



**Robert Miles
Infant School**

School Business Manager

Salary: NJC Scale SO1 (points 29-31) £26,999 - £28,785 pro rata.

Contract Details: **22.5 hours per week (Term time only + 2 weeks)**

Closing Date: **1 April 2019**



Letter from the Head of School

Dear Applicant,

We are seeking to appoint an outstanding candidate to lead and manage the school's business including; finance, resources, premises and health and safety.

The successful person will be enthusiastic, well presented and an excellent communicator who will work alongside our admin assistants, will support our Senior Leadership team and liaise with central services at Nova Education trust.

You will have:

- Effective interpersonal skills and the ability to work as part of a team
- Excellent organisation, analytical and problem solving skills with a 'can do' attitude
- Experience in managing expenditure
- Excellent numeracy and communication skills
- Ability to work under pressure and prioritise effectively
- Good working knowledge of MS Office and MIS systems
- Have or be willing to work towards a Certificate in School Business Management and/or experience of the role in school
- A calm, caring and friendly manner especially when working with our children and families.

In return we can offer you:

- A friendly, supportive and dedicated team of staff and governors
- The opportunity to make a difference
- Personalised CPD opportunities that will help you to realise your career potential

Robert Miles Infant School is a 2 form entry infant school and is part of the Nova Education Trust. The school has strong links with the Junior School and with other local Schools. The ethos of the school is centred upon the motto "Work hard – Be kind". This motto epitomises the entire staffs' genuine commitment to coupling high academic expectation and achievement with a whole-team dedication to pupils' spiritual, moral, social and cultural development.

The staff team is made up of a highly skilled group of teachers, teaching assistants, administrative and site staff. In addition, a team of midday supervisors care for the children at lunchtimes. There is an on-site kitchen, which provides cooked meals under the separate management of a cook supervisor and two support assistants.

We are committed to rigorous safeguarding procedures and promoting the welfare of all children, therefore this post is subject to an enhanced DBS check; please ensure that there are no gaps in your employment history that are not explained.

Visits to the school are warmly welcomed; please contact the school office to make arrangements.

Kind Regards

Linda Barbuti
Head of School



Application Details

Thank you for your interest in the school business manager vacancy at Robert Miles Infant School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form and include a covering letter addressed to Mrs. Linda Barbuti, which clearly demonstrates your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.novaeducationtrust.net. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 10 a.m. on the closing date of Monday 01 April 2019

Interview

Interviews for the role will be held during the week commencing Monday 01 April 2019.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Robert Miles Infant School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Job Description

Key Responsibilities

1. To plan and deliver administrative, financial and other support functions, as determined by the Head Teacher, to meet current and future operational needs of the school
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
3. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school and act as data champion within the school
4. To direct and manage team members to ensure that quality, performance, standards and deadlines are achieved
5. To be responsible for quality assurance within the school's support functions
6. To undertake budget preparation and planning activities in support of the Head Teacher/SLT and participate in regular meetings with Nova finance team
7. To develop systems and processes to meet operational needs and to ensure the high quality of information held.
8. To lead the recruitment, selection and development of support staff
9. Resolve complex and contentious issues to ensure that effective support services are maintained
10. To provide authoritative advice and guidance to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided, including creating or adapting these where necessary to meet the needs of the school
11. To manage personnel administration and issues on behalf of the school
12. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures
13. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team
14. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school
15. Act as the school's Health & Safety Co-ordinator.
16. To oversee the keeping of logs and records in relation to the school site, updating and maintaining information on the trust's Estate's portal
17. Ensure the school's written health & safety policy statement is clearly communicated and available to all people
18. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
19. Enable regular consultation with people on health and safety issues
20. Ensure systems are in place to enable the identification of hazards and risk assessments
21. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive



22. Ensure the maximum level of security consistent with the ethos of the school
23. Oversee the income and expenditure of breakfast and after school club and oversee that it is meeting it's OFSTED requirements.
24. Manage suppliers and contractors compliance with financial and safety protocols
25. Ensure the safe maintenance and security operation of all school premises
26. Manage the maintenance of the school site, including the condition of the building and service contracts
27. Ensure the continuing availability of utilities, site services and equipment
28. Follow sound practices in estate management and grounds maintenance.
29. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
30. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively in accordance with contractual obligations.
- 31.** Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Person Specification:

Job Title: School Business Manager		
Qualifications	Essential	Desirable
Professional qualification and/or experience in School Business Management		✓
Excellent IT skills with a high level of proficiency in MS Excel and competence in adapting to unfamiliar specialist software	✓	
Willingness to undertake CSBM if required	✓	
Experience and Skills		
Experience of budgetary management and control	✓	
Broad knowledge of finance and administrative systems in a team environment	✓	
Experience of motivating and leading staff	✓	
A working knowledge of facilities management	✓	
A working knowledge of Health and Safety legislation	✓	
Exceptional planning and organisational skills including managing deadlines	✓	
Creativity with the ability to analyse problems and formulate different approaches leading to resolution	✓	
Ability to think, plan and act strategically	✓	
An understanding of school/public sector finance/resources processes and procedures		✓
An understanding of school management issues and the role of the governing body		✓
Excellent interpersonal skills , and written and verbal communication skills	✓	
The ability to consult and negotiate diplomatically with a wide range of individuals and organisations	✓	
Personal Attributes		
Able to remain calm, efficient and positive under pressure	✓	
An ability to use initiative, problem solve and prioritise work	✓	
Confidence, enthusiasm and a positive outlook	✓	
High expectations and a commitment to raising standards of attainment of self and others	✓	
Acts as a role model to staff and pupils	✓	
Effective team member and leader	✓	
Personal motivation and genuine passion to ensure achievement	✓	
Commitment and understanding of equal opportunities	✓	
Commitment of safeguarding procedures	✓	
Resilience	✓	

In addition the successful post holder will be committed to the values and ethos of the school



Overview of the Trust

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.