

Glyne Gap School



School Business Manager

Start date: 6th January 2025

Information Pack

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Glyne Gap School

Hastings Road, Bexhill on Sea, East Sussex TN40 2PU



Headteacher: Kirsty Prawanna

Dear Applicant

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

Glyne Gap is a Single Academy Trust school for nursery, primary, secondary and post 16 children who have been identified as having severe or profound learning disabilities. Many of our pupils have other additional needs including physical, medical, sensory and autistic spectrum condition.

Glyne Gap School has been rated as 'outstanding' in its last five Ofsted inspections. We are fortunate in having hard working and inspiring pupils as well as an exceptional staff who achieve high standards in an atmosphere of fun and mutual support. The school believes in it being a place where everyone is treated with dignity, respect and is of equal worth.

The pupils are certainly the very best thing about our school and our main aim is to teach them the knowledge, skills and confidence that will enable them to lead happy and fulfilled lives now and in the future. Our curriculum focusses on their priority learning: communication and personal development.

Working at Glyne Gap school no two days are ever the same! It is a wonderful place to work where we all play a part in the learning for our pupils. As this is being written we are celebrating our 'Sea Week' and **everyone** is following a pirate around the school singing sea shanties.

The school is split over three sites: Glyne Gap Nursery, Glyne Gap School and Glyne Gap College. The nursery and school are based in School Place, Bexhill and the College is based in Dorset Road, Bexhill.

Please visit our website to find out more about the school. We strongly recommend a visit to the school to find out more about this opportunity before you submit your application please contact Beverley Smart (Chief Operations and Finance Officer COFO) (Beverley.smart@glynegap.org or 01424 217720).

Kind regards

A handwritten signature in black ink that reads "K Prawanna". The signature is cursive and fluid.

Kirsty Prawanna

Headteacher

01424 217720

office@glynegap.org
Company number 08410002

www.glynegap.org

About the role

School Business Manager – Grade 9

Annual full-time equivalent salary £32,030 – £34,188

37 hours per week – there can be some flexibility on start and finish times

52 weeks per year (with 24 days annual leave) – there can be some flexibility to work term time only plus three weeks

The demands on the business function of academy trusts is significant and continues to grow. We are seeking to appoint a School Business Manager to work alongside our Chief Operating and Finance Officer (COFO) to oversee the financial health and operational efficiency of Glyne Gap School. Together they will support the Headteacher, Senior Leadership Team and Trustees in providing vision, strategic direction, professional leadership and management to ensure high quality education for all pupils.

The role is responsible for all aspects of school business management, including finance, HR, Health and Safety and administration. The key aspect of the role is finance, and the successful candidate will need to have a sound financial background, preferably with some financial qualifications.

The successful candidate will:

- Have relevant experience of working in a business environment.
- Have administrative experience in a management capacity.
- Have knowledge and understanding of financial principles and controls, budget planning and management procedures.
- Understand HR principles, policies and procedures.
- Understand administrative systems and working practices.
- Be committed to their own professional development, including relevant school business management qualifications.
- Be committed to and able to promote the aims and values of the school.
- Be committed to the welfare, wellbeing and safeguarding of pupils.

Application process

To apply for this post, please email your application form to Beverley.smart@glynegap.org. Please ensure that you detail any gaps in employment and use the person specification when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

Closing date is midday Friday 22nd November 2024 and interviews will be held in the week beginning 25th November 2024. We do not accept CVs. If you are shortlisted, we will take up at least one written reference before your interview so please provide permission for this and provide accurate contact details for your referees.

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Successful candidates will be subject to satisfactory reference checks, DBS clearance and online checks. All staff are required to disclose, on an annual basis, that they are not disqualified from working with children.

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Job Description - School Business Manager

Responsible to: COFO

Pay Scale: Grade 9

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.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the COFO. The COFO and Head Teacher will be mindful of their duty to ensure that the employee has a realistic workload and sufficient support to carry out the duties of the post.

Job Purpose

To manage the day to day business functions of the school: Finance, Procurement, HR, Health and Safety, Facilities management and Administration.

You will work closely with the COFO to ensure that all decisions are linked to the school's strategic goals.

