



Recruitment Information Pack

School Business Manager



Welcome to The Rise School. Thank you for your interest in joining our team!

I have almost 20 years experience of working in a variety of secondary mainstream and special educational needs schools. During this time I have come to understand that the 'whole child' and his or her happiness is the absolute key to their overall success.

I am passionate about providing the very best educational opportunities in our school community. The Rise is a very special place for autistic children and young people to learn, thrive and be happy, working hand in hand with our families and carers.

Our school values are Be Kind, Be Resilient, Be Proud. They underpin our community and if you visit us you will see examples of these values in action recorded on our 'Kindness Trees' and celebrated through our rewards system which encourages our pupils to develop empathy and compassion. Our environment is one in which we all can feel safe and appreciated for our individual contributions.

Our pupils are some of the most vulnerable children in society and we are passionate about wanting them to blossom and experience success whilst developing confidence and strategies to overcome some of the challenges associated with their autism. I believe that we have a responsibility to ensure we equip our pupils with the confidence and skills to live their lives safely and successfully and go on to take their place within the local community and beyond.

I have the highest expectations and am very aspirational for each and every pupil in our care. We see academic success for our pupils as of equal importance to their social and emotional growth. We constantly review our practice and provide staff training to ensure we are providing the best possible teaching and learning experience for our pupils.

Our "state of the art" building offers an enormous range of learning and social opportunities to our pupils. In addition to the basic core curriculum we provide a range of really exciting and beneficial learning opportunities such as Duke of Edinburgh awards, camping trips, yoga, learning opportunities outside the classroom and Mindfulness. As our pupils go into Key Stage 4 (14-16 years) we offer a bespoke curriculum that will provide further opportunities from GCSEs to vocational pathways. I encourage staff to innovate and play to their strengths whilst offering additional opportunities for our pupils to achieve academic success and a personal fulfilment.

Ultimately I am so very proud of the pupils and staff of The Rise School, who together ensure that our school is a very special and exciting place for us all to be.

Sarah Roscoe
Head Teacher
BA Hons PGCE MA NPQH



Job Advert

Job Title:	School Business Manager
Employer:	Ambitious About Autism Schools Trust
Salary details:	£42,860 to £52,245
Job Term:	Permanent
Contract Type:	Full time – 52 Weeks a Year
Start Date:	ASAP

A wonderful opportunity is available at our great school - We are looking for a School Business Manager to join our fantastic team at The Rise. The School Business Manager will be responsible for Finances, Administration, Premises Management, Health & Safety and Day-to-Day Operations of the school.

How to Apply: To apply please click "Apply Now" on the TES website and submit once completed.

How to Apply: Please download and complete our Application Form and Equality Monitoring Form from our school website – www.TheRiseSchool.com Completed applications should be emailed to LindaBurn@TheRiseSchool.com.

**The closing date for applications is 30th November 2017.
Interviews will take place the week commencing 4th December 2017.**

The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting including references and an enhanced DBS check.

School Business Manager

Job Title	School Business Manager	Team	The Rise School
Job Band	£42,860 to £52,245	Reporting to	Headteacher
Hours	37.5	Line Manages	Admin/Support Team

Job Description

Updated: November 2017

Purpose:

The School Business Manager will be responsible to the Head Teacher of the Academy for matters relating to, Finance, Premises, Health and Safety, ICT and the day to day operations of the school.

It will be essential that the candidate combines the high degree of professional ability expected, with the personal qualities which will allow them to join, manage and encourage existing highly motivated teams. The Duties are more listed below, although this should not be seen as a definitive list, but rather as a guide to the dimensions of the role:

Leadership & Management

- Take a leadership role within the senior leadership team (SLT) of the school
- As part of the SLT contribute to the three year strategic and operation plans.
- Lead the admissions function across services ensuring that admissions is run efficiently and effectively and that contracts are negotiated and in place for all learners
- Establish effective methods to review and improve business support systems
- Ensure compliance with legal, regulatory, ethical and social requirements across the school, assisting in preparing information for our stakeholders within statutory guidelines
- Identify potential risks in relation to achieving strategic objectives and make effective contingency plans
- Foster a learning culture in which individual and collective success is recognised and celebrated.

