

Cramlington Village Primary School



'Empowering everyone to achieve'

Candidate Information Pack 2020

School Business and Finance Manager

Dear applicant,

Cramlington Village Primary School is delighted to be able to offer the role of a business and finance manager to join our happy, committed, professional team in Cramlington, South-East Northumberland. The appointment is to start as soon as possible.

Due to a recent reorganisation in school we are looking for a candidate who would like to be involved in the leadership of our successful school as our business and finance management professional.

What we are looking for

The ideal candidate will hold a recognised accounting qualification and they will be used to creating and managing monthly management accounts for around the past three years as a minimum. They will be confident working with our Sage system that produces accounting information and happy to self train to become familiar if it is new to them. They will be responsible also for responding to the many compliance checks that the Education and Skills Funding Agency (ESFA) request from schools. This will include aspects relating to the governance of the school as well as pension declarations, pupil headcount information and statutory returns relating to the governance of the school estate. The Business and Finance Manager will also be responsible for conducting the payroll function for our small staff team of around 30 people using the software system we use which is Payroo. The role also carries the responsibility of leading on human resources, supported by strong advisors for this both within and outside the school.

You will be comfortable and sometimes even excited to be working under pressure! You will be able to communicate well with a wide range of people being able to demonstrate strong interpersonal skills, as the role will be dealing with parents, professionals and other visitors to school.

What we can offer

As a school team we can offer you a happy, aspirational working environment with well managed funding that supports positive educational outcomes for the children. Our recent staff survey states that 100% of our staff team are happy or somewhat happy to come to work every day. This is backed up by excellent staff attendance throughout the school.

We have a well resourced school, with strong systems and the opportunity to influence those systems as we constantly tweak and refine what we have to make it the best it can be. The school is committed first and foremost to our children and this thread runs through it. Our children are enthusiastic, caring and they love learning. We self graded their behaviour as outstanding recently as part of our self evaluation using Ofsted criteria.

We are passionate about mutually respectful relationships between everyone in our school. We offer a strong emphasis on teaching basic literacy and numeracy skills in an authentically accessible way, that is interactive and fun.

The support staff team is an experienced, happy team who work well together and who have a passion for our school to offer the best it can for the children. This passion is mirrored by all CVPS staff - as we truly all subscribe to 'empower everyone to achieve' our school strapline.

Cramlington Village Primary is a one-form-entry school, with a 26-place (morning-only) nursery. We have a trained Thrive practitioner and the school delivers a strong focus on developing emotional well-being and a holistic way of addressing our varied pupil needs. We also have access to some strong specialist subject support and a dedicated outdoor learning specialist within the staff team.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment part of which requires clearance through the Disclosure and Barring Service (DBS).

You can find out more about our school and its distinctive ethos on our website: villageprimary.org

If you would like to speak to the principal Debbie Wylie please contact the school on 01670 735177 up to and including February the 14th. If after this time please use the school mobile number which is 07432 534059.



School Business and Finance Manager

Job Description



Main purpose

The school's leading support staff professional who works as part of the leadership team to develop and deliver the business strategies of the school. The School Business and Finance Manager will implement an efficient range of support services to ensure that the school meets its educational aims in a sustainable and eco-friendly manner.

The School Business and Finance Manager is responsible for providing professional leadership and management of the non-teaching support staff in school to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

The School Business and Finance Manager promotes the highest standards of business ethos within the administrative function of the school and provides strategic direction to ensure the most effective use of resources in support of the school's learning objectives.

The School Business and Finance Manager will create, produce, review and analyse a robust range of financial accounts that comply with the ESFA requirements and that adequately inform governors of the financial situation in school.

The School Business and Finance Manager is responsible for the management of the Finance, HR administration, Premises, Catering and IT functions as well as overall management of Health & Safety.

