The GALLERY TRUST

A community of special schools

School Business Manager
Candidate Information Pack
February 2023

Thank you for your interest in the post of School Business Manager at Springfield School.

Springfield School is a special school for Early Years, primary and secondary age children who have been identified as having Severe or Profound Learning Difficulties. We currently have 110 children on roll and all our pupils have an Education, Health and Care Plan (EHCP).

We believe in creating opportunities for both pupils and staff to succeed in their own goals. It is essential for us to work closely with parents, carers and other professionals to promote support for everyone and sharing of good practice.

We strongly believe in the benefits of integration and inclusion to all and as such our Early Years and Primary classes are co-located with Madley Brook Community Primary School in a uniquely integrated and purpose built site. Our Secondary classes are also located in a purpose built building adjacent to the Wood Green Secondary School site. We work hard to promote inclusive activities with our partner schools and the wider community.

Springfield School is a member of The Gallery Trust, an expanding Special Needs Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, our aim is to build a community of eight to ten special schools over the next five years.

Please visit our website to find out more about the school. If you would like to visit the school to find out more about this exceptional opportunity before you submit your application, you will be most welcome.

Thank you again for your interest and we look forward to hearing from you.

Emma Lawley
Headteacher

School Business Manager
Grade 10

Annual full time equivalent salary: £33,820 to £36,298 per annum
Actual annual salary per £24,489.62 to £26,283.98 per annum
40 weeks per year (termtime plus two weeks): 30 hours per week [there can be some flexibility on start and finish times]
To start as soon as possible

Springfield School is seeking to appoint a School Business Manager to advise and support the Head Teacher and Senior Leadership Team in providing vision, strategic direction, professional leadership and management to ensure high quality education, pastoral and therapeutic care for all students.

The role is responsible for all aspects of school business management, including finance, administration, human resources, procurement and data protection.

Following successful application, the job description and wider responsibilities for this role will be finalised based on the strengths and experience of the post holder.

The successful candidate will:

- Have relevant experience of working in a business environment at a similar level
- Have administrative experience in a management capacity
- Have knowledge and understanding of financial principles and controls, budget planning and management procedures
- Understand HR principles, policies and procedures
- Knowledge of administrative systems and working practices
- Be committed to and able to promote the aims of the School and the values of the Trust
- Be committed to the welfare, wellbeing and Safeguarding of pupils

If you meet the person specification above and would like to apply for this post, please state your interest in writing.

Application Process

To apply for this post, please email your application form to recruitment@springfield.oxon.sch.uk You can download an application form and job pack from the school's website www.springfield.oxon.sch.uk under 'Job Vacancies' in the 'About The School' section or from The Gallery Trust website www.thegallerytrust.co.uk

Please submit your application form by **Thursday 9th March at 12 Noon** to recruitment@springfield.oxon.sch.uk Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. **Interviews will be held on Tuesday 14th March 2023.**

Springfield School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of

work with children and young people, that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All cases are considered confidentially and according to the nature of the role and information disclosed.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in January 2024
- A Free Special School in South Oxfordshire, to open in January 2025
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Benefits of working at Springfield include:

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Perk Box - discount and wellbeing platform membership

Wellbeing

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- Generous annual leave entitlement for support staff which increases to reflect length of service
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme

Facilities

- Free car parking and cycle storage

School Business Manager
Job Description

Responsible to: Head Teacher

Introduction

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Leader if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

Job Purpose

To advise and support the Head Teacher and Senior Leadership Team in providing vision, strategic direction, professional leadership and management to ensure high quality education, pastoral and therapeutic care for all students: to ensure the effective and efficient provision of local business and commercial services and undertake key strategic and operational responsibilities. Duties include but are not exclusive of:

Leadership and Management Responsibilities

- Manage business services, including finance, administration, human resources, procurement and data protection. Maximise income and income generation.
- Ensure the best use of resources and achievement of best value through forward planning and effective and prudent procurement
- Local management of services and contracts, e.g. catering, cleaning and ICT
- Ensure compliance with Trust policies and processes, and with statutory regulations, advisory guidance and audit requirements
- Develop and maintain constructive relationships and work collaboratively with key stakeholders, including with colleagues at Madley Brook and Wood Green mainstream schools, within academies in The Gallery Trust, the Trust's central team, and the Local Academy Board

