



Moat Farm Junior School School Business Manager Recruitment Pack



Where we prepare for tomorrow by achieving today.



Primary School Business Manager

37 hour per week, all year round

**(Term-time plus 3 weeks will be considered for the right candidate,
Salary pro-rata to £33,857 – £36,201 pa)**

**Permanent
Grade 9, SCP28 – SCP31
£36,648 - £39,186 pa**

We are seeking to appoint an experienced, enthusiastic and committed School Business Manager to manage the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance, and administration. Ideally the successful candidate will have experience of working in a primary or high school setting or other similar educational provision.

The role requires a dedicated, flexible and organised person who will approach work with a positive attitude, honesty, confidentiality and integrity. The successful applicant will receive support from the Trust's Chief Finance Officer and Trust's Head of Finance.

Visits to the school are warmly welcomed and can be arranged by contact the school office on 0121 5521215.

Stour Vale is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

Closing date for applications: **Monday 19th February 2024 at 9.00am**

Interview Date: **TBC**



ABOUT MOAT FARM JUNIOR

Moat Farm Junior School is a large 4 form entry primary school, with 480 pupils on roll between the ages of 7 and 11. We are a member school of Stour Vale Academy Trust. Our school is a caring and vibrant school where individuals feel happy, secure, challenged, and valued. We aim to make a difference by working in partnership with families and the community to cultivate a love of life and learning in all our children.

In our school, our Moat Farm values are at the centre of everything we plan and do with our children. This is evident throughout our school environment and the broad curriculum we expose them to. We pride ourselves on going above and beyond by providing children with inspiring opportunities to learn across the curriculum. We believe that our children will learn the most when they are challenged, engaged and excited about their learning. We do this by delivering lessons which will lay key foundations for later life. Our pupils are well behaved, friendly and learn within a supportive community.

Staff, children, parents and governors are all proud to be part of our school. We are committed to improving standards through promoting high expectations and seek to build on what we do well in our quest for continuous improvement. We are forward looking and thrive through collaboration and partnership, sharing with and learning from others.

ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently eight member schools, three primary, one junior and four secondary, with a further primary school and an infant school due to join in 2024.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history, and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.



OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES



INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.



Primary School Business Manager

Job Description

Grade 9

SCP 28-31

Core Purpose

The post holder will be responsible directly to the Head Teacher and the Local Governing Body (LGB) for personnel management, estate management, financial management, and all matters within the management of the Academy which are supportive to, but do not directly involve teaching and learning. The role involves working closely with the Head Teacher, Senior Management and Stour Vale Academy Trust's Chief Finance Officer (CFO).

Responsible to the Headteacher

Line Management Responsibility

- Administration Staff
- IT Technician
- Site Manager
- Cleaners
- Lunchtime Supervisors
- Breakfast Club Staff

Specific responsibilities include:

- Managing the staffing operation of the general office and all administrative/premises staff.
- Motivating and facilitating teamwork and good practice in order to achieve excellent standards of service delivery.
- Ensure appropriate staff development programme for administrative/premises staff.
- Managing whole school staff attendance and leave to ensure a continuous service throughout the year.
- Monitoring the effectiveness of the premises and lunchtime staff to meet the needs of the school.

Strategic Role

- To be responsible for strategic planning aspects including all financial implications and supporting the head to ensure that the school makes the best possible use of resources available.
- To lead and advise the Leadership Team on matters relating to premises, finance, personnel and health and safety management.
- To keep abreast of legislation, national guidelines and local arrangements in relation to school finance, premises, health and safety and other related matters
- To take delegated responsibility for premises and financial decisions following appropriate discussions with the Head Teacher.
- To deputise for the Head Teacher as required in regard to school administration and premises.
- To provide support as relevant to the Head Teacher and leadership team, including daily staff cover rota, acting as the point of contact in school for governors and the clerk to the LGB on matters such as governor appointment and induction (including governor training), preparation of meeting documents, and the hosting of LGB meetings.



- To promote the school to different audiences and raise the profile within the local community.
- Responsibility for income generation and organisation.

Health & Safety

- To monitor, implement and review the school's Health and Safety Policy including the introduction of all risk assessment procedures.
- To implement risk management and loss prevention strategies in the school to reduce damage and costs to school.
- To support all staff as appropriate, advising on all Health & Safety matters, including measures in the event of emergencies.
- To report to Governors on Health and Safety.
- In co-operation with professionals, oversee the installation and maintenance of equipment for protection against and escape from fire; keeping records and initiating regular fire practices.

Estate Management

The Business Manager will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Headteacher.

Specific responsibilities include:

- Taking the lead on compiling and implementing a Premises Development Plan including energy conservation.
- To oversee implementation of all policies and plans e.g. Asbestos Management Plan, Water Hygiene Plan.
- Through regular contact with the premises staff ensuring the proper maintenance and repair of the school is carried out and progress monitored.
- Ensuring the appropriate placing and monitoring of all service contracts including cleaning and catering;
- Appraise projects for the development of the school.
- To be responsible to the Head Teacher for the security, maintenance, heating, cleaning and other general site services within the premises.
- To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering to meet financial regulations and standing orders set by the Trust.
- To be responsible for the letting of the school premises to outside organisations, the development of all school facilities for out of school use, with particular reference to the local community.
- Purchase, repair and maintenance of all furniture, equipment and fittings.
- To monitor the work of on-site contractors and arrange for estimates for work.
- To ensure that the best use is made of premises personnel and to be responsible for their allocation of hours and pay claims.
- To monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to Governors as appropriate.

