

Candidate Information Pack

School Business Manager



**Alderman
Knight**
School

Closing date - 30th October 2024

Start date - As soon as possible

A Message from our Headteacher



About the school

Alderman Knight is a remarkable school with a very strong school community.

Working together we have achieved outstanding judgements in our last four Ofsted inspections, the last of these being in April 2024. Please [click](#) to read our latest inspection report.

Alderman Knight is a maintained special school for children and young people with a range of needs, aged 7 to 19. We currently have 237 pupils on roll and 100 staff.

During the last 13 years the school has undergone a complete new build for all phases and we are lucky enough to have a truly exceptional learning environment. Please review the school website as this provides a wealth of information about the school including the Post 16 provision.

Each of our pupils and students are supported to achieve their learning potential as well as develop their self-esteem and confidence. The environment we have created allows them to feel safe and happy to learn, and as a result they flourish. Alderman Knight School is a very special place to work.

Everyone at Alderman Knight works exceptionally hard as we are all committed to ensure that we provide a supportive learning community that enables all our young people to thrive.

If you feel you would like to be part of our team and could bring additional and different expertise as well as passion, enthusiasm and a desire to make a real difference to our community, we would welcome your application.

Best wishes

Clare Steel

Clare Steel
Headteacher





Closing Date: 30th October 2024

Interview dates: 7th November 2024

School Business Manager

Start date: As soon as possible

Salary: Grade 11, Points 41-43 (£49,498- £51,515)

Contract: Full time and permanent

The Governors are looking to appoint a dedicated, experienced, confident, and effective School Business Manager to join the committed and supportive staff team at this successful special school.

The school business manager will be responsible for managing the strategy and operation of the business functions of our school. This will include financial management, human resources and personnel management, administration, health and safety (including premises) and compliance.

They 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.

The school business manager will be the school's leading support staff professional and work as part of the Senior Leadership Team to assist the Headteacher in her duty to ensure that the school meets its educational aims.

They will be responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

They will promote the highest standard of business ethos within the financial administration of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.

The job description defines in more detail the exact nature of the responsibilities within each of the areas that make up the role. Please ensure you review this, as this is a really important post and we wish to appoint someone who really understands what we want. The person specification demonstrate the experience, knowledge and skills that we require for the post.

It is really important that I stress that this is not a post for anyone who simply wants to come in and work in isolation. We want someone who wants to be a real key part of the school! We really want someone who is happy to give the time the job needs, work flexibly, coming in early or staying to after school meetings, as necessary, and attending and supporting with out of hours activities and generally really immerse themselves in the life of the school.

Clearly the successful applicant will also need to have skills that complement those of existing staff as well as experience and passion for supporting and enhancing the learning experiences of children and young people with special needs.

To book an informal discussion please email hr@aldermanknight.gloucs.sch.uk

In return for your commitment we can offer you:

- **Commitment to well-being:** The school places great emphasis on the well-being of its staff, recognising individual needs and providing the necessary support for them to succeed in a rewarding environment.
- **Beautiful environment:** The school boasts a newly built, fully accessible facility that is bright, welcoming, and conducive to a positive learning and working environment for both pupils and staff.
- **Supportive atmosphere:** Staff members are part of a close-knit community that values teamwork and collaboration. The school fosters an inclusive and nurturing atmosphere, encouraging both personal and professional growth.
- **Professional Development:** Alderman Knight is committed to the ongoing development of its staff through continuous professional development (CPD), helping individuals build on their strengths and expand their skill sets.
- An interesting and varied range of activities – no two days are the same!
- Opportunities to be involved in the wider activities of the school and the local community.

Additional Perks:

- Membership in either the Teachers' Pension Scheme or Local Government Pension Scheme.
- Health and wellbeing support including access to an Employee Assistance Programme.
- Convenient Location: Situated next to the M5 on the edge of the Cotswolds, the school is easily accessible and close to excellent shopping facilities and local amenities.
- On-site parking.
- Cycle-to-work scheme.

Due to continued growth we are currently reviewing capacity and we are working to identify additional smaller projects to enhance the environment further taking into account the continued growth in numbers of pupils and staff.