Finance and Payroll

- Operational management of school finance and payroll, working collaboratively with the Trust's central finance and payroll team, and securing excellent financial control, monitoring and auditing procedures that meet the requirements of the Trust
- Work in compliance with the Academies Trust Handbook, the Trust's policies and procedures
- Pursue additional sources of funding, sponsorship, bids and grants

- Work with the Head Teacher with the preparation of the draft annual budget and monthly budget monitoring
- Advise on spending commitments, budgetary matters and other expenditure and income issues
- Monitor and manage leasing arrangements
- Advise on the financial implications of proposed and actual initiatives, including proposals relating to use of resources, building and staffing structure
- Undertake processing and operational tasks on specialist software

Human Resources

- School management of HR, liaising with the Trust's HR team regarding personnel matters.
- Safer Recruitment Lead including implementation of Trust policies, maintaining the Single Central Record and safeguarding records.
- Ensure that data protection is embedded within all areas of the school to achieve compliance with GDPR.
- Seek advice from the Trust's HR team when appropriate regarding terms and conditions, employee cases, including the management of sickness absence, matters of conduct, capability, grievance and Safeguarding. This includes leading Stage One meetings and some Stage Two meetings.
- Support induction and probation processes for support staff
- Managing personnel information on the school's management information software
- Liaise with the Trust's payroll team regarding payroll, amendments and checking
- Support completion of the School Workforce Census

Health and Safety

- Support on Health and Safety with the Facilities Manager ensuring there is co-ordination across both sites and that statutory requirements are met.
- Assess and identify risks: risk management and contingency planning for business critical areas
- Ensure that the buildings and site are maintained to a satisfactory standard and present a clean and purposeful environment for all users
- Support the preparation of capital bids

Administration

- Producing and responding to a variety of complex corresdonce.
- Undertaking word processing and other complex IT based tasks.
- Taking minutes at meetings and providing administrative and organisational support.
- Liaising with external professionals and agencies.
- Provided detailed analysis and evaluation of data as required.
- Completing and submitting complex forms / returns including to outside agencies.
- Archiving and managing records.

General Responsibilities

- Taking appropriate responsibility for one's own health, saftey and welfare and the health, safety and welfare of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the School and Trust's policies and procedures
- Safeguard and promote the welfare of all pupils
- Participate positively in training and professional development
- Support the aims and ethos of the School and Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings

Selection Criteria
School Business Manager, Springfield School

	Essential	Desirable
Professional Qualifications	• Level 3 / 4 qualifications or equivalent experience • Willingness to continue professional development • Excellent literacy and numeracy skills	• Qualification in Business or Administration Management: or HR: or finance/accountancy: CSBM: DSBM
Experience	• Relevant experience of working in a business environment at a similar level • Administrative experience in a management capacity • Experience of managing staff • Experience of managing services and contractors	• Experience of working in a school at a senior level • Experience of managing and operating financial management systems. • Experience of PS Financials • The ability to produce, analyse and evaluate financial reports/information
Professional Knowledge	• Knowledge and understanding of financial principles and controls, budget planning and management procedures • Understanding of HR principles, policies and procedures • Knowledge of administrative systems and working practices	• Understanding and awareness of education issues and developments • Knowledge and understanding of premises management • Knowledge and understanding of health and safety legislation
Skills and Abilities	• Advanced verbal, interpersonal and written skills • Proven organisational skills with a high level of accuracy • Ability to plan and prioritise workload to meet conflicting deadlines • Ability to analyse and interpret complex information and solve problems • Excellent ICT skills and ability to use a range of ICT packages • Ability to work independently and act on own initiative. • Ability to cope well with pressure and keep calm in stressful situations. • Ability to motivate and manage staff • Ability to liaise and communicate effectively with a range of stakeholders including staff, pupils, parents, board members, trustees, and promoting effective relationships with the wider community • Ability to maintain confidentiality and integrity.	
Other requirements	• A satisfactory enhanced DBS check • Understanding and commitment to equality of opportunity, participation, diversity and responsibility • Committed to and able to promote the aims of the School and the values of the Trust • Committed to the welfare, wellbeing and Safeguarding of pupils	