's finances and to ensure such matters are handled in accordance with the Financial Regulations.

In consultation with the Headteacher, to prepare the annual budget for approval by the Governing Board.

To monitor income and expenditure in relation to budgets and reporting to the Board of Governors and Headteacher on a regular basis to enable them to make strategic decisions.

To support the work of the Responsible Officer and External Responsible Officer in their regular reviews of financial procedures.

To support the work of Governors by providing advice on Financial Regulations and the Charges and Remissions policy.

To monitor the School's processes in relation to timesheets and monthly payroll.

To be responsible for seeking professional advice on insurance and advising the Governing Board and the Headteacher on appropriate insurance for the school. Implementing the approved insurance and handling any claims that arise.

To be responsible for preparation of bids in respect of applications for additional funding.

To monitor the quality of goods and services, seek out new suppliers and organise tendering processes as appropriate in accordance with financial regulations to ensure that the school receives value for money.

To produce finance correspondence and reports as required including support and liaison with the external auditor in the production of the annual accounts.

To monitor the operation of the school's accounting computer package and make recommendations for updates/changes as appropriate.

To provide benchmarked reviews of school resource use for Governors on an annual basis.

### **Personnel Management**

To provide leadership and guidance for all support staff, including direct line management of the Administration Manager, Finance Manager, Site Manager, Catering Manager, Network Manager and the Audio Visual Technician.

To be responsible for general personnel matters including recruitment and pre-employment checks and the issue of staff contracts.

To give advice to governors and the Headteacher on personnel matters and liaise where necessary with our external HR advisor.

To maintain confidential staff records.

To be responsible for the recruitment, professional development, performance management and training of all support staff, with the exception of the Headteacher's PA & Clerk to Governors.

To ensure that statutory training requirements for all staff are complied with in relation to Safeguarding.

To advise Governors on matters relating to the Grievance and Whistleblowing policies.

To advise the Headteacher and Governors on appropriate initiatives/activities & policies in relation to staff wellbeing.

### **Estate management**

To act as the school's Health and Safety Coordinator and Fire Officer supporting Governors in the establishment of school policies.

To be responsible for the maintenance of the school site and the buildings, including the monitoring of maintenance schedules and the efficient operation of all facilities on the property.

To be responsible for the security of the school site.

To be responsible for the upkeep of playing fields, gardens, all weather surfaces, playgrounds and land drainage. To ensure the maintenance of boundaries, footpaths, roads and rights of way and parking areas.

To purchase, repair and maintain all furniture and fittings.

To conduct regular reviews of the site in order to identify the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.

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 draw up outline specifications for any new buildings/alterations, obtaining tenders, obtaining planning permission, and liaison with building contractors, architects and other professionals engaged by the school.

To be responsible for the creation of risk assessments as required in relation to the operation of the site and conduct of school activities.

To ensure the maintenance of the Incident Management guidelines and disaster recovery plan.

To act as the school's Educational Visits Coordinator to ensure compliance with the school's Education Visits procedures.

To ensure that school vehicles are regularly inspected & maintained and that all drivers have passed the required assessments.

To advise Governors on the Food & Nutrition policy.

### **Whole school administration & ICT**

To act as the school Data Protection Officer and advise Governors on the Data Protection Policy and matters related to GDPR and Freedom of Information.

To be responsible for the school's ICT systems and the management of hardware in consultation with the school's Network Manager, including with regard to cyber security.

To provide for the preparation and production of all school publications in soft and/or hard copy as appropriate.

To act as principal correspondent with the Department for Education, ESFA and other agencies as required, including ensuring all statutory returns are made in a timely manner.

To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

To provide advice to the Headteacher and Governors on admissions and appeals policy and administer its implementation.