In areas of leadership and strategy, with the support of the wider team, the School Business and Finance Manager will:

- Negotiate and influence strategic decision making within the school's senior leadership team. Ensure the school makes the best possible use of resources through effective planning, considering all financial and other resource implications.
- In the absence of the school principal, take delegated responsibility for financial and other decisions.
- Lead and manage all non-teaching school support staff including office staff, chef, site manager, catering and cleaning staff.
- Attend senior leadership meetings and full governing body meetings, and appropriate governors' sub committee meetings, minuting when appropriate—some of these may be outside typical school hours.
- Ensure an effective link between the School Financial Plan and the School Development Plan and sustainable school improvement.
- Understand the implications of government policies and educational trends on school practices and aspirations.
- Plan for, and implement new initiatives contributing to educational aims of the school
- Promote and advocate safeguarding systems throughout the school.

The School Business and Finance Manager job description includes:

- Provide nurturing and attentive pastoral care for all pupils and support the principal to ensure there is exemplary behaviour in all children.
- Create, and understand the importance of a disaster recovery plan and its place within the management procedures of the school.
- Promote a culture of encouragement, support and challenge in order to achieve each child's full potential and the highest possible educational standards.

In areas of finance, with the support of the wider team, the School Business and Finance Manager will:

- Produce and distribute, accurate timely monthly management accounts to ensure that appropriate financial information is provided, variances are analysed and corrective action taken, advising governors where revisions to budget are required.
- Ensure consistent compliance to the funding agreement and academies financial handbook which is issued and revised annually by the ESFA.
- Prepare the annual and monthly budgets/forecasts of income and expenditure for approval by the principal and governors, including monthly reconciliations and credit control reviews and update of cashflow, uploading to the DfE as appropriate.
- Submit financial statements for audit and submission to Companies House after being signed off by the Academy Trust.
- Ensure that all appropriate journals for the monthly management accounts are posted onto the financial management system.
- Prepare all financial returns for the DfE and other government agencies including pensions and HMRC within statutory deadlines to ensure compliance.
- Review the annual estimates of income and expenditure for approval by the principal and governors.
- Be available for hosting the Responsible Officer termly visit and respond to findings
- Negotiate, manage and monitor contracts, tenders and agreement using best value practice and in line with school and academies financial best practice.
- Advise the principal and governors on investment and financial policy, preparing appraisals for particular projects and sustaining a 5 year business plan or financial strategy for the future development of the school as required by the ESFA.
- Monitor all accounting procedures and resolve any problems, including
 - Ordering
 - Processing and payment for all goods and services provided to the school
 - Operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
 - Maintenance of an accurate asset register, preparing invoices and collection of fees and other dues, taking legal action where necessary to recover bad debts.
- Oversee/manage a comprehensive payroll service for all school staff.





The School Business and Finance Manager job description includes:

- Prepare all financial returns for the DfE, LA and other central and local government agencies within statutory deadlines.
- Delegate the school's rating assessment and VAT liabilities and advise on the financial implications of charitable status with respect to the current and any future tax legislation.
- Maximise income generation within the ethos of the school.
- Act as a point of contact with central and other agencies with regard to grant applications, gifts and other donations, securing competitive funds by effective use of bidding systems and contacts, and applying for school funding to which the school is entitled.
- Purchase, either directly or indirectly, the school's energy supplies.
- Ensure that all income streams are tracked and invoiced to ensure accurate income projections.

In areas relating to school facilities, with the support of the wider team, the School Business and Finance Manager will:

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the safe maintenance and security operation of all school premises creating a disaster recovery plan to mitigate risk
- Liaise with the site manager to ensure the maintenance of the school site, including the repair of all furniture and fittings.
- Ensure the continuing availability and best value of utilities, site services and equipment.
- Monitor, assess and review contractual obligations for outsourced school services.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school handling any claims that arise.
- Manage lettings for school facilities, and provision of facilities for additional tuition out of school hours, including music

In areas relating to human resources with the support of the wider team, the School Business and Finance Manager will:

- Advise governors on the assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- Take responsibility for general personnel matters including employment clearance for new staff (medical checks, child protection) and issuing contracts of employment, attending Employment Tribunals as necessary.
- Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.





