



# Corfe Hills School

High Expectations | Exceptional Individuals

# School Business Manager Applicant Pack

## February 2024



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## Advert

<b>Position:</b>	School Business Manager
<b>Contract type:</b>	Full time (37 hours per week)
<b>Contract term:</b>	Permanent, 52.14 weeks per year
<b>Salary:</b>	NJC Scale point 53 - 58
<b>Start date:</b>	Flexible for the right candidate

### The Role

Corfe Hills is an ambitious and high performing school where every student is known and supported to succeed. The school has been on a significant and ambitious improvement journey over the last five years as can be seen by our excellent outcomes. We are also delighted to share that following our Ofsted inspection in September 2021 we have been graded good in all categories.

The governors are seeking to appoint an enthusiastic, well qualified and ambitious School Business Manager. In this role you will be responsible for providing clear leadership for school finance, administration and personnel, and to ensure the school assets and premises are maintained and protected. The financial leadership will focus on providing advice and direction to the Headteacher and governing body over long term financial planning, the implications of funding changes, budget setting, budget monitoring and securing best value.

You will ensure robust financial systems and procedures are in place and ensure complete compliance with all statutory financial standards for academies. The personnel leadership focuses on leading support staff including the recruitment, professional development, training and monitoring, and providing advice to the Headteacher and line managers on the management and welfare of all staff. The School Business Manager line manages the HR Manager, Health Safety and Contracts Manager and two Finance staff.

The successful postholder will have experience of working in a financial environment, preparation and operation of financial management systems and accounts, as well as budget management and experience in managing and motivating staff. You will need a good awareness and understanding of purchasing frameworks and experience of managing employment contracts and service level agreements.

### The Leadership Team

The leadership team includes the following staff: Headteacher, Deputy Head (Culture and Ethos), School Business Manager, Assistant Head (Curriculum and Sixth Form), Assistant Head (Teaching and Learning), Assistant Head (Student Progress), Associate Assistant Head (CPD and Personal Development) and Associate Assistant Head (Inclusion/SENCO).

Alongside the leadership team, our extended senior team includes the Head of Sixth Form, Heads of Faculty (English, Maths and Science), and Heads of House.

### Living Here

Corfe Hills School is in a fabulous location within easy reach of Bournemouth and its beaches, Poole and its harbour, the Jurassic Coast and the Dorset countryside. The school serves the catchment area of Broadstone, Corfe Mullen and the wider area and we truly believe that all of our students are exceptional.

### Application Process

Please see the application process on page 12 for further information.



## Letter to Candidate

Dear Applicant

Thank you for your interest in the position of School Business Manager. We are looking to recruit an exceptional candidate to join the leadership team at Corfe Hills School and play their part in contributing to the next stage of our ambitious development journey. As a school we are absolutely committed to ensuring Corfe Hills School is the best school in BCP, Dorset and way beyond. In our view, this means that Corfe Hills School will:

1. be a community where every student loves to be and every member of staff enjoys working
2. develop truly exceptional individuals who are fully engaged in the school community
3. deliver a broad, creative and knowledge rich curriculum both inside and outside the classroom
4. ensure every student is 'Learning to the Max' in every lesson
5. be 'well above average' for outcomes at both GCSE & A Level
6. prioritise partnerships so that we keep learning from others

This is an exciting opportunity to join Corfe Hills School at an important stage in our growth with increasing student numbers as well as an upcoming project through the School Rebuilding Programme to replace a block of 8 classrooms to further develop our excellent facilities. Alongside our growth plans, the governors are at an important stage in considering the next steps for the school and are actively exploring joining Initio Learning Trust. Initio Learning Trust is based in Dorset and Corfe Hills School has strong links with the trust with two of our three feeder schools already part of Initio Learning Trust. The successful candidate will play a key role in informing governors to support them in their decision making about the future direction of the school.