**We are committed to safeguarding and promoting the welfare of children. All staff should be aware of the school's Child Protection Policies.**  
**Strategic role**



## PERSON SPECIFICATION

### Business Manager

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	An appropriate degree (or professional equivalent) Experience of working at a senior management level within an organisation
	Knowledge of relevant policies and procedures	Practical experience of managing school accounts and computer systems, budget setting and setting up systems for financial management Understands the LA and DfE/ESFA financial systems and procedures A detailed working knowledge of payroll, personnel and employment issues
	Literacy	Outstanding literacy skills
	Numeracy	Outstanding numeracy skills
	Technology	Highly competent ICT skills
<b>Communication</b>	Written	Ability to instigate and produce complex returns and write highly complex letters and reports
	Verbal	Ability to exchange highly complex information clearly and sensitively Ability to address Leadership and Governing Board
	Languages	Use initiative to overcome any communication barriers with children and adults
	Negotiating	Highly effective negotiation skills and the ability to achieve best possible outcomes Ability to effectively manage difficult or controversial exchanges
<b>Working with others</b>	Working with partners	Establish effective relationships with those working in and with the school Represent the school at various meetings
	Relationships	Be able to create good relationships with students, parents, staff and governors
	Team work	Work creatively within a team environment both as a manager and team member
	Information	Develop and implement highly effective systems to share and safeguard information
<b>Responsibilities</b>	Organisational skills	Experience of strategic planning activities and the development of business plans Experience of financial planning, financial management and budgetary control within an organisation
	Line Management	Experience of leading, managing and motivating a team of staff Offer dynamic and effective leadership Lead by example and be a role model
	Time Management	Excellent organisation skills, have a high level of initiative and be able to delegate effectively and appropriately Able to ensure that tight, strict deadlines are met
	Creativity	Demonstrate a highly creative approach to work Able to resolve complex problems independently
<b>General</b>	Equalities	Demonstrate commitment to treating all people

General heading	Detail	Examples
		fairly
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Good understand and compliance with Child Protection procedures
	Confidentiality/Data Protection	Good understanding and compliance with procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Able to effectively evaluate own performance Ability to transfer new knowledge to the workplace and share knowledge on a practical level to team members



## **Key Information Sheet for a Support Staff post at The Sandon School**

### **BUSINESS MANAGER**

This sheet sets out the key information for any candidates applying for a support staff position at The Sandon School. Please read this information carefully and retain this sheet for reference during the application process.

#### **Application process**

Applicants must complete the application form and submit it to the school by no later than the closing date advertised. All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

#### **Selection process**

Applications will be ranked against the person specification for the role.

All shortlisted applicants may be subject to:

1. A face-to-face interview with the selection panel
2. Written tasks

Details will be provided prior to interview.

#### **Shortlisted candidates**

Applicants who have been shortlisted for the post will usually be notified by telephone.

Prior to the interview date referees will be contacted to request references on all shortlisted candidates.

#### **Further information and school visits**

Applicants who require further information or would like to visit the school should contact Mrs J Hampton 01245 241141 or [jhm@sandon.essex.sch.uk](mailto:jhm@sandon.essex.sch.uk).





## **Key Information for candidates regarding terms and conditions**

### **Full time posts**

The holiday entitlement (includes public holidays) for this post 5.2 weeks pa

The successful candidate will work each week of the year including non-pupil days.

Holiday should be taken during school closure periods. There is no entitlement to take holiday during term time.

Hours per week: 37 Hours

Working weeks per year: This post is for 52.14 weeks per annum

### **Pay**

This post is paid on Pay Scale 13. The full time pay range for this role is £55,769 to £61,343.

Employees are paid monthly in twelve equal months per year.

### **Probation**

All individuals new to employment with the school will be required to satisfactorily complete a six month probationary period.



## THE SANDON SCHOOL

Opened in 1955, The Sandon School is an 11-18 co-educational Comprehensive with around 1300 students. It is a true comprehensive school with a full range of abilities. It has an excellent reputation in the community and the school underwent an Ofsted Inspection in March 2018 which found it to be a good school.



The Sandon School is fortunate to have a well-qualified, motivated and experienced staff. Many of the staff are currently undergoing a variety of professional development activities focused on teaching and leadership in particular.

The school is a stand-alone academy, having achieved academy status in 2011, and has been successful in a number of capital bids. As a result, the site is both attractive

and well equipped in all areas of the curriculum. The school is extremely well resourced in relation to ICT with all classrooms equipped with data projectors/interactive whiteboards and many with a wide range of new specialist ICT facilities.

