

Business Manager

Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

March 2017

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join Seaton Valley Federation as **Business Manager**. This role is key to the success of our schools in providing strategic and operational leadership of our business services, as well as contributing as a member of our Senior Leadership Team to future plans and priorities.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

There has been considerable change within the federation over the last few years with Whytrig Middle School moving onto the Elsdon Avenue site and both the Executive Headteacher and Business Manager role being extended to include Seaton Sluice Middle School. Much has already been done to create an integrated support staff structure across the federation however this needs to be embedded and further improvements to systems and processes made to ensure we are as effective and efficient as we can be.

We are also about to embark on an exciting new chapter. Northumberland County Council has recently announced plans for a multi-million pound investment to create a brand new building on our Elsdon Avenue site and the Business Manager will have a lead role in preparing for that change.

National government's plans for maintained schools to convert to academy status are also on our radar and we are aware that this could impact on the role of the Business Manager in the future.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. All three schools are rated as 'Good' by Ofsted. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact me on **0191 2371505** via Angela Small, who is my PA.



John Barnes
Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To be a school that knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About our schools

School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	550	166
Seaton Sluice Middle School	9-13	313	N/A
Whytrig Middle School	9-13	218	N/A

About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	January 2016
Whytrig Middle School	Good	January 2015
Seaton Sluice Middle School	Good	February 2013

Latest Ofsted report for Astley Community High School

Leadership and management	Good
Outcomes for pupils	Good
Quality of teaching, learning and assessment	Good
Personal development, behaviour and welfare	Good
16-19 Study Programmes	Good

Latest Ofsted report for Whytrig Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety	Good
Leadership and Management	Good

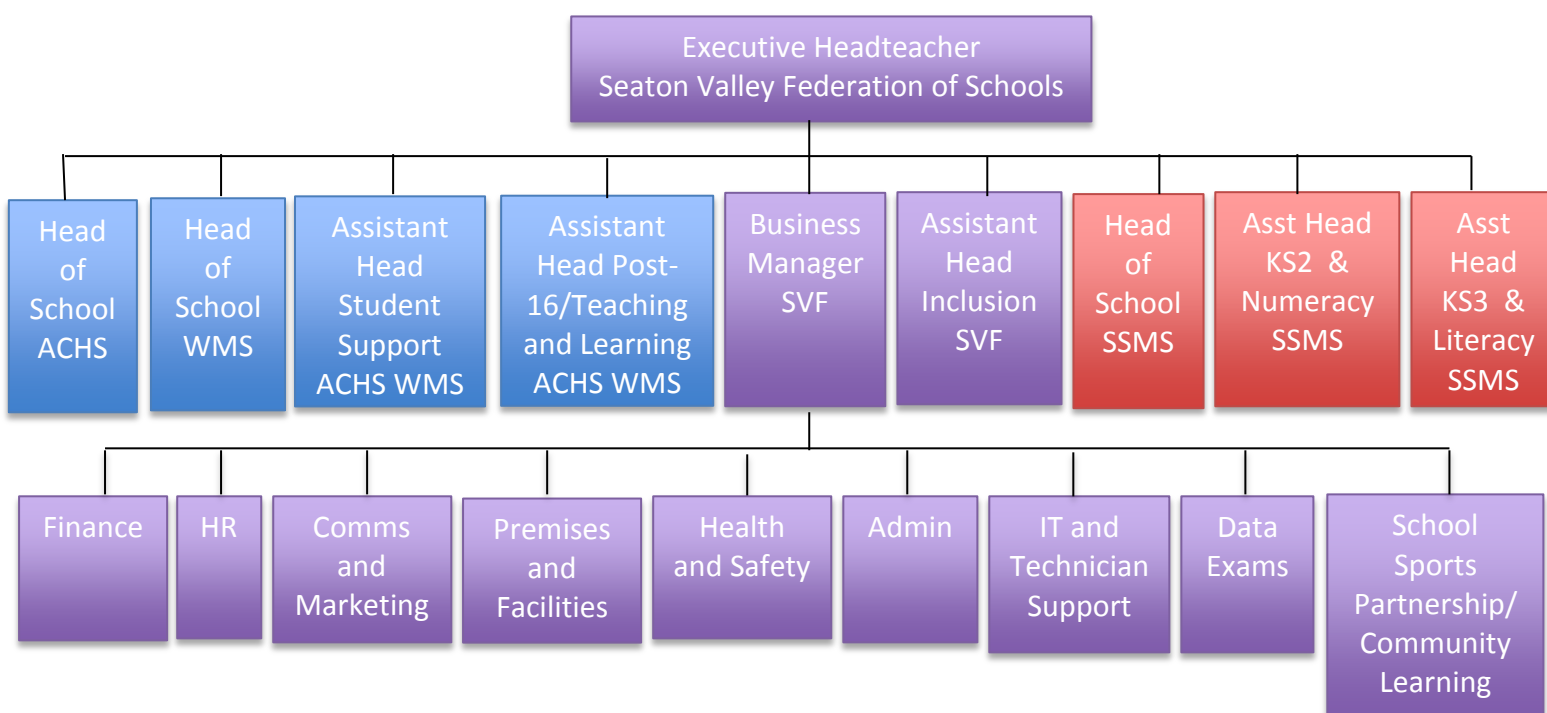
Latest Ofsted report for Seaton Sluice Middle School