The School Business and Finance Manager job description includes:

- Line manage the team as well as the recruitment, professional development, performance management, appraisal and training of all appropriate non-teaching support staff is implemented.
- Oversee all staff contracts and coordinate the administration of staff recruitment including taking responsibility for the compliance of the school's single central record.
- Advise governors on the policy needed to comply with legislation in areas such as employment protection, equal pay, sex discrimination and the implementation of these policies in school.
- Review, monitor and implement the school's safety policy to comply with the requirements of the Health & Safety at Work Act and other legislation.
- Ensure that all HR policies and procedures are compliant with the legal requirements of the Health & Safety at Work Act and other legislation.
- Ensure that all HR policies and procedures are compliant with legal requirements and agreed best practice in schools.
- Ensure that people have a clear understanding of policies and procedures and the importance of putting them into practice, monitoring their implementation and overseeing regular annual reviews of policies / procedures providing support where needed and seeking specialist HR advice when necessary.
- Evaluate the school's strategic objectives and obtain information for workforce planning.

In areas of relating to estate management, with the support of the wider team, the School Business and Finance Manager will:

- Oversee the supply of lighting, heating, domestic hot water, cooking, ventilation, water sanitisation, energy conservation, using best value methods.
- Maintain the school site and buildings, prepare maintenance schedules and efficient operation of all facilities on the property, including site security, the upkeep of playing fields, gardens, all weather services, land drainage, purchase and repair of furniture
- Manage the installation and maintenance of equipment for protection against and escape from fire, initiating and keeping records of regular fire practices and alarm tests
- Ensure the maintenance of boundaries, footpaths, roads and rights of way
- Inform and implement relevant action plans in relation to Health & Safety Regulations, particularly the main issues specific to the school and how they relate to students, staff, visitors, contractors and other users of school premises and facilities.
- Inform and implement relevant action plans in relation to the elements of fire safety and the associated risks to the school through the process of risk assessment, including a comprehensive disaster and recovery plan.
- Manage the letting of the school premises to outside organisations and school staff, and the development of extended schools activities, with particular reference to the local community



The School Business and Finance Manager job description includes:

- Acquire and dispose of land and buildings as authorised by the principal and governing body, liaising with local authority and the education department as appropriate.
- Draw up outline specifications for new buildings, obtain tenders, obtaining planning permission and liaising with building contractors and any construction professionals in line with local authority planning policies.
- Know about the risk assessment tools and how to use them to establish hazards within the school and the associated risks involved.
- Implement risk management and loss prevention strategies to reduce insurance costs/claims.

In areas of administration management and IT the school business and finance manager with the support of the wider team, will:

- Manage and oversee the school's administrative resources including reprographics, phone systems, door entry and biometric systems.
- Manage and oversee the school's management information system, financial and wifi networks.
- Provide for the preparation and production of all school records and publications
- Maintain pupil and staff records, data systems including those for the assessment process
- Be responsible for the records and returns to statutory organisations such as the DfE, HMRC, pensions, ESFA etc as required to sustain compliance.
- Obtain necessary licences and permissions, and ensure their relevance and timeliness
- Advise the principal and governors on the need for an admissions and appeals policy; and develop a school admissions and appeals policy

In areas of health & safety and by liaising with the site manager, the school business and finance manager will:

- Ensure that the role of health & safety coordinator and fire officer is adequately fulfilled
- Plan, instigate and maintain records of fire practices and alarm tests
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times and is subject to review and assessment at regular annual intervals, or as situations change
- Enable regular consultation with people on health & safety issues and ensure that systems are in place to enable the identification of hazards and risk assessments
- Ensure the maximum level of security consistent with the ethos of the school.



