



Quality with Equality

Creativity with Rigour

Entitlement with Diversity

# Candidate Information Pack



**Hotspur Primary School**

Mowbray Street, Heaton, Newcastle upon Tyne, NE6 5PA  
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## School Business Leader

January 2022



# Message from the Headteacher



At Hotspur we aim to provide a pupil experience based on quality with equality, creativity with rigour and entitlement with diversity. Our stimulating and creative learning environment provides a safe place where children can enjoy their learning and grow into confident individuals and responsible members of society.

It is very important that children learn to read and write well whilst they are at primary school and gain a good grasp of number and calculations so English and Mathematics are at the centre of our work. We also believe that children should leave in Year 6 knowing what they are good at and what they enjoy – so we give them many different high-quality opportunities whilst they are here including singing, learning instruments, dancing, playing sports, investigating in science, researching in history and geography and creative design in art.

We recognise that effective leadership of the business support service is crucial to ensuring the school runs well and we can achieve all of the above, ensuring parents and pupils have a positive experience at Hotspur. Equally important is the need to ensure that staff and governors are well supported with finance, HR, site & premises management, IT, marketing and general administration. The business support team are friendly and dedicated and following a recent reorganisation consists of two full time equivalent Business Support Officers and a Business Support Manager.

We are looking to recruit a dynamic, skilful and ambitious individual to join our Leadership Team and take responsibility for overseeing the effective delivery of our business support service. Working as a school business professional is a challenging but varied role; one minute strategic and the next operational - no two days will ever be the same. There is a strong network across the schools within the Ouseburn Learning Trust so you will have support from your peers. Further specialist support is procured annually to support areas such as finance, HR, health & safety and IT.

Thank you for your interest in the role of School Business Leader at Hotspur, we hope you are keen to find out more about joining our thriving school.

*K. McVittie*

**Kevin McVittie**





# Advert

## School Business Leader

Required for February 2022

**30 hours per week, all year round**

**N9: SCP 35 -38**

**£31,532 – £33,958 per annum (pay award pending)**

We have an exciting opportunity to join our Leadership Team in February 2022 (or as soon as possible thereafter). As a foundation school within the Ouseburn Learning Trust, we work together with seven local schools and external partners to provide an inspirational educational experience for young people in our local area.

We are looking for a School Business Leader who:

- can contribute at a strategic and operational level
- has experience managing a business support service
- is able to manage a team effectively
- holds a degree or professional qualification
- has professional knowledge of one or more of the following business disciplines: finance; site & premises management, human resource management, governance or marketing.

In return we can offer:

- An inclusive school with happy children who enjoy learning
- The support of our dedicated strong team of staff and governors
- The opportunity to develop our commitment to distributed leadership and management
- Established positive relationships with parents and carers and the local community
- The opportunity to work collaboratively with other OLT School Business Professionals

Candidates are encouraged to visit school, please contact the school office to make an appointment.

<b>Closing Date</b>	<b>12pm Monday 31<sup>st</sup> January 2022</b>
<b>Shortlisting</b>	<b>Tuesday 1<sup>st</sup> February 2022</b>
<b>Selection Days</b>	<b>Monday 7<sup>th</sup> and Tuesday 8<sup>th</sup> February 2022</b>

*We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all our staff and volunteers share this commitment. The appointment of the successful candidate will depend upon a satisfactory enhanced criminal records check from the Disclosure and Barring Service and other recruitment and vetting checks.*



# Job Description

<b>POST TITLE:</b>	School Business Leader (AA378)
<b>GRADE:</b>	N9: SCP 35 - 38
<b>RESPONSIBLE TO:</b>	Headteacher and Governing Body
<b>RESPONSIBLE FOR:</b>	Business Support Team and other externally contracted support
<b>JOB PURPOSE:</b>	To provide strategic planning, leadership and management in all aspects of school business management
<b>MAIN DUTIES:</b>	The following list is typical of the level of duties which the post holder is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

## Strategic Planning

- Working as part of the Leadership Team, to ensure the school makes the best possible use of resources through effective strategic planning, including for extended services.
- To ensure that the financial and resource implications of all potential Leadership decisions are systematically and rigorously examined in light of the School Development Plan.
- To understand the effects and implications of legislation and government policies and develop effective strategies for current initiatives and long term educational trends and developments.
- To report in a timely and accurate manner to the Governing Body on all aspects of Finance, Human Resources, Site & Premises, Health & Safety, Whole School Administration & IT and Marketing & Liaison.