Our motto is "High Expectations - Exceptional Individuals" and we truly believe in the potential of every young person who joins the school. We have an exceptionally committed staff, including talented teachers and a fabulous support staff team.

This pack contains information about our school, an application form and a description of the personal qualities and attributes we are looking for in our School Business Manager at Corfe Hills School. There is also much more information about the school on our website. We welcome informal visits to the school prior to application, to arrange this please call 01202 006666 or email [headspa@corfehills.net](mailto:headspa@corfehills.net).

We would be delighted to receive your application and I look forward to meeting you should your application be successful or when you visit the school.

Yours faithfully

James Sankey  
Headteacher



## Job Description

**Post:** School Business Manager  
**Responsible to:** Headteacher and Governing Body  
**Salary Range:** NJC Scale point 53 - 58

The main duties and responsibilities will include:

### Job Purpose

To provide clear leadership for school finance, administration and personnel, and to ensure the school assets and premises are maintained and protected. The financial leadership will focus on providing advice and direction to the Headteacher and governing body over long term financial planning, the implications of funding changes, budget setting, budget monitoring and securing best value.

Put in place robust financial systems including IT based accounting systems. The job has a focus on ensuring complete compliance with all statutory financial standards for academies, adherence to guidance indicating good practice including benchmarking and ensuring funding opportunities are considered.

The personnel leadership will focus on leading support staff including the recruitment, the professional development, training and monitoring, and providing advice to the Headteacher and line managers on the management and welfare of all staff. The role involves developing in others an ability to operate with efficiency and effectiveness and encouraging an improvement in standards of support.

The wider purpose of the role involves a commitment to whole school leadership and playing a full part in the management, organisation and leadership of the school.

### Leadership and Strategy

- To be a member of the Senior Leadership Team (SLT).
- To attend meetings of the SLT, full Governing Body and other appropriate Governors' sub-committees.
- To provide clear leadership for the school's finance, administration, personnel and premises management.
- To safeguard the assets of the school, maintaining a fixed asset register, inventories and insurance cover.
- To provide clear leadership of the school support staff.
- To provide advice and direction to the Headteacher and governing body over budget setting, budget monitoring securing best value and marketing.
- To provide advice on long term financial planning.
- To have a commitment to whole school leadership and management.
- To support evolving strategy including providing advice on financial and human resource implications.
- To lead the implementation of financial, human resource and premises changes.
- To prepare and advise on whole school budgets and five-year financial projections.
- To ensure strong bids are submitted for premises improvement funding.
- To provide financial advice on bids submitted for grants.
- To ensure efficient and effective deployment of school resources and be responsible for writing tenders for school contracts.
- Review and update relevant school policies and procedures as required and submit statutory policies to governors for approval.
- To arrange internal audit visits, respond to recommendations and report to the Audit and Risk Committee.

### Financial and Administrative Management

- Responsible for all aspects of finance and accounting obligations under the academy constitution including compliance with standing orders; and the statutory obligations relating to a company.
- To ensure robust financial systems that comply with external audit requirements.
- To monitor all budget expenditure, provide monthly reports to governors and communicate with budget holders over their current financial position.
- To be responsible for the authorisation and submission of VAT returns.
- To be responsible for the upkeep of the Academy's accounting and purchase order processing systems.



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- To prepare monthly management accounts and year end forecast and publish for governors.
- To monitor and manage cashflow and present a monthly rolling 12-month forecast to governors.
- To provide stakeholders with financial data, management accounts and ad hoc information on request.
- To follow all academy guidance on financial procedures and advise on the actions needed to ensure future compliance with those procedures.
- To liaise with the external payroll provider to ensure accurate payment of staff and related third party payments. Maintain the school payroll and all associated personnel records.
- To maximise income through lettings.
- To analyse school financial data including benchmarked evidence and plan improvements based on that analysis.
- To work with school appointed accountants to ensure all financial submissions to the ESFA are met with accuracy.
- To provide advice on the design, development and maintenance of administrative systems required by the school.
- To establish and use effective methods to review and improve administrative systems.
- To oversee and authorise the ordering of services, supplies, materials and equipment.
- To prepare information for publications, FOI requests and returns for government agencies as required.
- To review and approve budgets for trips, visits and other activities chargeable to parents ensuring all costs are recovered.
- To assess applications for 16-19 bursaries and approve any claims for payment.