In areas of marketing the school business and finance manager will:

- Oversee an effective, measurable marketing strategy to promote the school and to increase occupancy in the school.
- Promote the school to different audiences and raise the profile within the local community
- Ensure effective liaison with all interested parties and agencies involved in delivering successful extended school services
- Liaise with local businesses for fundraising, arranging vocational experience and joint projects
- Produce regular press releases and promotional material for the school, overseeing the school website's compliance and creating regular updates for policies displayed on the website as well as other statutory requirements.

Performance Management

- To take part in regular performance management in line with the school performance management systems.
- To keep up-to-date with current school business management best practice through self-directed reading, networks, courses and in-service training identified by the school or as an outcome of performance management.
- To regularly reflect on the effectiveness of business and financial management procedures and their impact on the educational outcomes of the school, refining approaches when necessary.
- Act upon feedback and advice and be open to coaching and mentoring.
- To take part fully in the corporate life of the school.
- To undertake any other reasonable and relevant duties in accordance with the changing needs of the school.
- To fulfil the terms and conditions of employment as outlined in the contract of employment and the staff handbook.



ORGANISATION

The Post holder will contribute to the school's objectives by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation, GDPR and Acceptable Use IT policies.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Working within agreed school initiatives to promote improvement.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

CONDITIONS OF SERVICE

Governed by the school's Pay Policy as reviewed annually and other locally approved documents as shared on the school's G Drive.

Note

This job description is not a contract of employment. It will be reviewed annually and may change either as your contract changes or as the organisation of the school is changed. Any changes will be negotiated and agreed by both parties.



Person Specification

AREA	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. SKILLS, KNOWLEDGE, APTITUDE	<p>High level of computer literacy including excel</p> <p>The ability to think creatively to solve problems and identify opportunities both reactively and proactively in terms of strategic planning</p> <p>Communicate and negotiate both orally and in writing to a high standard to a wide range of audiences</p> <p>Effective management of communication systems</p> <p>Effective people management skills—being able to listen, line manage and show pastoral support as and when needed to children, staff and families</p>	<p>Understanding of academy finance</p> <p>Understanding of school finance</p> <p>Up to date knowledge of company finance</p> <p>A working knowledge of the Sage financial accounting system</p>	<p>Application Form</p> <p>Letter</p> <p>Reference</p> <p>Lesson observation</p> <p>Interview</p>
2. QUALIFICATIONS AND TRAINING	<p>Relevant qualification in accountancy and finance (minimum AAT or similar)</p>	<p>Certificate of school business management at level 3 or more</p>	<p>Application Form</p> <p>Certificates</p> <p>Reference</p>
3. EXPERIENCE	<p>Financial accounting and management (minimum of 3 years)</p> <p>Building and monitoring budgets (minimum of 3 years)</p> <p>Year end accounts preparation (minimum of 3 years)</p> <p>HR management</p> <p>Directing and coordinating the work of others</p> <p>Team working</p> <p>Managing change projects</p>	<p>Managing within a school or educational environment</p> <p>Managing at senior management level</p>	<p>Application Form</p> <p>Reference</p> <p>Letter</p> <p>Interview</p>
4. DISPOSITION & SPECIAL REQUIREMENTS	<p>Excellent interpersonal skills and well organised</p> <p>Reliable, flexible, committed, well motivated, enthusiastic. Resilience and tact.</p> <p>Commitment to equal opportunities and inclusion</p> <p>Excellent health and attendance record</p> <p>Additional strengths within curriculum subjects</p> <p>A 'can do' attitude, sense of humour, willingness to learn and approachable</p> <p>Commitment to continual professional development, whole school development and raising standards</p> <p>Ability to work effectively with parents and the wider community</p> <p>Ability to work under pressure and meet deadlines</p> <p>Full safeguarding clearance including an enhanced DBS check</p>	<p>Willingness to develop in school and professionally</p>	<p>Reference</p> <p>Letter</p> <p>Interview</p> <p>Lesson Observation</p>



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Cramlington Village Primary School

Bowmont Drive

Cramlington

Northumberland

NE23 2SN

Tel: 01670 735177

Email: recruitment@villageprimary.org

Website: www.villageprimary.org