Achievement of pupils	Good
Quality of teaching	Good
Behaviour and safety of pupils	Good
Leadership and management	Good

You can read the full Ofsted inspection reports for each school at:

<https://reports.ofsted.gov.uk/>

About our structure



About the Business Management Team

Over the next few pages you will find the advert, job description and person specification for the post of Business Manager but we know that you will want to know more about the team you will be managing.

This is a significant line management role with responsibility for around 70 support staff across two sites. As our schools are relatively small, many business support staff have multi-disciplinary roles therefore opportunities to work in collaboration with staff in similar roles in the federation and formal CPD and networking opportunities are important to build their knowledge and skills. We also employ our own caretaking, cleaning and catering staff.

There is a long tradition of opening up the sports facilities at Astley Community High School for local community use and we have thriving community learning programmes, as well as generating significant income through lettings.

From September 2017 it is planned that Astley Community High School will establish a separate budget to operate School Sports Partnership activities for the two middle and five first schools within the Seaton Valley Partnership for the next three years. We are also the host school for School Games Organiser funding on behalf of the Seaton Valley and Cramlington Partnerships.



Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Business Manager

Permanent, Full-Time/Full Year
Band 11: £45,278-£48,437 per annum

Small enough to care, big enough to make a positive impact

This is an exciting opportunity to join our federation of three schools delivering a seamless education to 9-18 year olds throughout Seaton Valley in south-east Northumberland.

We are seeking a highly motivated Business Manager to join our Senior Leadership Team. You will support the Executive Headteacher and Governing Body by contributing to the strategic direction of the federation and leading a range of business support services that ensure the effective day-to-day running of the schools.

You will personally have a key role in ensuring financial efficiency and sustainability of our schools in a challenging funding climate therefore it is essential that you have substantial experience of preparing, accounting for and monitoring large budgets and developing financial systems and financial reporting. Educated to degree level in a relevant discipline, you will ideally be a part-qualified accountant.

Significant experience of managing and developing multi-disciplinary teams, ideally across multiple sites, is needed. Your track record of contributing at a strategic level to school or service improvement will also show your ability to work in partnership with a range of stakeholders to achieve desired outcomes and impact. Although it is important that you can think strategically, you will also need to adopt a hands-on approach to deal with the diverse demands of school life and have highly developed communication skills to build effective relationships with a wide range of stakeholders.

If you have a passion for education then this is a fantastic opportunity to make a significant contribution to the federation and become an integral part of our future success. Our candidate information pack will tell you much more about this opportunity.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted by **12 noon on Monday 27 March 2017** by email to svfjobs@svlp.org.uk. It is expected that shortlisting will take place on Tuesday 28 March and the assessment process for shortlisted candidates will take place on Tuesday 4 April.