## Finance

- To lead on all aspects of finance and ensure compliance with the financial management standard in schools and local authority regulations.
- To produce, manage and monitor short and medium term budgets and payroll in a timely manner, and advise the Governing Body on investment and financial policy.
- To provide detailed management accounts for the Governing Body on a half termly basis, reporting any exceptional problems, as well as provide advice on optimising spending.
- To ensure that the school has the most appropriate financial management systems in place, that are robust, accurate and timely and are able to contribute to the effective and efficient running of the school.
- To negotiate, manage and monitor contracts, tenders, insurances and agreements for the provision of support services, with a view to cost effectiveness.
- To lead 3-year financial planning including undertaking financial benchmarking analysis on at least an annual basis.
- To help secure sponsorship funding by developing contacts and raising the school profile, as well as fundraising and grant writing.
- To prepare and submit capital and other bids to the LA and other appropriate bodies and monitoring and control of capital expenditure.

### **Human Resources**

- To be responsible for the professional development, appraisal and training of all of business support staff and to provide leadership and guidance for business support staff including direct line management responsibility where appropriate.
- To oversee all selection and recruitment processes in line with Safer Recruitment policy.
- To manage whole school staff attendance including return to work procedures.
- To collate, develop and maintain an accurate single central record in line with Keeping Children Safe in Education requirements and the safeguarding policy for the school.

### **Site & Premises**

- To lead and manage all aspects of Health and Safety.
- To manage the security of the school site and the maintenance of the school site, buildings and furniture and fittings.
- To ensure the appropriate placing and monitoring of all service contracts including caretaking, cleaning and caretaking, including line management of the Facilities Supervisor.
- To manage the letting of the school premises to outside organisations.

### **Whole School Administration & IT**

- To lead the business support function.
- To contribute to the development of school specific policies.
- To act as Data Controller for the school and ensure GDPR guidelines are fully adhered to.
- To coordinate planning for the effective provision of IT resources and the efficient running of the external IT support team.

### **Marketing & Liaison**

- To help promote the school to parents, partners and the local community.
- To liaise with local business for fundraising, arranging vocational experience and joint projects.

### **General**

- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures.

# Person Specification

**PART A: APPLICATION STAGE** - *the following criteria will be used to shortlist applicants:*

## Essential

### **1. Qualifications**

- a) Degree and/or a professional qualification or equivalent experience in a relevant discipline
- b) Recent evidence of continuous professional development

### **2. Experience**

- a) Management of a business support service, developing systems and processes to improve efficiency and standards of service
- b) Reporting and recording of finances, including budget planning, monitoring, control and communication of financial information for decision making
- c) Experience of marketing and communication in order to maximise income
- d) HR management, including managing, supporting and developing staff
- e) Experience at a management level in decision making processes, negotiating and persuading others
- f) Leading a team including the monitoring of performance and development
- g) Interpreting legislation, associated guidance and best practice, experience of policy development and implementation including incorporating into working practices
- h) Planning, implementing and delivering large scale projects
- i) Experience of ensuring value for money within the context of regulatory frameworks

### **3. Knowledge and Skills**

- a) Excellent written and verbal communication skills with the ability to present technical data confidently to other professionals and non-professionals
- b) The ability to capture, analyse and interpret complex data
- c) Effective time management, ability to successfully work to tight deadlines and manage multiple projects simultaneously
- d) Ability to work as part of a team, managing a high workload and conflicting priorities
- e) Good interpersonal skills with the ability to influence key stakeholders
- f) Strong IT skills including a working knowledge of MS Office suite of applications, including Word, Excel, Outlook, Teams etc. with capacity to implement and operate new systems
- g) Knowledge of data protection and requirements and understanding of confidentiality
- h) Comprehensive understanding of safeguarding procedures designed to protect children
- i) Ability to assimilate new ideas quickly and demonstrate a flexible response to change and assimilating new ideas quickly

