



Bingley Grammar School

Application Pack School Business Manager

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This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. You will be required to undertake an enhanced DBS check.

Headteacher Mr Luke Weston MSc BSc.

Bingley Grammar School, Keighley Road, Bingley, West Yorkshire, BD16 2RS Tel: 01274 807700 Fax: 01274 807713



WELCOME FROM THE HEADTEACHER

Dear Candidate

Thank you for your interest in applying for a position at Bingley Grammar School. This is an exciting opportunity to be part of a dedicated team and to make a real difference to the lives of our students. It is our staff who drive the high standards of achievement that our students expect and deserve.

Within this Information Pack you will find;

- School History & Vision
- Staff Benefits Information
- Post details
- Job Description
- Person Specification

If you feel you are ready for the challenge and would like to know more about the school and its activities, please take a look at our website. If you would like to speak with me directly or arrange a visit to the school please do not hesitate to contact school on 01274 807700.

I hope the information provided will assist you in submitting your application but if you require any further information please contact our recruitment team on 01274 807720 or recruitment@bingleygrammar.org

To apply for the post please complete the relevant application form in full and ensure it is submitted before the closing date advertised. We do not accept CVs but please feel free to attach a copy of your CV to your application form.

We, as a school, are extremely proud of our diverse community of staff and students and we look forward to you joining our team.

Yours faithfully



Mr Luke Weston
Headteacher



SCHOOL HISTORY & VISION

At around 1900 students, Bingley Grammar School is a large and high attaining 11-18 comprehensive, mixed ability and multi-cultural school and understandably that gives the school a great sense of community. All our staff are incredibly hard working and we take pride in knowing our students as individuals. We deliver a constantly evolving broad and rich curriculum along with high quality pastoral support. As a staff we are committed to high quality professional learning and as such we have a two hour CPD session on alternate Mondays as well as many other opportunities such as our programme allowing staff to study for a Master's Degree in Education and a variety of other in-house bespoke courses.

Since its foundation the School has prided itself on its motto of 'passing on the torches of learning', and this is as true today as it was in 1529. We are proud of our past but also focused on the future and aim to provide an education that combines the very best of tradition and innovation.

Constantly developing a culture of excellence is at the heart of everything we do and we do not limit our definition of achievement simply to traditional academic pursuits. We believe in developing well rounded individuals and as a result we make significant investment into the areas of sport and the creative and performing arts.

The Sixth Form at BGS is a thriving one with over 300 students following highly personalised pathways. Virtually all our learners leave us at the end of Y13 to attend their first choice university. We are currently redeveloping our sixth form building to enhance the resources available to our Sixth Form students.

Our vision is simple, we seek to develop the skills, talents and interests of all our students as individuals. No young person learns effectively unless he or she feels safe, secure and happy. Bingley Grammar School is a caring and supportive school and we try to address the individual needs of every student through a comprehensive, flexible pastoral system. As such, we work together to develop self-respect, self-discipline and self-understanding.

We look forward to our future but we value our past and particularly our traditions, believing they provide a solid and stable foundation for the whole school. Our well-established house system at the heart of the school helps to foster a strong sense of belonging.

We, as a school, are extremely proud of all our staff and students and we look forward to you joining our team.



STAFF BENEFITS INFORMATION

The school offers all its staff a range of benefits including:

Appraisal – The opportunities to achieve enhanced increments for outstanding achievement and progress in lessons.

CPD – An extensive programme including the opportunity to apply for Master's Degree in Education and NPQML/NPQSL. The school also closes early on alternate Mondays in order for staff to participate in training much of which is faculty based.

Cycle to Work Scheme – lease a bike and safety equipment as a tax free benefit through our salary sacrifice scheme.

Employer Pension Scheme – Teachers Pension Scheme (Teachers). Local Government Scheme (Support Staff).



POST DETAILS

School Business Manager

Permanent role

Full-Time (Part-Time applicants would be considered)

Salary level: SLP 45-49

Actual Salary: £49,213 - £54,323

Commencing September 2021

Bingley Grammar School is looking for a School Business Manager to play a vital role in the functioning of the school and its long term future.

As the successful candidate, you will be a confident manager who can utilise your strong educational background and experience to manage the School's finances and resources. You will be excellent at working effectively with our diverse staff body and have a sound understanding of strategic financial management, control, regulation and compliance.

