



**Cambridge
School**

Learning for life, Learning for work.

School Business Manager

Application Pack

June 2024



Dear Applicant,

Thank you for taking the time to look through the following information about our school. We very much look forward to hearing from you as you progress your interest in the post to an application.

We welcome visits from prospective candidates. If you are interested in joining us and would like to visit the school before submitting your application, please contact the Headteacher, Alan Campbell, Head@cambridge.lbhf.sch.uk

Kind regards

Alan Campbell Headteacher

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About us

Cambridge School is a vibrant and multicultural secondary special needs school in the London Borough of Hammersmith and Fulham serving a diverse student community including learners with ASD and SEMH.

We are on an exciting journey to be an outstanding provider for our students and we welcome applications from dynamic, determined and resilient leaders with a passion for providing the best standards of business and administrative support.

Our Mission

At Cambridge School, it is our belief that all our students can be responsible and resilient citizens in control of their own lives. Our curriculum is constructed around developing independent living and employability skills that will lead to economic and emotional wellbeing. We are committed to developing young people who can make their own choices and decisions and determine their own futures.

It is our duty to:

- Provide a curriculum which prioritises skills for life and work, including relevant accreditation and work experience.
- Ensure our students have strong functional literacy and numeracy skills.
- Maximise opportunities for independence in daily life, including travel and self and home management skills.
- Personalise learning to meet individual needs.
- Nurture the whole child and develop their empathy and compassion.
- Provide opportunities to be a confident citizen within the community with full access to services.



Job Purpose and particulars

As the School Business Manager you will be the strategic lead on all financial, HR and facilities matters within this school. You will be a member of the Senior Leadership Team, working closely with the Headteacher and Deputy Head Teacher to ensure that all financial, operational and personnel decisions are linked to the school's strategic goals.

You will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning. You will need to be confident, yet sensitive and empathetic, in dealing with a range of stakeholders. You will need to be emotionally intelligent and resilient as well as relentless in pursuing the highest standards in the school's operations.

You will have extensive knowledge in the fields of schools finance, HR and compliance which will enable you to effectively lead a dedicated team of administrative professionals. You will be comfortable with training and developing others, up-skilling, nurturing and holding your team to account when necessary.

We can offer the successful candidate:

- Discounted access to our well-resourced neighbouring gym and swimming pool
- Access to a wellbeing programme including staff wellbeing weeks
- A commitment from SLT to invest in your ongoing training and development needs
- The opportunity to benefit from flexible working arrangements from 6 months after appointment
- Access to the local authority cycle to work scheme.
- Opportunities for professional supervision and executive coaching from an external coach

Job Description	: School Business Manager
Line Manager	: Headteacher
Closing Date	: Friday 5th July, 5:00pm
Start Date	: 1st September 2024 (or earlier)
Pay scale	: PO5-6 (£51,099 to £56,151) dependent on experience

Job Purpose

To lead and manage the strategy and operation of the business functions of the school, including financial management, health and safety, facilities management & compliance, human resources and administration.

To work with the SLT team to deliver the key strategic priorities of the wider school

Main Responsibilities:

- Manage all non-academic operations; including HR, Facilities and Premises Management, Catering, IT, Finance
- Be responsible for developing financial strategy and advise the Senior Leadership Team and the Full Governing Board
- Be responsible for all operational aspects of finance including funding, income and expenditure
- To work closely with the HR Advisor and external HR support to ensure all aspects of HR are delivered to a high standard
- To develop and manage an Estates strategy as well as overseeing all aspects of Estates and services management
- To develop and maintain an IT resources and infrastructure plan alongside the management of the Technical Services department
- To have responsibility for aspects of Governance liaison

Finance - Strategy

- Advise SLT and the Governing Body on financial strategy
- Develop and maintain 3 year income and expenditure budget projections
- Ensure best value is sought for all expenses
- Keep abreast of all local and national developments that impact on the strategic direction of the school through active research

Finance - Operational

- Ensure the smooth running of all day to day financial functions of the school
- Ensure all funding streams are fully exploited including those for SEN students
- Identify alternative opportunities for funding through grants, sponsorship, site rental and other initiatives
- Have oversight and management of all SLAs

- Maintain oversight and costing of all trips and educational visits, including signing off Risk Assessments, assistance with planning and communications)
- Ensure the FSM and Bursary are managed effectively in accordance with ESFA requirements
- Work with the LA to ensure correct financial procedures are followed and ensure the school complies with relevant VAT legislation, operating within guidance set out by the HMRC
- Ensure the school's salaries budgets are effectively monitored, with monthly salary reconciliations
- Liaise with the school's external education services provider to prepare regular budget monitoring reports
- Meet the DFEs schools financial value standard, including preparation of the annual SFVS submission to the LA
- Managing and reconciling the bank accounts, resolving disputes and queries, and arranging foreign payments

