

School Business Manager

St Peter's Primary School has an exciting opportunity to appoint a School Business Manager to its team, starting 3rd September 2015.

We are looking for a high-quality professional to work 40 hours a week, for 39 weeks of the year, plus an additional 120 hours across the year (to be on call in the school holidays).

The pay for this position is £25,141 - £29,210 depending on experience. You also qualify for a Council pension.

The School Business Manager (SBM) is a member of the Senior Leadership Team with responsibility for a wide range of administrative and strategic functions. These are mainly around Finance, but also include Catering, Cleaning, Premises, Health & Safety and Personnel.

What are we looking for?

We would welcome applications from anyone that feels they can meet the job description, *or anyone who can demonstrate that they have the ability, with training and support, to work towards meeting the expectations of the role.*

There will be full training available for all aspects of the role.

There is a Site Supervisor and Health & Safety Leader to support with the premises and Health & Safety side of the job. There are three existing administrators that support the School Business Manager, including the responsibility for day-to-day clerical tasks.

This enables the School Business Manager to focus on the higher-level aspects of the job.

Main responsibilities:

This is a largely strategic role. The postholder will support the Headteacher and Governors in the management of a comprehensive administrative support service to the school in line with Governing Body policies.

The elements that make up this role are:

- Finance.
- Personnel Management.
- Premises/Estate Management including Health & Safety.
 - We have a 'Site Supervisor and Health and Safety Leader' who also has responsibility for this. It is the role of the SBM to line manage this person.
- Administration.
- Supervision and management of some staff.

The following is a list of typical responsibilities. *This is not an exhaustive list; this is just to give you an idea of the remit of the role. The School Business Manager can expect to undertake any task at the request of the Leadership team or Governors.* A full job description is available with the application pack.

- Advising the Headteacher and School leadership team on all of the key elements listed above.
- Responsibility for the financial running of the school. This is the main part of this role.
 - Dealing with Devon County Council and Diocesan finances;
 - Cash and financial systems;
 - Monthly balancing and financial monitoring as required;
 - Spending time reviewing the budget and completing analysis of spending and income;
 - Oversee monthly claims for supply and overtime;
 - Meet with Finance officer and prepare the financial monitor;
 - Oversee invoicing and ordering.
- Personnel:
 - Setting up contracts for new staff;
 - Overseeing the safe recruitment of staff (Disclosure and Baring Service, and central safeguarding record);
 - Adverts for vacancies;
 - Appraisals for line-managed staff;
 - Health and Safety inductions for new staff.
- Premises:
 - Caretaking and Cleaning: Manage the Site Supervisor, monitoring and evaluating the work of this team;
 - Oversee the Health & Safety responsibilities of the school;
 - Managing and taking responsibility for school building/maintenance projects, arranging funding and seeking authorisation
 - Arrange lettings;
 - Oversee School Inventory - using Equipment Register.
- Other:
 - Dealing with problems and enquires by phone, email or face to face, from all stakeholders at the school;
 - Filing;
 - Audits.
 - Attend Governors meetings.

Person specification – desirables:

We would like someone who is passionate about working in our school, who can use their initiative and juggle the many facets of this important role.

Management:

- Line management of a number of employees in diverse roles.

Experience:

- Experience of working in an education environment.
- Budget planning and projection experience.

Personal Qualities:

- Ability to prioritise and multi-task.
- Ability to maintain confidentiality.
- Ability to work under pressure.
- Diplomatic.
- Tactful.
- Strategic Thinking.

Highly proficient skills in the following areas:

- Financial management / accounting.
- Communication, both verbal and written.
- Use of IT including Excel, Word, Publisher.
- Project Management.
- Statistical Analysis.
- Business Planning.

Technology / IT Skills:

- Knowledge of school software packages i.e. SIMS

Education and Training:

- Good general education with excellent numeracy and literacy skills. At least a B grade in English and Maths at GCSE (or equivalent).
- Qualified as a SBM through the NCSL and working towards the DSBM, or willing to.

What you get from our school:

Please visit our website, view our blogs and our newsletters to get a good idea of what happens at our school.....because there are always lots of things going on!

St Peter's Church of England Primary School is a growing average-sized primary school (NOR: 280) situated in the beautiful seaside location of Budleigh Salterton, Devon. Our locality has so much to offer: the seaside, the river, woodland, fantastic community groups and much more!

We are rated by OFSTED as a 'good' school under the tough new framework, with standards above national average.

We are a Church of England school, with our Christian values and spirit a key feature of the school. We have strong links with our local church, including the resource of a newly appointed Church/School Co-ordinator. At the recent SIAMS (church) inspection we were judged as 'Good'.

Our children are warm, polite, friendly and developing in a positive learning culture. We like to celebrate success and recognise achievements across the curriculum.

We are committed to providing our staff with exciting opportunities to grow as teachers and as learners. You will be welcomed into a friendly, strong and experienced team of professionals. Our devotion to continual professional development means that we commit time to help every teacher improve their teaching.

The staff work very closely in teams, and we have an ethos of solution-focussed thinking. We are one of the only schools in Devon to provide our staff with regular coaching sessions. As part of our self-evaluation and performance management procedures all staff receive coaching every term. This enables our reflective practitioners to make a real impact in the classroom.

Our site has lots of resources, including a swimming pool, an award-winning science garden, a large field and playground, well stocked ICT resources in each class and much more! You are strongly encouraged to pay us a visit to learn more.

For a visit and tour with the Headteacher please contact the school.

Safeguarding

St Peter's is committed to **safeguarding** and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Appointment is subject to an enhanced CRB/DBS check.

Please apply by application form (from our website) by e-mailing head@sps1.org.uk

The closing date for applications is **Monday 6th July at 12pm.**

The interview day is **Tuesday 14th July.**

If you need any further information please do not hesitate to contact the school.

Thanks for your interest,



Steve Hitchcock,
Headteacher