The school's ATLAS Centre (Access to Learning at Sandon) is a hub of learning for the whole school and incorporates numerous computers as well as a well-stocked library.

Specialist sports facilities include a dedicated sports hall with an international standard specialist floor, a brand new smaller sports hall a dance studio and multi-gym, two flood lit 4G Astro Turf pitches, extensive playing fields and hard play areas and a well-equipped gymnasium.



Other specialist facilities include a fully-equipped drama studio with banked seating for an audience of 100, a large performance space, several smaller music practice rooms and a dedicated media suite. As well as nine laboratories, the science department also has an outdoor garden for environmental studies.

The majority of lessons are taught in specialist classrooms and there is a Sixth Form Centre with dedicated study facilities for Sixth Form students.

For administrative and pastoral purposes the school is organised into three divisions: Lower School (years 7 and 8), Middle School (years 9, 10 and 11) and Sixth Form (years 12 and 13). Heads of School/Sixth Form and Heads of Year are jointly responsible for monitoring students' progress and ensuring the well-being of the students within the school to facilitate their learning. Students entering the school are placed



in all-ability tutor groups and are set by ability early in Year 7 for English and maths, and in Year 8 for science and languages.

The school provides a full range of courses for GCSE and A Level/Level 3 examinations as well as non-GCSE Certificate courses at KS4. The school has successfully developed a vocational curriculum programme for some students at KS4.

The school enjoys the support of a dedicated Parent Teacher Association (Friends of Sandon School) which organises fund raising and social and educational activities. It is instrumental in providing the school with many items of equipment and 'extras'.



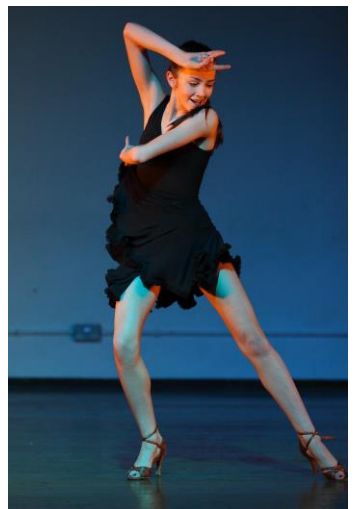
At The Sandon School students are given the opportunity to participate in the highly regarded Duke of Edinburgh's Award scheme. Currently Bronze and Silver awards are offered.

The catchment area of the school covers a wide rural area in addition to the immediate locality of Great Baddow, Sandon and Chelmer Village. The main villages served by the school are Danbury, Bicknacre, East and West Hanningfield, and Chelmer Village from which approximately 60% of

students are currently transported daily to school by means of contract or local service buses.

The school occupies a very pleasant location on the east side of Chelmsford. Located near to the A12 it is easily accessible by car and is well served by public transport. Chelmsford is situated 32 miles from London and has a train service to Liverpool Street (just over half an hour). It is within easy reach of the East Coast with its many sailing centres, and also Colchester, Ipswich. Southend and Brentwood. During the last 20 years, Chelmsford has undergone rapid expansion and is continuing to do so. It is a popular residential town and serves London as a commuter centre.

At Sandon we are proud of our school and its achievements. If you would like further information or would like to visit the school please contact Mrs Jo Hampton on 01245 241141 or email [jhm@sandon.essex.sch.uk](mailto:jhm@sandon.essex.sch.uk).



*AIMING HIGHER TOGETHER*



## RECRUITMENT AND SELECTION POLICY STATEMENT

1. The Governing Board is committed to:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development, of children and young people
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs

and expects all staff, volunteers and other workers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2. The Governing Board recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. We will uphold obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of the protected characteristics of age, sex, sexual orientation, marriage or civil partnership, pregnancy, gender re-assignment, disability or health, race (which includes colour, nationality and ethnic origin), religion or belief.
3. We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.
4. We will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed.
5. The following pre-employment checks will be required where applicable to the role and settling:
- receipt of satisfactory references\*
  - verification of identity
  - a satisfactory DBS disclosure if undertaking Regulated Activity
  - verification that you are not on the DBS Children's barred list and therefore not barred from working with Children
  - verification that you are not prohibited from teaching
  - verification of medical fitness
  - verification of qualifications