Further information about all of our current vacancies is available at <http://www.astleyhigh.org/aboutus/vacancies>

**NORTHUMBERLAND COUNTY COUNCIL
JOB DESCRIPTION**

Post Title: Business Manager		Director/Service/Sector: Schools		Office Use
Grade: Band 11		Workplace: Seaton Valley Federation (working across Astley Community High School, Whytrig Middle School, Seaton Sluice Middle School)		JE ref: Z100
Responsible to: Executive Headteacher		Date: May 2017	Manager Level: Senior Leadership Team	HRMS ref:
Job Purpose: As a member of the Senior Leadership Team of the three schools within the Seaton Valley Federation, provide strategic and operational leadership and management on all aspects of school business management to continuously improve effectiveness and performance.				
Staff	Line management of not less than 70 support staff			
Finance	Strategic leadership of all aspects of the three schools’ finances including responsibility for preparing, accounting for and monitoring the budget of the three schools, up to £5.5 million.			
Physical	Responsibility for all buildings, resources etc and the accuracy and security of information systems and records.			
Clients	Extensive involvement with and shared responsibility for all Seaton Valley Federation stakeholders – pupils, parents, partnership schools, funding providers, local businesses, community groups etc. As a member of the Senior Leadership Team, providing relevant advice and information to the Executive Headteacher, Heads of Schools, other members of the SLT, governors, Northumberland County Council and government agencies. As the lead business professional, direct contractors and service providers.			
Duties and key result areas:				
Strategic leadership and management – Federation-wide				
<ul style="list-style-type: none">• Provide professional leadership on all aspects of school business management to support the Executive Headteacher and the governing body to achieve sustainable school improvement.• Develop strategies, policies and plans on behalf of the Executive Headteacher and governing body that support the schools’ vision and aims and report action against these to demonstrate progress and personal accountability.• Ensure that the schools’ financial plans are aligned to school improvement plans to ensure that priorities are properly resourced and sustainable.• Ensure that risks are identified and managed effectively.• Lead the finance, HR, health and safety, administration, premises and facilities management, IT and technician support, data, exams and timetabling, community learning and communications/marketing functions across the federation.• Take a lead role in engaging all stakeholders and act as an ambassador for the federation schools to develop contacts and raise its public profile.				
Finance and managing resources – Federation-wide				
<ul style="list-style-type: none">• Prepare an annual budget for each school for approval by the governing body based on accurate estimates of income and expenditure and taking into account school improvement priorities and long-term financial planning.				

- Lead multi-year financial planning for all schools and support the achievement of the schools' financial health and financial efficiency.
- Design and manage financial systems to ensure accurate financial records are maintained and robust financial reports are provided to budget holders, Executive Headteacher and governors on a regular basis.
- Develop financial policies and procedures across the schools that meet all regulatory requirements for schools.
- Advise the Executive Headteacher and governors on investment and financial policy, preparing appraisals for particular projects and developing a long-term financial strategy for the future development of all schools.
- Lead income generation on behalf of the Federation and ensure opportunities to trade services and bid for funding and sponsorship are taken.
- Procure, manage and monitor contracts, tenders and agreements for support services, energy supplies and insurance ensuring value for money.
- Submit capital bids to the local authority, monitor and control capital expenditure on buildings and grounds and appoint appropriate contractors.
- Ensure that the three schools meet the requirements of the financial regulations and statutory requirements.

Premises and facilities management – Federation-wide

- Lead the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of each site.
- Prepare, implement and monitor a premises development plan that is financially viable and addresses the National Framework for Sustainable Schools.
- Project manage capital projects on behalf of the Executive Headteacher to ensure that these are delivered on time, to standard and within budget.
- Lead health and safety management and work with the Health and Safety Management Team including the link governor to ensure staff, pupils and visitors take responsibility for implementing and monitoring appropriate protocols, inspections and action plans.
- Ensure that appropriate protocols are in place for security, fire safety and first aid provision at the sites in consultation with the local authority and external agencies.
- Develop and regularly review emergency procedures and disaster recovery plans for the three schools and provide training to those with specific responsibilities on their roles.
- Liaise with third parties co-located on the school sites regarding health and safety, charges etc.
- Oversee the work of site management, caretaking and cleaning staff to ensure that staff, students and other premises users have a healthy and safe environment to work in.
- Oversee the work of catering staff to ensure that there is provision of an effective school meals and catering service.