Human Resources

- Work closely with the HR Advisor and other relevant outsourced service providers such as Strictly Education 3BM to ensure all operational aspects of HR run smoothly
- Alongside SLT seek 3rd party support and guidance over serious staffing issues
- Be responsible for the accuracy and upkeep of the SCR
- Overall responsibility for recruitment, induction, maintenance of job descriptions, performance management records, issuing contracts and end of contract management
- Coordinate all CPD for support staff
- Oversee all payroll matters

Facilities

- Have an overview and responsibility of all maintenance contracts and SLAs, including maintenance and repair, cleaning and catering, seeking best value for money when up for renewal
- Liaise with the LA over major repairs and maintenance
- Manage capital projects
- Select contractors in line with protocols and create/update central contractor records, ensuring all documentation is on file (eg: Public Liability Insurance, Health and Safety Records)
- Develop and maintain a preventative planned maintenance schedule
- Ensure PAT is in line with requirements
- Ensure that the site manager is responsive to the needs of staff
- Ensure security is maintained at all times
- Ensure all compliance and Health and Safety legislation is adhered to

Technical Services

- Develop and implement an ongoing IT resources and infrastructure replacement and development plan

- Have oversight of all software renewal
- Ensure the IT asset register is maintained
- Implement and maintain an effective and responsive helpdesk system
- Liaise with external IT contractors and service providers

Administration

- Maintain the Risk Register
- Maintain the Business Continuity Plan
- Act as the GDPR lead
- Be responsible for Health and Safety, including fire wardens and first aiders
- Be responsible for risk assessments
- Maintain excellent records
- Along with leadership, be responsible for staff training and compliance around H&S & GDPR
- In conjunction with the LA, ensure the School Workforce Return is accurately completed and uploaded on time
- Prepare and deliver reports for the Governing Body
- Provide external auditors with accurate financial information and reports and implement recommendations

Please note that this job description is not exhaustive and includes any other reasonable duties as directed by the headteacher

Cambridge School is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

References and an enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education legislation.

Headteacher signature: _____

Date: _____

Postholder's signature: _____

Date: _____

SPECIFICATION	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> • At least 3 years' experience of successfully leading a business or administrative support team. • Experience of preparing, analysing and presenting financial data • Experience of running operations in a school setting • Experience of managing school HR processes • Experience of driving change to make processes more robust and/or efficient • Experience of achieving value for money in a challenging financial context • Experience of presenting complex information to a range of stakeholders e.g. governors or trustees, parents, school staff 	<ul style="list-style-type: none"> • Experience of leading business support functions within the education sector • Experience of applying for and winning grants and additional funding revenues • Experience of project management (e.g.: medium scale premises improvements) 	<p>Expression of interest</p> <p>Interview</p>
Qualifications	<ul style="list-style-type: none"> • Educated to degree level • Relevant professional qualification in school business management / accountancy / finance • 5x GCSE at C or above, including English and Maths 	<ul style="list-style-type: none"> • A bachelors or master's degree in a field relevant to business support • A relevant qualification in Health and Safety • A relevant HR qualification (eg. CIPD) 	<p>Expression of interest</p> <p>Interview</p>
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge of school management systems e.g. SIMS and FMS • Understanding of GDPR legislation • Knowledge of safeguarding expectations in an education context 	<ul style="list-style-type: none"> • Knowledge of potential income revenue streams for schools 	<p>Interview</p> <p>References</p>

	<ul style="list-style-type: none"> • Knowledge of recruitment and retention best practice • Knowledge of health and safety and compliance requirements for schools and how to ensure they are implemented • An understanding of funding systems and DCSF guidance • Knowledge of school monitoring systems around attendance, performance and staff code of conduct 		
Specialist Skills and Attributes	<ul style="list-style-type: none"> • Ability to manage multiple work-streams concurrently • Excellent organisational skills • An ability to plan ahead and anticipate challenges • A creative and innovate approach to solving complex problems • Able to represent the school on or off site and have an understanding of the importance of the school within the community. • The ability to plan strategically and be an effective project manager. • Ability to prioritise and manage own workload • Ability to work under pressure and meet reporting deadlines • Ability to support, motivate and challenge a team effectively, using coaching approaches • Ability to use recording databases, word processing packages, spreadsheets and presentation software 		References Interview

	<ul style="list-style-type: none"> • Ability to maintain a confidential approach where necessary and promote the school's GDPR responsibilities • Flexibility to work irregular hours, on rare occasions, to meet the needs of children, young people and their families • Ability to use initiative and retain professionalism at all times • Ability to work with the minimum supervision 		
Social Skills	<ul style="list-style-type: none"> • Highly developed interpersonal skills • Positive attitude and solution-focussed approach to the job • Excellent interpersonal skills with students, staff and external organisations 		Reference interview
Motivation	<ul style="list-style-type: none"> • Enthusiasm and energy to work as part of a team • Committed to providing a high quality service • Driven by a sense of purpose and committed to the ethos of public service 		Reference Application interview
Professional Characteristics	<ul style="list-style-type: none"> • Flexible approach • Projects professional image for the school • A willingness to participate in further training and CPD 		Reference Application interview

Disclosure of Criminal Record	<ul style="list-style-type: none">• Enhanced DBS		DBS form
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