## Contract Management

- To manage the effective purchasing and procurement of all academy contracts and services, taking advice from industry experts where appropriate.
- To negotiate, manage and monitor contracts and Service Level Agreements.
- To ensure agreed tendering procedures and public-sector procurement guidelines are followed and value for money is being secured at all times.
- Develop and maintain effective relations and engagements with external contacts.

## Human Resources Management

- To lead the recruitment and appointment of support staff, ensuring that Safer Recruitment procedures are followed.
- To directly advise on all personnel issues for all staff.
- To lead on matters relating to the conduct, discipline and capability of all support staff and advise the Headteacher on such matters relating to teachers.
- To maintain a performance management system for support staff and ensure appropriate training and professional development is provided.
- To use a professional coaching approach when directly developing staff and encourage coaching skills in others.
- To work with external specialist advisers to resolve all personnel issues.
- To analyse school personnel data including benchmarked evidence and plan improvements based on that analysis.
- To ensure that staff records held in the school are kept confidential.
- To ensure the school has a robust Safer Recruitment and DBS checking system in place at all times.
- To be responsible for the Single Central Record.

## Company Secretary

- To ensure that the company files statutory information promptly.
- To file the appropriate form at Companies House within 14 days if any new director is appointed, an appointment is terminated, or there are any changes to their details.
- Maintaining statutory registers and Companies House Compliance through the two mandatory filings during the year; Report and Accounts and Confirmation Statement (formerly Annual Return)
- Maintain subsequent filings during the year; change of officers, registered office address, change to constitution
- To ensure that people entitled to do so can inspect company records.
- To be a co-signatory for execution of a document on behalf of the company.
- To authenticate forms for submission to Companies House.
- Holding company documents including Articles of Association, Memorandum of Association and the Funding Agreement.



## Estate and Facilities Management

- To ensure the school site, buildings and grounds are maintained and developed in line with the school's requirements and improvement plans.
- To support the Health Safety & Contracts Manager in following sound practices in estates and facilities management, ensuring the safe maintenance and security of all school premises and equipment.
- To ensure statutory inspections and servicing are carried out as required.
- To advise the Headteacher on best use of facilities to deliver value for money.

## Health and Safety

- To support the Health Safety & Contracts Manager in maintaining a health and safety culture throughout the school and ensuring health and safety systems are in place.
- To arrange annual audits of health and safety by an external adviser, report findings to the Audit & Risk Committee and ensure required actions are taken to ensure statutory obligations are being met for pupils and staff.

## General

- To ensure that school funds are accurately and efficiently administered in a way that complies with the Companies Act 2006, the Academies Act 2010, Charity Law standards and the Seven Principles of Public Life.

This job description is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually or earlier if necessary, and it may be subject to modification or amendment after consultation with the post holder.