Marketing and customer relationship management – Federation-wide

- Lead the marketing and communications strategy to promote the Federation schools to different audiences and raise their profile within the local community and regionally.
- Manage multi-agency relationships and liaise with local businesses for fundraising and joint projects.
- Support the management of events across the three schools by overseeing their planning and evaluating their effectiveness.
- Lead website management across the three schools including working with the link governor and the Senior Leadership Team to ensure all statutory content is available.
- Oversee the management of all complaints and ensure all actions are effectively implemented.

HR – Federation-wide

- Ensure that all three schools implement safer recruitment practices, undertake pre-appointment checks for staff and volunteers, prepare paperwork for Employee Services and maintain an accurate single central record of recruitment and vetting checks.
- Ensure there are appropriate systems for managing sickness absence, annual leave and leave of absence requests and monitor their effective use.
- Provide initial advice to the Executive Headteacher, Heads of School and governing body on key HR processes such as appraisal, sickness absence, capability, disciplinary and grievance and procure specialist external advice as necessary.
- Lead the development and review of appraisal processes for support staff across the Federation.
- Ensure the School Workforce Census is accurately prepared and submitted on a timely basis.
- Support the Executive Headteacher and governing body with effective workforce planning to meet the future needs of the Federation.

Administration - Federation-wide

- Lead and manage administrative functions across the federation.
- Develop and manage administrative systems across the federation to ensure robust management information that meets the needs of a diverse range of users.
- Ensure that the Clerk to the Governing Body has liaised with the Chair of Governors and Executive Headteacher to ensure that the business of the governing body is planned efficiently, statutory requirements are met and agreed actions are implemented.

IT and Technician Support – Federation-wide

- Lead the development and implementation of an IT strategy across the federation to ensure that the infrastructure, hardware and software implemented is fit for purpose and a cost effective investment.
- Oversee the upgrade of existing IT systems and the continued maintenance of effective and secure systems.
- Plan the IT budget in consultation with the IT and Technical Support Manager to ensure the federation's business and school improvement priorities are met.
- Ensure there are appropriate strategies and protocols in place for online safety of all users.
- Liaise with Active Northumberland regarding use of the school library, which shares a joint space with the Seaton Valley public library.
- Oversee the development of technician support across the federation.

Data, Exams and Timetabling Support – Federation-wide

- Work collaboratively with the Executive Headteacher, Heads of School and other senior leaders to ensure there is effective planning and implementation of timetabling, data, exams, and attendance functions across the federation.
- Oversee that internal and external examinations and assessments are run in accordance with protocols from regulatory/examination bodies and school procedures.
- Oversee that data on the school's management information systems is correct and ensure there are appropriate strategies and protocols in place for data protection and information publication.

Line management of Federation support staff

- Lead and manage designated support staff across the federation schools, including their recruitment, induction, appraisal and training and development needs.

- Deploy support staff effectively across the federation schools to maximise the use of available resources and respond to changing priorities.

General Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health and safety, equal opportunities, e-safety, confidentiality and data protection.
- Work in such a way as to promote the ethos and vision of the federation.
- Participate in training and development, and other activities that contribute to the management of performance
- Attend and participate in regular meetings.
- Participate in the Senior Leadership Team duty rota.

These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the schools' procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	Required to use own transport to attend meetings locally and regionally.
Working patterns:	Normal hours but need to also work 'out-of hours' as necessary.
Working conditions:	Normally indoors.