Financial

Working with the Head Teacher and Trust's Chief Finance Officer, the Business Manager will prepare



an annual budget for the school to be submitted to the Local Governing Body and will provide specific expertise in long-term financial management. The Business Manager will be responsible specifically for:

- Ensuring the school has appropriate financial systems and managing all aspects of the school's financial systems (including voluntary funds such as School Fund) in accordance with the Trust's agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Head Teacher, Chief Finance Officer and Governors.
- To ensure that the financial transactions in the school are carried out in an appropriate manner and that the financial regulations of the Trust are observed.
- Preparation for approval by the governors of annual estimates of income and expenditure. To prepare financial proposals for particular projects and the development of long term initiatives for the school.
- To co-operate with audit procedures as necessary.
- In conjunction with the Trust to negotiate, manage and monitor contracts and service level agreements.
- Attend Local Governing Body meetings.
- To be responsible for securing bid based competitive funds by effective use of bidding systems and contact.
- To be responsible for seeking professional advice on insurance and handling any claims that arise.
- Supporting staff responsible for delegated budgets with the Trust's procedures, which enable them to monitor these budgets.

Human Resources

- To remain up to date with current human resources best practice.
- To be responsible for all human resources / general personnel and recruiting matters, ensuring required pre-employment checks are carried out for new employees.
- To maintain single central record
- Dealing with staff queries, expenses, sickness and maternity procedures etc.
- To participate and advise in the recruitment process for all new staff.
- To ensure all contract amendment changes, supply claims, new appointments, resignations, absences are notified to the Trust's HR provider appropriately and in a timely manner.
- To ensure all payroll and personnel queries are dealt with professionally and accurately.
- To monitor staff absences and income due from absence insurance if applicable.
- To undertake staff training and induction as necessary.
- To monitor monthly personnel expenditure and deal with any anomalies.

Whole School Administration and ICT

The Business Manager will be responsible for those aspects of administration of the school, which do not relate to the teaching, supervision and pastoral care of students. Specific responsibilities include:

- To coordinate planning, with the ICT Technician, for the effective provision of ICT resources at the school including hardware/software and the efficient running of the ICT system using the DGfL/ RM system.
- To manage the efficient and effective running of the general office as one of the school's main points of public contact, as well as the centre of daily administration.



- To ensure inventories of equipment and stock are maintained, with satisfactory systems in place to secure stock; all statutory and statistical returns are completed as appropriate; the efficient running of the IT administration system.
- To provide for the preparation and production of all school records and publications including additions to the website
- To provide advice to the Headteacher and Governors on admissions and appeals policy and to develop a school admissions and appeals policy.
- The Business Manager will be involved in promoting the school and is responsible for improving the school's relations with parents, employers and local community including:
 - Development of the extended schools' programme.
 - Strategic management of wrap around care.
 - Promoting the lettings programme within the school.

Legal Requirements

The Business Manager's professional duties must be carried out in accordance with and subject to:

- The Stour Vale Academy Trust Scheme of Delegation
- The provisions of all applicable legislation
 - The Funding Agreement of the School and the Academies Financial Handbook

Primary School Business Manager Person Specification Grade 9 SCP 28-31

Area	Demonstrated By	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE Grade C or above or equivalent Mathematics & English • NVQ Level 3 in Business and Admin or equivalent • Certificate in school Business Management or working towards 	* *	*
Experience	<ul style="list-style-type: none"> • Proven and demonstrable experience working in school administration or at a management level or financial position • Experienced in the use of financial computer packages e.g. SAGE Education • Experienced in working with the public 	* * *	
Skills & Abilities	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice and legislation relating to Academies • Able to interpret advice/statute and to devise policy/practice in the light of these • Able to manage a team effectively - organise, lead and motivate • Able to relate well to children and adults • Able to persuade, motivate, negotiate and influence 	* * * *	*



	<ul style="list-style-type: none">• Able to plan and develop systems• Able to use ICT systems including financial packages such as Sage Education, SIMs, Word, Excel etc	*	
Personal Qualities	<ul style="list-style-type: none">• Honesty• Smart appearance• Able to communicate at all levels both verbally and in writing• Able to meet strict deadlines• Able to work calmly and efficiently under pressure	*	

For informal talks and to arrange a visit to the school, please contact:

Elizabeth Shaw
Co-Headteacher
0121 552 1215

contact@moatfarm-jun.sandwell.sch.uk

Closing date for applications:

Monday 19 February 2024 at 9.00am

Interview Date:

TBC

Please visit our website:

<https://moatfarm-jun.sandwell.sch.uk/>

If applicants would like to spend a day in school to see the role in action, this can be requested once an invite for an interview has been received by the applicant.