- verification of professional status where required eg QTS status
- the production of evidence of the right to work in the UK
- verification of successful completion of/exemption from statutory induction period
- verification that you are not subject to any s128 directions preventing you from holding a management position within a school
- a declaration that you are not disqualified from working with children by virtue of the Childcare (Disqualification) Regulations 2009 or that you have provided a disqualification waiver from Ofsted

***NB It is illegal for anyone who is barred from working with children to apply for, or undertake Regulated Activity.***

\*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. Where it is agreed to defer, referees will be contacted immediately after interview before an offer of employment is made.

6. We will keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.
7. All posts/voluntary roles that give substantial unsupervised access to children and young people are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs (save for those offences that are subject to filtering by the Police).

Applicants will be required to sign a DBS consent form giving consent for the DBS certificate to be copied and shared (within strict guidelines) for the purposes of considering suitability for employment and consent for an online status check to be carried out in the event that the applicant subscribes to the DBS update service.

The Governing Board is committed to ensuring that people who have convictions/cautions/ reprimands on their record are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position, except in the case of school settings covered by the Childcare (Disqualification) Regulations 2009 where certain convictions, cautions or warnings will mean an individual is disqualified from working in that setting and will prohibit employment at the school (unless a waiver can be obtained from Ofsted).

Positive disclosures will be managed on a case by case basis taking into account the nature, seriousness and relevance to the role. The following factors will be considered in each case:

- The seriousness/level of the disclosed information eg was it a caution or a conviction.
- How long ago did the incident(s) occur?
- Whether it was a one-off incident or part of a repeat history/pattern.
- The circumstances of the offence(s) being committed and any changes in the applicant's personal circumstances since then.
- The country where the offence/caution occurred.
- Whether the individual shows or has shown genuine remorse.



- If the offences were self-disclosed on the SD2 form or not (non-disclosure could, in itself, result in non-confirmation of employment on the grounds of trust, honesty and openness).

When making a recruitment decision The Governing Board will disregard any filtered convictions/cautions/reprimands which were disclosed in error.

A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This Governing Board is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

8. The school processes personal data collected during the recruitment process in accordance with its data protection policy. Data collected as part of the recruitment process is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment procedure. On the conclusion of the procedure, data collected will be held in accordance with the School's retention schedule.

A copy of our Recruitment Procedure is available upon request.



## **PRIVACY NOTICE**

### **The categories of school applicant's information that we collect, process, hold and share include:**

- personal information (such as name, address, national insurance number, contact information, teacher number, referee contact information, close personal relationship information with current staff, ability to travel, pre-employment check information)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- employment information (such as salary information, current role, employment history (including reasons for leaving), breaks in employment history, training history)
- qualifications (and, where relevant, subjects taught)
- Medical or disability information where relevant

### **Why we collect and use this information**

We use this data to undertake the recruitment of new staff.

### **The lawful basis on which we process this information**

We process workforce information under Article 6 (To fulfil our legal obligation under the Education Act 1996 and the performance of our public task) and Article 9 (processing of special category data) of the UK General Data Protection Regulations. To comply with contract law, HMRC regulations, eligibility to work in the UK and Keeping Children Safe in Education (as updated).

### **Collecting this information**

Whilst the majority of information is provided by you, some information will be sought from previous employers, DBS service, The Teaching Regulation Agency, Overseas Embassies and referees. If you refuse to provide this information, we may be unable to process the application or continue with the recruitment process.

### **Storing this information**

If unsuccessful we will hold this information for six months from the date of employment of the successful candidate in accordance with our data retention schedule.

### **Who we share this information with**

We routinely share this information with members of the HR and recruitment team, interviewers, relevant Governors, Headteacher and legal services contracted by the school.

### **Why we share school workforce information**

We do not share information about applicants with anyone without consent unless the law and our policies allow us to do so.

### **Requesting access to your personal data**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Bayley, Business Manager.

### **Withdrawal of consent**

Where we are processing your personal data with your consent, you have the right to withdraw this consent. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Further information**

If you would like to discuss anything in this privacy notice, please contact Mrs Bayley.