PERSON SPECIFICATION

POST: Business Manager		Director/Service/Sector: Seaton Valley Federation	Ref: Z100
Essential	Desirable		Assess By
Qualifications and Knowledge			
Educated to degree or postgraduate level in a business or finance related discipline e.g. first degree in Business Studies or Accountancy, Diploma level of CIPFA, Advanced Diploma in School Business Management Evidence of continuous professional development including management development Substantial knowledge and understanding of multi-year financial planning and budget management principles An awareness and knowledge of academy financial matters. Thorough understanding of the effective use of ICT systems and business processes Understanding of the implications of government policies and educational trends and developments	Part qualified accountant through CIPFA, CIMA or similar CIPFA Certificate in Financial Reporting in Academies Postgraduate or masters qualification in management e.g. DMS, MBA, School Business Directors Thorough understanding of the funding arrangements for maintained schools for Key Stages 2-5 Understanding of curriculum and workforce planning in an education context Understanding of key HR processes such as sickness absence, performance management, capability, discipline and grievance	A, C, I, R	
Experience			
Substantial experience of preparing, accounting for and monitoring large budgets i.e. in excess of £1 million Substantial experience of developing financial systems and financial reporting Demonstrable track record of generating additional income Evidence of achieving cost savings in the procurement of services and contracts and using value for money principles Experience of managing one or more of the following disciplines: ICT, administration, technical support, premises and facilities management, health and safety, marketing/PR, HR, data, exams, timetabling Significant experience of managing and developing multi-disciplinary teams, ideally across multiple sites Experience of deploying human and physical resources to meet changing operational demands Significant experience of contributing at a strategic level to school or service improvement Evidence of working in partnership with a range of stakeholders to achieve desired outcomes and impact	Previous experience as a School Business Manager or delivering financial support services to schools at a senior level Successful track record in achieving and maintaining effective financial management in schools Experience of effectively using SIMS and FMS to deliver a range of management information Experience of successfully project managing capital projects on time and to budget Evidence of success in transforming support services to achieve efficiency savings, continuous improvement and cultural change Successful track record in workforce planning to meet the needs of an organisation Experience of finance in an academy context including working to the academy's funding agreement and the Academies Financial Handbook.	A, I, R	
Skills and competencies			

<p>Ability to think and contribute at a strategic level</p> <p>Ability to manage change effectively and positively engage and inspire others</p> <p>Highly developed negotiating and influencing skills</p> <p>Ability to simultaneously manage a range of conflicting priorities across a number of different disciplines</p> <p>Excellent verbal and written communication skills including the ability to present complex financial data and concepts to non-experts and write reports</p> <p>Ability to act as an ambassador for the federation and proactively raise its profile</p> <p>Highly developed ICT skills in developing management information systems and using a range of Microsoft applications to improve efficiency and effectiveness</p> <p>High degree of working on own initiative with minimal supervision</p> <p>Ability to plan complex operations over a multiple year period</p> <p>Ability to adopt a hands on approach to deal with the diversity of school life</p> <p>Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</p>		A, I, G, P, R
Physical, mental and emotional demands		
Concentrated mental attention is required for lengthy periods. Work-related pressures arise from conflicting priorities, interruptions and numerous deadlines outside of the postholder's control.		
Other		
<p>Full driving licence and car available to meet the travel requirements essential to the post.</p> <p>Able to work flexibly, working during evenings and weekends where necessary.</p> <p>No disclosure about criminal convictions or a safeguarding concern that makes applicant unsuitable for this post</p>		I

Key to assessment methods; (a) application form, (c) certificates, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visit

Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- 25 days' annual leave for support staff who work full year, rising to 30 days after 5 years' local government service
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Active Northumberland's Seaton Valley Library and Northumberland County Council's Customer Services.

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Opportunities to attend local and regional networks are encouraged.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<http://www.astleyhigh.org/aboutus/policies-and-rules>

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

How to apply

Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **12 noon on Monday 27 March 2017** to: svfjobs@svlp.org.uk. **Please ensure the subject/title of your e-mail is Business Manager.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

Contact us

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval
NE25 0BP Telephone: 0191 2371505

Websites: www.astleyhigh.org

<http://www.whytrig.northumberland.sch.uk/>

<http://www.seatonsluice.northumberland.sch.uk/>