



The **GALLERY TRUST**



A community of special schools

**School Business Manager
Candidate Information Pack
September 2023**



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

We are a community special school for children and young people with complex needs from the ages of 2 to 19.

At Mabel Prichard School, we believe in enabling every student to discover who they are and to realise their full potential. Our curriculum offers a broad range of opportunities to face challenge; develop independence; prepare for adulthood; discover the world around them; be safe and develop the skills and knowledge to lead a happy, positive and fulfilled life.

Through our strong caring ethos, we support students to respect their whole community, regardless of background, race, gender, faith and disability and to celebrate diversity, so they are able to develop skills of empathy and tolerance in their life ahead.

We believe education plays a pivotal role in developing as individuals, alongside the vital input from families and other professionals whom we enjoy working closely with. The purpose of the school is to create opportunities through education for each student to value themselves and each other; develop confidence; communicate their thoughts and ideas and to enjoy discovering their strengths to take forward in their life ahead.

Mabel Prichard 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. Our staff and students will be delighted to meet you.

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

Lucy Wawrzyniak
Executive Headteacher

School Business Manager

Grade 12

Grade: 12 FTE £41496 - £44539 per annum
Reporting to: Head Teacher

Work Pattern: 37 hours per week

Full time and, 0.8 and Flexible working hours will be considered.

Mabel Prichard School is seeking to appoint a School Business Manager to work with the Executive Headteacher 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 supporting the leadership team with strategic planning as well as managing all aspects of school business management, including estates, finance, human resources, procurement, administration and data protection. The role will hold line management responsibilities for the wider admin and facilities team who will support the post holder.

The successful candidate will:

- Have relevant experience of working in a business or school environment at a similar senior school business manager level
- Have administrative experience, in a management capacity
- Have knowledge and understanding of financial principles and controls
- Be experienced in budget planning and forecasting
- Understand HR principles, policies and procedures, ideally with experience of managing employee processes such as absence management, disciplinary investigations
- Have knowledge of estates and facilities management
- Have experience of compliance including health and safety
- Have 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 are educated to degree level or beyond and have aspirations to join a senior leadership team who are committed to ensuring the very best outcomes for our complex learners, we would love to hear from you. In turn, we offer:

- Strong support from The Gallery Trust, the largest special school trust in Oxfordshire.
- Excellent CPD opportunities both in the trust and externally.
- A supportive team of dedicated professionals focusing on developing the very best evidence-based practice to achieve the best outcomes for our learners.
- Wonderful students, families and professionals, working as a strong team.
- A staff wellbeing group, supporting individual wellbeing targets and organising social and sporting events.

For an informal conversation, contact Lucy Wawrzyniak, Executive Head Teacher on 01865 777878. We strongly encourage anyone considering applying for the role to visit the school first. To arrange a visit and for an application pack, please contact recruitment@mabelprichard.org.

Benefits of working at Mabel Prichard School 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
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

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 (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

- 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
- A culture which is open to employee ideas and encourages open dialogue
- 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

<https://thegallerytrust.co.uk/recruitment/current-vacancies/>

Application Process

To apply for this post, please submit your application form by **5 pm, Wednesday 11th October 2023** to recruitment@mabelprichard.org.

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.

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. If you have previously worked in a school, your referees must include your most recent 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

A community of special schools

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. 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. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. 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, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.



At Mabel Prichard School students learn in one of our three pathway groups of either pre-formal, informal or semi-formal learners, although some class groups are a mixture of two as this makes the best dynamic for the students.

The school uses the Equals curriculum as a base for learning and adapts aspects of this as necessary for each cohort of learners we have. Details of this can be found on the school's website. This curriculum, which is underpinned by detailed assessment processes, guides the learning for all students. The school has excellent links with community partners and its strong focus on pathways to adulthood supports students onto further education and into employment.

The committed team at Mabel Prichard School includes class teachers, teaching assistants, lunchtime supervisors, care assistants, school business manager and admin team, caretaker and cleaning team and safeguarding leads.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that they know their child best. The wider multi-professional team at Mabel Prichard includes a Special School Nurse, Speech and Language Therapist, Occupational Therapist and Physiotherapist. The school also hosts health clinics through the special school nurse provision.



JOB DESCRIPTION

School Business Manager

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 Executive Head Teacher. The Executive Head Teacher 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 academy'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 Executive Head Teacher and Senior Leadership Team in providing professional leadership and management that ensures 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 to:

Leadership and Management Responsibilities

- Member of the Academy's Senior Leadership Team providing specialist advice and guidance on key strategic responsibilities
- Ensure quality control, effectiveness and delivery of support functions including finance, estates, administration, human resources, procurement and data protection
- Ensure the best use of resources and achievement of best value through forward planning and effective and prudent procurement
- Responsible for the procurement, selection, management, maintenance and use of resources, ensuring their effective use and value for money, following best value guidelines, and statutory guidance
- 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 the wider School Business Manager community across the Gallery Trust, colleagues within other academies in The Gallery Trust, the Trust's central team and the Local Academy Board
- Line management of the administrative team
- Contribute to the school's strategic planning

Finance and Payroll

- Managing the school budget and staff forecasting to support the Executive Head Teacher

- 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 (including delegation of duties to school admin team)
- Work in compliance with the Academy Trust Handbook, the Trust's policies and procedures
- Pursue additional sources of funding, sponsorship, bids and grants
- Research and develop fundraising opportunities for the school
- 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
- Leading disciplinary investigations, absence management procedures and capability procedures
- 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. Oversee absence meetings (which are managed by the school admin team)
- Manage and monitor the induction and probation processes for all support staff
- Manage personnel information on the school's management information software
- Oversee payroll submission liaising with the Trust's payroll team, where required
- Support completion of the School Workforce Census

Facilities

- Manage Health and Safety and ensure that statutory requirements are met, ensure all learners and staff are protected by robust health and safety procedures and an up to date knowledge of legislation and guidance.
- To lead on all aspects of site management including maintenance, contracts, IT and all aspects that ensure teaching and learning is enabled for all learners.
- 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
- Support with the development and planning for efficient community use with the facilities team

Administration

- Produce and respond to a variety of complex correspondence.
- Undertake word processing and other complex IT based tasks
- Take minutes at meetings and provide administrative and organisational support
- Liaise with external professionals and agencies
- Provide detailed analysis and evaluation of data as required
- Complete complex forms / returns including to outside agencies

- Archive and manage records

General Responsibilities

- Take appropriate responsibility for one's own health, safety 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, Mabel Prichard School

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Level 3 / 4 qualifications or relevant experience • Willingness to continue professional development • Excellent literacy and numeracy skills 	<ul style="list-style-type: none"> • Qualification in Business or Administration Management: or HR: or finance/accountancy: CSBM: DSBM • Safer Recruitment Training
Experience	<ul style="list-style-type: none"> • Relevant experience of working in a business environment at a similar level • Administrative experience in a management capacity • Experience of managing staff • Experience of site management including managing services and contractors 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none">• 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, staff and visitors to school	
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September 2023

