

The
3-18
Education
Trust

Applicant Information Pack

School Business Manager



Respect – Resilience – Success



Headteacher Letter to Applicants

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of The 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of a sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

For further information about The Thomas Adams School, please visit our website <https://thomasadams.net/>.

You can also find out the latest news via our social media pages:



<https://www.facebook.com/ThomasAdamsWem>



<https://www.instagram.com/thomasadamswem/>



Mark Cooper, Headteacher

About our Trust

The 3-18 Education Trust

The 3-18 Education Trust is currently made up of six schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



<https://bowbrookprimary.co.uk/>



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>

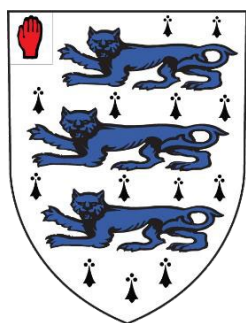


<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

Job Description



The
3-18
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Title of Post	School Business Manager
Post Status	Permanent
Salary/TLR/ Allowance	PO7 47-49
Reporting to	Headteacher

Main Purpose

In conjunction with The 3-18 Education Trust:

- Manage the financial and budgetary processes of the school to ensure that the school derives maximum benefit from its budget.
- Lead on all aspects of HR operations.
- Oversee and develop the school's IT function.
- Develop and manage the administrative, site and IT staff in order to ensure they are able to discharge their duties and responsibilities.
- Co-ordinate the school's premises strategy.
- Take responsibility for and lead the school on risk assessments and the management of health and safety on site.
- Take responsibility for leading on all business operations within Boarding, working in collaboration with the Head of Boarding on strategic operations.

Duties and Responsibilities

Vision for the School

Working with the Trust, the Headteacher, Senior Leaders and Local Governing Body to ensure:

- Strategic development is in line with school and trust vision and values.
- Financial operations support the school and trust vision and values.

Finance and Business Management

- To implement the financial decisions of the Trust Board, in accordance with the Trust's Financial Procedures Manual and the Academies Handbook.
- Working with the Finance Director, Headteacher and Local Governing Body (LGB) (through the link governor for finance), prepare and monitor the school budget, highlighting reasons for significant variances.
- Attend LGB and Finance Link Governor meetings, communicating the financial position of the school.

- Lead and direct the school's income-generation, including identifying and developing new funding streams and writing bids to secure extra funding for the school.
- Responsible for the financial management of any new major projects.
- To play a significant role, directly or through intermediate staff, in any project management undertaken at the school.
- Monitor all maintenance contracts for school to ensure efficiency and value for money and prepare any tender documents for renewal or change of contract.

Information Technology

- Working with the Trust's IT Team and Headteacher, develop and maintain an IT strategic plan for the school.
- Oversee the school's IT function, liaising with the Trust's IT Team with queries and concerns.
- Keep a record of software licences and subscriptions procured at school level.
- Keep a record of E-safety and GDPR training delivered at school level.
- Responsible for Data Protection, Freedom of Information SARS requests, working with the Trust's IT Team for the storing, sharing, processing and retention of all personal and sensitive data in school.

Human Resources Operations

- Responsible for all internal HR procedures and systems, including recruitment, induction, performance management, contractual amendments and staff training and development, ensuring compliance with trust policies and procedures.
- Responsible for all elements of Safer Recruitment, ensuring the Single Central Record is kept up to date.
- To be fully conversant with all trust HR policies and procedures and staff terms and conditions to enable provision of timely advice to SLT and line managers, seeking support from Trust HR when required.
- Ensure all staff have a clear understanding of HR policies and procedures, embedding these within the culture of the school, and conveying the importance of putting these into practice.
- Monitor and manage staff absence levels and special leave; reporting concerns to SLT and Trust HR and assisting with follow up procedures detailed in the relevant policies.
- Responsible for overseeing all aspects of payroll administration and managing the establishment list.
- In collaboration with the Headteacher, the Trust HR Team, and in line with the School Development Plan, review staffing arrangements and lead on the analysis for workforce planning, within budget.
- To be responsible for HR metrics and reporting for the LGB termly meetings and to the Trust HR Team.
- Oversee the completion of the annual School Workforce Census return.
- Under the direction of the Trust HR Team, lead on staff communications and promotion of employee benefits and initiatives.

Premises and Health & Safety Management

- To be responsible to the Headteacher and LGB for the oversight of maintenance and upkeep of the school buildings, site and grounds.
- Manage the site at all times including during the school holidays.
- Ensure activities of all areas of the school conform to current Health and Safety legislation.
- Ensure that the Health and Safety Policy is regularly updated, adhered to and put into practice.
- Manage the planning and implementation on site of new capital projects.
- Implement improvements to health and safety practice following annual external audits.
- Negotiate, manage, monitor and review contracts, leases and agreements for the provision of support services with a view to cost effectiveness, good service and value for money for the school.
- To work with the Trust, Headteacher and SLT to maintain and update the school's Capital Asset Plan.
- Develop, monitor and maintain the school's Business Continuity Plan (BCP) ensuring it covers all emergency situations.

Trust

- To be involved with leading on Trust level work, as and when opportunities arise, which are to be agreed with the post-holder.

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with other School Business Managers and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust.

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed _____

Date _____

Headteacher

Signed _____

Date _____

Name _____

Postholder

The

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Management or Business Degree, or equivalent professional qualification	<ul style="list-style-type: none">• School Business Manager specific qualification, i.e. ILM Diploma for School Business Managers at Level 4 or 5
Experience	<ul style="list-style-type: none">• Managing strategic financial plans• Managing budgets, financial reporting, procurement and fixed assets• Managing change projects• Managing teams• Managing Human Resources• Managing Health & Safety• Experience of working in an office environment at senior level	<ul style="list-style-type: none">• Managing within an educational environment• Managing at a senior management level

Skills & Knowledge

- Ability to deliver services and systems applicable for effective school management
- Ability to deliver value for money initiatives
- Ability to lead teams and individuals
- Ability to strategically influence decision making within the school
- Ability to use a range of ICT packages
- Excellent numeracy/literacy/ICT skills
- Ability to interpret advice/statute and to devise policy/practice in the light of these
- Ability to relate well to children and adults
- Ability to persuade, motivate, negotiate and influence
- Effective communication and interpersonal skills
- Ability to communicate a vision and inspire others
- Ability to build effective working relationships

Personal Qualities	<ul style="list-style-type: none"> • Highly developed interpersonal skills including influencing skills. • Willingness to constructively challenge the work of self and others to continually improve performance • Ability to work under pressure and meet deadlines • Ability to devolve responsibilities, delegate tasks and monitor practice • Not too proud to seek advice and support when necessary • Ability to deal sensitively with people and resolve conflicts. • Ability to work under pressure and prioritise effectively • Cheerful, enthusiastic and committed • Dynamic, positive, organised and constructive 	<ul style="list-style-type: none"> •
Special Conditions	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Commitment to equality of opportunity • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check 	

What We Offer

In addition to exclusive access to a reward and discount scheme, comprehensive induction, commitment to your ongoing training and career progression, paid for enhanced DBS, we also offer:

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

Application & Appointment Process

Please send completed applications to bjh@thomasadams.net

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date for applications: 9am on Monday March 27th 2023

Interviews will take place on Wednesday March 29th 2023

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website <https://www.thomasadams.net/key-information/>.