Facility & Property Management

- Leading the cycle of planned maintenance and project work
- Ensuring all H&S policies are in place and up to date
- Organising large key events in the school
- Being responsible for seeking quotes for works/purchase of equipment, ensuring they are in-line with AST financial regulations etc;
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively. Be the point of contact with the co-located school where facilities are shared.
- Work with external business support provider to ensure that appropriate insurance is procured for the School.

Business & Finance Responsibilities

- Liaising with sponsor provided services in relation to day to day finance and budget matters;
- Liaising with sponsor provided services in relation to day to day HR matters.
- Being responsible for seeking quotes for works/purchase of equipment, ensuring they are in-line with AST financial regulations etc;
- Overseeing improvement works in and around the building.
- Supporting FRC as required in respect of option appraisals, procurement & tendering for services.
- Overseeing lettings invoicing and income.
- Taking responsibility for liaising with commissioners in the event of disputes around pupil funding.
- To actively manage the support contracts/service level agreements of third party support contracts for IT, network, telephony, printing, CCTV, intercom equipment and any other systems as appropriate;
- To collect, analyse and provide as appropriate information and data in relation to the performance of third party service contracts;
- Ensure effective data collection and handling, reporting and analysis of pupil performance to support the cycle of school improvement, and providing regular and ad hoc data reports as required;
- To provide any other support for the collection, use, dissemination of pupil and school data as required;
- Maintain and Monitor relevant budgets
- Submit monthly finance returns and reports

Line Management

- To manage the school support staff.
- Build, develop and manage the team ensuring performance management, learning and development needs are undertaken
- Develop productive relationships with colleagues and key stakeholders across the organisation
- Manage support staff performance and development.
- Ensure that work required is effectively planned and allocated within the team.
- Manage any employee issues within your team with guidance from the People Team.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head teacher.

Person Specification

Role and Band Competencies	Essential	Desirable
Education Levels & Qualifications		
1. Diploma in School Business Manager Qualification or equivalent	X	
2. Educated to degree level or equivalent	X	
3. Knowledge of accounting procedures and techniques		X
Specific Knowledge, Experience & Technical Skills		
4. Experience of managing a budget of £1million +	X	
5. Experience of effectively leading and managing people	X	
6. Experience of proactively commissioning and developing partnerships with external providers of services	X	
7. Experience of negotiating and agreeing contracts	X	
8. Experience working in a school or college setting at a management level	X	
9. Experience of working with local authorities, parents, professionals and other stakeholders within an educational setting	X	
10. Experience of operating strategically to create strategic improvement plans across an organisation	X	
11. Ability to communicate effectively (both written and verbal) at all levels within the organisation and externally to build effective relationships with strong interpersonal skills	X	
12. Good negotiating skills	X	
13. Analytical and numerate	X	
14. Excellent knowledge of all Microsoft packages	X	
15. Experience in using and update different database systems (such as school or HR database)	X	
16. Good understanding of Data Protection and ability to exercise confidentiality	X	
17. Strong planning and organising skills, with good time management and the ability to delegate and project manage	X	
18. Ability to coach and develop and motivate a team to work effectively together and across the organisation with other functions	X	
19. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X	
20. Understanding and awareness of special educational needs		X
21. Understand the national political, economic, social, technological, legal and environmental trends and context that may impact upon the Ambitious about Autism Schools Trust		X
Personal Attributes		
22. Flexible and adaptable to meet the needs of a changing organisation	X	
23. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	X	
24. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X	
25. Able to work collaboratively and effectively in cross organisational teams and on own initiative – with clear understanding of levels of authority	X	
26. Resilient and able to work in a changing environment	X	
27. Able to deal with sensitive issues in a positive and professional manner	X	

28. Ability to work independently and to resolve problems knowing when to refer problems when necessary	X	
29. Ability to manage high workloads and competing priorities	X	