One of the great things about the school is that staff and governors are never content to just 'sit still' and together with the local community and the Local Authority we are continuing to look at ways we can further support children and young people with additional needs. This senior post is a key one in the school and will be pivotal to helping us secure further school improvement and developments.

As part of the interview process short-listed candidates will have an opportunity to spend time in school. However, visits to the school are welcomed and encouraged prior to or post application. Please contact the hr@aldermanknight.gloucs.sch.uk if you would like to arrange a visit.

If you decide you would like to be considered for this role, please submit an application form through Eteach, along with a covering letter. Your choice of referees should include your present or most recent Headteacher / Employer.

If you are selected for interview, we will request references prior to the interview. This could be both verbal and/or written.

Please note Alderman Knight is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All posts will be subject to an Enhanced DBS check. It is now also a requirement for the school to carry out social media checks on any person short listed for interview.

Copies of our Safeguarding and Safer Recruitment Policies can be found on the Vacancies page of our website for you to read.

Job Description

Post title:	School Business Manager
Responsible to:	Headteacher
Salary:	Grade 11, Points 41-43 (£49,498- £51,515)
Contract:	Full time; permanent

Main purpose

The school business manager is responsible for managing the strategy and operation of the business functions of our school. This will include financial management, human resources and personnel management, administration, health and safety (including premises) and compliance.

They 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.

The school business manager will be the school's leading support staff professional and work as part of the Senior Leadership Team to assist the Headteacher in her duty to ensure that the school meets its educational aims.

They will be responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

They will promote the highest standard of business ethos within the financial administration of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.

In addition, the Business Manager will:

- Support teaching staff in their development of additional business and work-related learning opportunities for pupils.
- Be involved in supporting the senior team in activities such as hosting visitors, tours of the school, off-site activities.
- Support the school's external visits coordinator.
- Support the senior team with whole school self-evaluation including data analysis.

Relationships

The post holder will:

- Be responsible to the Headteacher in all matters.
- Maintain good working contacts at all levels with staff, as well as with pupils, students, parents, governors, LA officers, contractors, visitors and any external contacts.
- Work as a member of the Leadership Group.
- Line and Performance management of the school operational support staff.

Duties and responsibilities

Leadership and strategy

- In partnership with the other members of the Senior Leadership Team to carry out long-term resource planning and managing recruitment, appraisal and professional development.
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- As a member of the senior leadership team, attend leadership team meetings and report to governors where appropriate.
- Be responsible for line-managing core support staff team including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Ensure decisions are taken in line with the vision and values of the school, and encourage others to do the same.
- Oversee how the school communicates with the local and wider community.
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning and staff wellbeing.

Financial management and fundraising

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Prepare and present the budget to the governing board.
- Monitor the budget all year round, advising the Headteacher where revisions or changes are needed.
- Prepare a report for all full governor meetings and meet termly to discuss budget in depth with the Finance committee.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions.
- Comply with financial reporting requirements and submit statutory returns.
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Find and apply for grants.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- To be responsible for all insurance matters, including the handling of any claims.
- To ensure that School Fund accounts are accurately kept and prepare accounts for audit.
- Review and manage school's lettings as appropriate.
- Ensure the effective and efficient operation of all staff with a finance responsibility, delegating tasks to finance/office staff where appropriate.

Human resources and personnel management

- To strategically lead and be responsible for personnel matters relating to all staff.
- Oversee the management of the school's payroll provision with the payroll provider.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Advise on HR issues within school and liaise with the external HR provider.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Complete the Work Force Census.
- To have oversight of the Single Central Record, DBS, medical clearance and induction for new staff, and to issue contracts of employment.
- To give advice to the Headteacher on assessment of salaries, expenses, sickness and maternity.
- Ensure the school's equality policy is regularly reviewed and clearly communicated to all staff in school.

Administration

- Strategically lead and manage the administration team through a line-management structure to ensure it provides effective and support for the school.
- Establish an effective system of self-review that will enable ongoing improvements to the administrative operation within the school.
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.

