

The **GALLERY TRUST**

A community of special schools



**School Business Manager
Bardwell School**

Candidate Information Pack
January 2024

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

Bardwell School is a community special school for children aged 2 – 19 years with severe learning difficulties and profound and multiple learning difficulties. The school has 105 pupils on roll, following recent expansion of the school buildings.

We are passionate about students at Bardwell having their abilities recognised and celebrated, whilst receiving an excellent education. The staff team is committed to very high standards in relation to every aspect of our pupils' education. The school is values led, with every decision underpinned by its principles and values. These values include a positive reinforcement approach to behaviour management and a non-label led, individualised approach to planning and delivering learning for all students.

Bardwell 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.



Julie Foot
Head Teacher

School Business Manager Grade 10

Actual annual salary per £31,068 to £33,345 per annum
(*Annual full-time equivalent salary: £33,820 to £36,298 per annum*)

37 hours per week, 41 weeks per year
(*Termtime plus INSET days, plus two additional weeks*)
Flexible working may be considered

Bardwell School is seeking to appoint a School Business Manager to advise and support the Head Teacher 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 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 level
- Have administrative experience, ideally in a management capacity
- Have knowledge and understanding of financial principles and controls, budget planning and management procedures
- Understand HR principles, policies and procedures
- 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 meet the person specification above and would like to apply for this post, please state your interest in writing.

Benefits of working at Bardwell 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

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Excellent terms and conditions
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers

Wellbeing

- The opportunity to be a key member of a friendly and supportive staff team, dedicated and committed to improving outcomes for students
- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- 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
- Complimentary tea and coffee
- Regular staff surveys and gathering of staff views to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme
- Weekly opportunity to purchase from the Post 16 lunch bar (currently soup and scone)
- Tuck shop – run by Post 16 provision (The Lodge)

Facilities

- Free car parking and cycle storage

Application Process

To apply for this post, please email jobs@bardwell.oxon.sch.uk. You can download an application form and job pack from our website www.bardwell.oxon.sch.uk.

Please submit your application form by **Friday 1st December 2023 at 1:00pm** to jobs@bardwell.oxon.sch.uk or by post. 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.

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 is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

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. The majority of students attending a SEND provision in the county are educated in a Trust establishment.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in January 2024
- A Free Special School in South Oxfordshire, to open in January 2025
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to consolidate our recent growth by securing effective systems that deliver school improvement through all academies whilst continuing to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



Bardwell School is a community special school that caters for children aged 2 – 19 years.

Students work in class groups where teachers differentiate learning for all students, ensuring lessons are inclusive for all.

The school has developed a comprehensive and broad skills-based curriculum, which 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.

Bardwell School benefits from a hydrotherapy pool that has recently been refurbished. Pupil's have termly blocks of weekly swimming lessons, and pupils with physically disabilities and/or physiotherapy programmes attend additional weekly sessions for movement swims as required.

The committed team at Bardwell School includes class teachers, teaching assistants, lunchtime supervisors, administrative staff, facilities manager and cleaning team, a pool manager and pool assistant, an ICT technician and Pastoral and Safeguarding manager.

The school is also commissioned to deliver a Short Break service, Branch-Out. This provision is highly regarded by parents and professionals and lead by the Short Breaks Lead and Short Breaks Deputy and has a team of play workers. Branch-Out provide after school clubs, youth clubs and holiday provision.

The school recognises its success is based on successful partnerships. Most importantly, the school works closely with parents and understands that families know their child best. The wider multi-professional team at Bardwell 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.



School Business Manager Job Description

Responsible to: Head Teacher

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 Head Teacher. The Head Teacher, or other Senior Leader if appropriate, 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 school'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 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 of:

Leadership and Management Responsibilities

- Manage business services, 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
- 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 Admin Officers and Facilities Manager

Finance and Payroll

- 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

- Work with the Head Teacher with the preparation of the draft annual budget and monthly budget monitoring
- 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.
- 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)
- Support induction and probation processes for support staff
- Manage personnel information on the school's management information software
- Oversee payroll submission (which is managed by school admin team) liaising with the Trust's payroll team, where required
- Support completion of the School Workforce Census

Facilities

- Manage Health and Safety with the Facilities Manager and ensure that statutory requirements are met
- 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

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, Bardwell School**

	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Level 3 / 4 qualifications or relevant experience • Willingness to continue professional development / undertake business / admin management qualification • Excellent literacy and numeracy skills 	<ul style="list-style-type: none"> • Qualification in Business or Administration Management: or HR: or finance/accountancy: CSBM: DSBM
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 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 	