### **4. Disposition**

- a) Demonstrates integrity, confidence and self-motivation
- b) Willingness to undertake any professional duties delegated by the Headteacher

## Desirable

### **5. Qualifications**

- a) Evidence of on-going professional development in a leadership capacity

## 6. Experience

- a) Current or recent experience as a School Business Professional
- b) Collaborative outreach work across schools

## 7. Knowledge and Skills

- a) Interest in current educational developments

**PART B: ASSESSMENT STAGE** - *items 2a-i, 3a-i, 4a-b, and 7a, along with the following criteria, will be explored further at the assessment stage:*

## 8. Knowledge and Skills

- a) An understanding of the role of School Business Leader as described with the attributes to be successful in the role
- b) Can contribute to the development and delivery of the school's strategic and operational priorities as a member of the Leadership Team
- c) Develop operational plans and organise resources to enable priorities to be achieved
- d) Ability to establish positive relationships with a range of stakeholders.
- e) Developed numeracy and IT skills to analyse and interpret data to produce management information
- f) Effective verbal communication skills for a range of audiences and able to influence and persuade others to adopt a particular course of action

## 9. Disposition

- a) Promotion of Hotspur's positive ethos and culture
- b) Ability to think strategically and contribute to whole-school development initiatives
- c) Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:
  - motivation to work with children and young people
  - ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - emotional resilience in working with challenging behaviours
  - attitude to use of authority and maintaining discipline.
- d) No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

*The following methods of assessment may be used:*

- Panel interview
- Presentation
- In-tray exercise
- Data analysis

**PART C: ADDITIONAL REQUIREMENTS** – *the following criteria must be judged as satisfactory:*

## 10. Pre-Employment Checks

- a) Enhanced Certificate of Disclosure from the Disclosure & Barring Service including a Children's Barred List check and a Section 128 check
- b) Additional criminal record checks if applicant has lived and/or worked outside the UK
- c) Occupational Health clearance
- d) Eligibility to work in the UK
- e) Professional qualifications check
- f) Two references from current and previous employers



# About Hotspur

Hotspur is a primary school for children aged 3 - 11 years old. It enjoys a fantastic location in the Ouseburn Valley and on the edge of the City Centre and is part of the Ouseburn Learning Trust. This presents many opportunities for making our curriculum relevant, stimulating, challenging and enjoyable. We have good and developing links with many individuals and organisations in our community which help our children to understand the history of our area and look forward to the future.



Our school draws children and families from wonderfully diverse backgrounds making it a truly comprehensive learning environment. Ensuring that children do their very best in core skills such as reading, writing and maths is at the heart of our work. We have a systematic approach that ensures children are suitably challenged to make progress. We carefully track this and are able to intervene or extend learning as appropriate to each child. Children are valued and cared for by an

exceptional team of teachers and support staff. We recognise and encourage individual talents and interests and ensure that children are safe, happy and enjoy learning.

The arts are a big part of all children's experience at Hotspur, whether it is painting watercolours, acting in Macbeth or Bollywood dancing. Music is particular strength with children having the opportunity to learn violin, viola, cello, trumpet, clarinet, flute, guitar, keyboard, Djembe drumming and recorders. The school was one of the first in the country to be inspected for singing and was awarded the 'Platinum Sing Up Award'. The choir has sung at the Royal Opera House, Covent Garden and often performs at the City Hall and Sage Gateshead.



Our outside spaces offer an outstanding environment to foster learning. The grounds include an allotment, safe pond area, maths trails, outdoor classrooms and large open spaces surrounded by a secure perimeter fence. There are many opportunities for sports and other physical activity in our grounds in lessons, breaks and as after school activities. We are at the heart of a diverse community which we reflect and celebrate.