## Person Specification

Criteria	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"><li>• Good standard of education – a level of numeracy and literacy sufficient to carry out the duties of the post</li><li>• Professional accounting qualification</li></ul>	<ul style="list-style-type: none"><li>• CIPD qualification or equivalent</li><li>• Appropriate Health and Safety training</li></ul>
<b>Experience and Ability</b>	<ul style="list-style-type: none"><li>• Experience of working in a financial environment, preparation and operation of financial management systems and accounts, as well as budget management</li><li>• Experience in managing and motivating staff</li><li>• Good awareness and understanding of school frameworks and funding</li><li>• Experience of managing employment contracts/service level agreements</li><li>• Experience of effective tenders and contracts</li><li>• Ability to manage budgets and produce detailed accurate financial information to stakeholders</li><li>• Ability to collect and weigh evidence, make good judgements and take decisions</li><li>• Ability to analyse, understand and interpret relevant information and data</li><li>• Ability to think creatively to solve problems and identify opportunities</li></ul>	<ul style="list-style-type: none"><li>• Previous experience of working in a school environment</li><li>• Experience of effectively dealing with people from a variety of backgrounds on the telephone and in face to face situations</li><li>• Experience of managing payroll service for all staff including managing pension schemes and associated services</li><li>• Experience in premises and estates management</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• Excellent ICT skills (particularly Excel) and experience of finance systems and accounts</li><li>• The knowledge to manage finances and develop excellent systems of work</li><li>• Ability to recognise and establish appropriate controls for monitoring and measuring school finances</li><li>• Ability to manage daily tasks and plan strategically for the future</li><li>• Ability to envision and implement change in some aspect within an organisation</li><li>• Specific knowledge in each area of Administrative Procedures, Business Administration, Finance and Human Resources, Health and Safety, Estate Management, Risk Assessments,</li><li>• Understanding of Risk Management</li><li>• Knowledge of human resource legislation, including employment law, personnel practices, remunerative practices, recruitment and selection processes and disciplinary hearing</li></ul>	<ul style="list-style-type: none"><li>• Competent in the use of database systems e.g. SIMS</li><li>• Sound knowledge of Microsoft Office</li><li>• Detailed knowledge of external and internal auditing processes and experience of successful audit management</li><li>• Understanding of school management issues and the role of the Governing Body</li><li>• Knowledge of Data Protection and Freedom of Information legislation.</li><li>• Knowledge and commitment of safeguarding and promoting the welfare of children including maintaining Single Central Register and Disclosure and Barring Service procedures</li></ul>



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Criteria	Essential	Desirable
<b>Leadership</b>	<ul style="list-style-type: none"><li>• Successful and significant experience of leading, developing and appraising a team of staff</li><li>• Ability to communicate effectively to a variety of stakeholders</li><li>• Ability to engage with and command respect in working with colleagues at all levels</li><li>• Experience of managing challenging and/or sensitive situations</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Sense of humour</li><li>• Resilience, enthusiasm, energy and vigour</li><li>• Reliability, integrity and commitment</li><li>• Probity, justice and humility</li><li>• Highly organised and efficient</li><li>• Precise attention to detail</li><li>• Ability to maintain confidentiality</li><li>• Ability to work under pressure and to competing demands and deadlines</li><li>• Desire to improve systems of work</li></ul>	
<b>Interests</b>	<ul style="list-style-type: none"><li>• Has interests out of school and an enthusiasm for life</li></ul>	



## Application Process

To learn more about the school, please visit our website [www.corfehills.net](http://www.corfehills.net).

We would be delighted to discuss this role further with you. To arrange a visit to the school or an informal conversation please contact Mrs Michelle Churchill, Headteacher's PA, by email [headspa@corfehills.net](mailto:headspa@corfehills.net).

Application forms can be found on our website. Electronic application forms are preferred but a PDF version is available to download from our website should you require one. CVs will not be accepted on their own.

Please email your completed application form to [recruitment@corfehills.net](mailto:recruitment@corfehills.net) or post to Corfe Hills School, Higher Blandford Road, Broadstone, Poole BH18 9BG.

**Closing Date: Friday 1 March 2024 at 9am**

**Interview Date: w/c 4 March 2024**

***Corfe Hills School is committed to safeguarding children and promoting the welfare of children and young people. It is expected that all staff, parents/carers, governors, volunteers and visitors will share this commitment.***

***Successful candidates will be subject to an enhanced DBS check which forms part of our Safer Recruitment process.***

***Corfe Hills School is an equal opportunities employer. We value diversity and inclusiveness. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, or disability status.***