Health and safety (including premises)

- Strategically lead on all areas related to health and safety.
- With the Headteacher and premises team, supervise the maintenance of the school site.
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school.
- Organise all training for staff relating to safeguarding and health and safety.

Compliance

- To support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- Oversee and co-ordinate the tracking of all school policies and ensure they are updated in accordance with the policy review schedule.
- Monitor and update Emergency Plan the risk register.
- The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Qualifications and Experience: Please see person specification.

Please note: this job description sets out the main duties of the post at the date when it was agreed. It is illustrative of the general nature and level of responsibility of the role. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. Therefore, the post holder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



Person Specification

School Business Manager

Alderman Knight School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

Criteria	
Qualifications and training	<ul style="list-style-type: none">• A recognised management/business degree or equivalent related professional qualification e.g. a degree - ideally in accountancy, business management or a related discipline.• A school business management qualification.• Accounting Qualifications.
Essential Experience	<ul style="list-style-type: none">• Successful leadership and management experience in a school, or in a relevant field outside education.• Experience and training in finance, budgets, payroll and CPD in relevant disciplines;• Experience in managing strategic financial plans, budgets, procurement, HR, H&S and managing change projects and the management of teams.• Involvement in self-evaluation and improvement planning.• Experience of change management.
Essential Professional knowledge and skills	<ul style="list-style-type: none">• Expert knowledge of financial management.• Excellent attention to detail.• Ability to communicate a vision and inspire others.• Ability to build effective working relationships with staff and other stakeholders.
Personal qualities	<ul style="list-style-type: none">• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils.• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.• A high level of written and oral communication and excellent attention to detail;• Computer literate in and proven ability to use a wide variety of software and spreadsheets.• Ability to work under pressure and prioritise effectively.• Commitment to maintaining confidentiality at all times.• Commitment to safeguarding and equality.• Excellent interpersonal skills and ability to communicate effectively with the whole school community.• Willingness to constructively challenge the work of self and others to continually improve own and team performance.• Willingness to be an active member of the senior team and provide support at both a strategic and operational level on a daily basis.• A passion for working within a school environment and particularly AKS!• Ability to develop and extend opportunities for pupils through working with them, their teaching staff and the community [e.g. business enterprise, work experience, work placements].• Good sense of humour.• Ability to work under pressure and meet deadlines.

Mission Statement:

“Learning and Achieving Together”

Vision Statement:

The school wishes to be recognised as a dynamic, vibrant, centre of excellence that is an integral part of the local community and county’s provision for pupils with special educational needs and wholly committed to ensuring they grow up to lead safe, happy, healthy and successful lives.

The Aim of the school:

‘To provide a supportive learning community that enables all children to thrive’

To achieve this, the school will ensure:

- Pupils are provided with an enriched and extended curriculum, tailored to individual needs. This will help them develop positive feelings of self-worth and confidence and will enable them to make a successful transition to adulthood and be active and responsible citizens.
- Parents, carers and families are encouraged and enabled to engage in their children’s learning. They will be consulted and involved in decision-making processes and this will enable the school to ensure provision both for their children and themselves is accurately matched to need.
- Staff will have their individual needs recognised and will be helped to build on their strengths and enabled to develop their skills further through appropriate professional development opportunities.
- It works together with its local community of schools to extend the opportunities for all pupils to develop their individual strengths and potential.



Where you can find us

The school is located just off [Junction 9 of the M5](#). Both the main school building and the Post-16 Centre and Knight View are new, attractive and spacious buildings. The learning and working environments are second to none.



Contact Details

Alderman Knight School
Ashchurch Road
Tewkesbury
Gloucestershire
GL20 8JJ

Main Reception - **01684 295639**

Email - hr@aldermanknight.gloucs.sch.uk

Website - www.aldermanknight.gloucs.sch.uk

Applications can be submitted through Eteach using the following link:

<https://www.eteach.com/job/school-business-manager-1446821>

To contact Alderman Knight School to arrange a visit or for further information please email:

hr@aldermanknight.gloucs.sch.uk