



Heathlands Church of England Primary School



School Business Manager

Essex Pay Scale – Scale 8 to Scale 9
£33,945 - £41,418 FTE (Pay award pending)
Dependant on experience

37 hours per week, term time plus two weeks
Potential for Hybrid and Flexi-working

Closing date for applications: Monday 21st October 2024 Midday
Interviews Thursday 24th October 2024

Vision

Helping Everyone Shine Their Light

Values

Trust

Respect

Enjoyment

Courage

Kindness

Theological Underpinning

'You are the light of the world. A city on a hill cannot be hidden.
Shine your light before all that they may see your works and then praise your Father
in heaven.' Matthew 5v14-16

Job Description: School Business Manager

Salary: £33,945 - £41,418 (FTE) Dependant on experience

Hours – 37 hours per week, term time plus two weeks

Reporting to: Headteacher

Purpose of the role:

- To provide professional leadership and management of support staff to enhance their performance
- To ensure the professional and efficient delivery of support services across the school
- To strategically manage resources ensuring they support the school's key aims and objectives

Location:

Heathlands Church of England School, New Church Road, West Bergholt, Colchester

Duties and Responsibilities

Leadership & Strategy

- To model and live the school's values of: Trust, Respect, Enjoyment, Courage and Kindness
- Negotiate and influence strategic decision making within the school's senior leadership team
- Plan and manage change in accordance with the school's development plan
- To lead and manage support staff

Financial Resource Management

- Prepare, manage and monitor the school's budget
- Prepare and maintain medium term financial forecasts to ensure future financial stability
- Oversee the school's accounting function ensuring up to date and accurate accounts are maintained
- Prepare statutory financial returns for key stakeholders
- Manage the school's investments
- Oversee the school's internal control framework

Administration Management

- Manage the whole school administration function
- Establish and use effective administrative systems

Management Information & ICT

- Ensure the school has a strategy for using technology that is aligned with the overall vision
- Consider approaches for existing use and future plans to introduce or discard technology

- Establish systems to monitor and report on the performance of technology
- Ensure support, resources and training are in place to enable stakeholders to make best use of IT
- Ensure adequate data collection systems are in place

HR Management

- Manage recruitment, performance management, training and development for support staff
- Maintain HR policies and procedures
- Manage the school's payroll function
- Support senior management with work force planning and organisational design
- Prepare and monitor statistics on HR matters such as absence management, staff satisfaction
- Design staff wellbeing strategies

Facilities Management

- Ensure the safe maintenance and operation of the school site
- Ensure the continued availability of utilities and site services
- Follow sound practices in premises and ground maintenance
- Ensure ancillary services such as catering, and cleaning are monitored and managed effectively
- Manage the letting of the school/trust premises to external organisations
- Oversee the insurance procurement process
- Project manage facilities development projects
- Oversee the school/trusts health and safety function to include managing policies and risk assessments

Marketing and Income Generation

- Prepare and monitor the school's marketing strategy
- Monitor all external and internal communications to ensure they represent the school's values and vision
- Generate additional revenue by bid writing and grant applications

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.



Personal Specification	Essential	Desirable	Method of Assessment*
KNOWLEDGE/QUALIFICATIONS			
Recognised management/business degree or other equivalent qualification such as CSBM, DSBM, ADSBM		✓	AC
A record of continuing professional development	✓		ACR
A working knowledge of accounting and financial management	✓		AIR
Well-developed ICT Skills	✓		AI
Understanding of the education sector		✓	AIR
EXPERIENCE			
Managing strategic financial plans and budget monitoring	✓		AIR
Managing a finance function		✓	AIR
Leading and managing projects	✓		AIR
Change management	✓		AIR
Leading and managing teams	✓		AIR
Working with a range of internal and external parties	✓		AIR
Making efficiency savings		✓	AIR
Managing and monitoring policies, systems and processes	✓		AIR
SKILLS/ BEHAVIOURS/QUALITIES			
Strong interpersonal, written and oral communication skills	✓		AI
Self-motivated with high levels of personal drive	✓		AIR
Strong analytic skills with attention to detail and high levels of accuracy	✓		IR
The ability to work in close harmony with all staff	✓		IR
Flexible and adaptable to changing business demands	✓		IR
The ability to enthuse and inspire others	✓		IR
Strong organisational and time management skills	✓		AIR
Ability to work under pressure and meet deadlines	✓		AIR

*Method of Assessment Key: A= Application, I=Interview and Assessment, R=Reference, C=Certificate

Welcome from the Headteacher

Dear Applicant,

Thank you for your expression of interest in the post of School Business Manager at Heathlands Church of England Primary School. I am delighted to have this opportunity to provide you with some details about our school and to describe the kind of person we hope to appoint to this position.

Heathlands C of E Primary School is a happy, thriving two-form entry primary school based in the village of West Bergholt, Colchester. Our school has a family-feel where all members of the community are welcome and treated with respect. We want to inspire our children so they feel empowered to make a difference in their local and global communities.

We are seeking to appoint a forward-thinking, creative and enthusiastic School Business Manager, who can provide high quality strategic leadership to our school and help drive the school forward. At Heathlands, our core values of Trust, Respect, Enjoyment, Courage and Kindness are the bedrock of everything we do. We are looking for a School Business Manager who not only is aligned to our values, but will champion them in their role line managing others.

As a member our Senior Leadership Team, you will have overall responsibility for the effective delivery of all financial and business operations including line management of the support staff. You will be proactive in developing new systems, manage multiple projects and ensure the school is compliant with legislation and internal policies.

Please refer to the full job description which is enclosed in this pack.

Visits to the school are warmly encouraged. Please email the school office to make an appointment and I will be happy to welcome you. Please complete our application form and include a one-page covering letter outlining why you feel you meet the requirements of the person specification and how Heathlands will benefit from your skills.

Yours sincerely

Mel Cork

Acting Headteacher