Management Responsibilities

- Manage business services, including finance, human resources, health and safety, facilities and administration.
- Ensure the best use of resources and achievement of best value for money through forward planning and effective and prudent procurement.
- Ensure records are kept to facilitate the smooth management of the school.
- 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 colleagues, parent/carers, the Trust's central team and the Academy Trustees.

Finance

- Day to day management of school finance.
- Work collaboratively with the Trust's COFO securing excellent financial control and monitoring to meet the auditing requirements of the Trust.
- Work in compliance with the Academies Trust Handbook, the Trust's policies and procedures.
- Work with the COFO with the preparation of the draft annual budget and monthly budget monitoring.
- Advise on spending commitments, budgetary matters and other expenditure and income issues.
- Manage leasing arrangements.

HR

- School management of HR, liaising with the Trust's HR team regarding personnel matters.
- Manage the on-boarding of new staff and off-boarding of leavers.
- Managing personnel information on the school's management information software.
- Support induction and probation processes for staff.
- Completion of the School Workforce Census.
- Maintaining the Single Central Record.
- Liaise with the Trust's payroll team regarding payroll, amendments and checking.
- 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.
- Ensure staff absence data is maintained and advise the COFO and HT to assist with absence management.

Health and Safety

- Support the Site Manager and COFO on Health and Safety ensuring there is co-ordination across all sites and that statutory requirements are met.
- Support risk management and contingency planning.
- Support the Site Manager and COFO to ensure that the buildings and site are maintained to a satisfactory standard and present a clean and purposeful environment for all users.

Facilities

- Manage cleaning and catering contracts.
- Support the Site Manager to maintain premises registers.
- Maintain school's asset register.

Administration

- Archiving and managing records.
- Liaise with the Trust's IT team to ensure systems are running smoothly and supporting teaching and learning.
- Ensure that data protection is embedded within all areas of the school to achieve compliance with GDPR.

Person Specification – School Business Manager

	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in a business environment at a similar level • Administrative experience in a management capacity • Experience of monitoring/managing services and contracts • Experience of budget monitoring and account reconciliation 	<ul style="list-style-type: none"> • Experience of working in an administrative function within the education sector • Experience of operating and managing financial management systems • At least 3 years' experience of a business or administrative support team. 	Application Form Interview
Qualifications	<ul style="list-style-type: none"> • 5x GCSE (at C or 5 and above) including English and Maths • Level 3 or 4 qualification 	<ul style="list-style-type: none"> • AAT level 2 - 4 or equivalent • Qualification in Business or Administration Management • CSBM or DSBM • Level 4 School Business Management apprenticeship • A relevant HR qualification (e.g. CIPD) 	Application Form
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of financial principles, 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"> • Knowledge of school funding streams • Knowledge and understanding of premises management • Knowledge and understanding of health and safety and compliance requirements. 	Interview Application Form
Skills and Attributes	<p>Essential</p> <ul style="list-style-type: none"> • Ability to manage multiple work-streams concurrently • Ability to communicate with a range of audiences including staff, pupils and parents. • Ability to maintain a confidential and professional approach • Ability to use initiative and work with the minimum supervision • Enthusiasm and energy to work as part of a team • Committed to providing a high-quality service • Commitment to own learning. 		References Application Form Interview

Advert – School Business Manager

Glyne Gap School is a Single Academy Trust Special School located in Bexhill. We serve young people aged 2 – 19 years with severe or profound and multiple learning disabilities.

We are seeking to appoint a School Business Manager to join our team. This is an exciting opportunity and further information about the role can be found on the school's website.

Working alongside the COFO the main purposes are to manage: -

- Day to day finances
- HR
- Facilities
- Administration

We can offer:

- A warm welcome and caring ethos
- Experienced and supportive colleagues
- Opportunity to work as a member of a well-established team
- Continued professional development

Hours per week – 37 hours

Working Pattern - Monday to Friday

We will consider working full-time (with 24 days annual leave plus bank holidays) or Term Time Only plus 3 weeks

Work Location - In person

Full time salary range £32,030 – £34,188

Benefits:

- 24 days annual leave
- Local Government Pension Scheme
- Health & wellbeing committee
- Sick pay after one years' service
- Free Employee Assistance Programme
- Free access to refreshments

Application deadline: 22/11/2024

Interview: week commencing 25/11/2024

Start date: 06/01/2025