You will have a unique opportunity to play an important role in the school's future, utilising your analytical approach to help our Senior Leadership Team identify the best options for the school, as well as your awareness of vital legislation to keep the school fully compliant with its responsibilities for Health & Safety, Data Protection and Equal Opportunities.

If you are:

- Looking for an opportunity to make a difference and support a high-achieving school
- Confident in your ability to lead and be a respected voice in within our Senior Leadership Team
- Ready to take on a challenging and varied role where no two days are the same
- Excited by the prospect of working with our diverse and talented staff

Then we want to hear from you!

Our School's vision is simple, we seek to develop the skills, talents and interests of all our students as individuals. No young person learns effectively unless he or she feels safe, secure and happy.

We look forward to our future but we value our past and particularly our traditions, believing they provide a solid and stable foundation for the whole school. We, as a school, are extremely proud of our diverse community of staff and students and we look forward to you joining our team.

Closing date: Tuesday 20th July

Interviews: w/c 9th August

To apply please visit our website: <https://www.bingleygrammar.org/about/vacancies/>

For more information, contact our recruitment team at recruitment@bingleygrammar.org

Please note CVs will not be accepted.

JOB DESCRIPTION

BINGLEY GRAMMAR SCHOOL

JOB DESCRIPTION

Role Outline

The SBM will be working at both a strategic and practical level on all non-academic and infrastructure services. They will have overall responsibility for the coordination and communication of these services.

Leading Support Services

- Play a full and active part in the School Leadership Team with specific responsibility for leading and developing support services at the school and ensuring that appropriate support for teaching and learning is in place.
- Attend and participate in such staff meetings/other working groups as are appropriate to the role.
- Attend in school and out of hours functions to oversee support services.
- Ensure the school makes the best possible use of resources through effective strategic planning, including consideration of all financial implications.
- Provide leadership and guidance for support staff, including direct line management responsibility where appropriate
- Understand the effects and implications of government policies, legislation and directives
- To ensure all tasks are carried out with due regard to health and safety.
- Attend and participate in training and staff development programmes as per the school's Staff Development Policy.
- Undertake appropriate professional development including adhering to the principle of performance management.
- Set an example of personal integrity and professionalism.
- Seek professional advice on insurance and advise the governors on the appropriate insurances for the school, including consideration of the government's Risk Protection Arrangement (RPA). Implement the approved insurances.
- Support the strategic planning, monitoring and control of capital projects in conjunction with the governors, Senior Leadership Team and Site Operations & Facilities Manager
- Prepare, review and implement school policies both statutory and procedural as necessary, with the support of the Senior Leadership Team and governors.

Finance

- Oversee the regular preparation of management accounts and reports on the financial state of the school for governors and budget holders etc.
- Produce timely and fully costed proposals and ensuring they are sustainable, for example, through three-year budgets.
- Ensure appropriate treatment and reporting of VAT.
- Manage the preparation of school budgets in accordance with school's policies and to link to the School Improvement Plan and Benchmarking. Continual monitor and review of actual income and costs against budgets to ensure best use of resources and effective action can be taken on variances.
- Secure funds to which the school is entitled; identify appropriate grants and co-ordinate submission of applications.

- Maximise income generation within the ethos of the school and ensure value for money principals are adopted, for example, in extended schools' activities.
- Implement and operate rigorous and robust audits and controls to eliminate the risk of financial losses and to maximise economy and efficiency in the use of resources and enable accountability at appropriate levels.
- Make appropriate arrangements for the external audit of accounts and liaison with auditors during their audit work
- Provide sound financial advice to the governors and senior management colleagues.
- Calculate annual capitation budgets according to set formula and revise the formula in conjunction with the Head Teacher, as and when appropriate.
- Have overall responsibility for managing the financial aspects of the budget including attending relevant meetings and courses, determining general budget structures and account levels, organising day-to-day financial transactions, profiling accounts, producing information for audit purposes and making presentations to the Finance committee where applicable.
- Oversee capital budgets and capital spend, ensuring all conditions of funding are applied and met, and ensure an annual maintenance schedule is in place to protect the school's assets.
- Attend all Finance Committee (FC) meetings and provide advice to its members.
- Liaise regularly with the HT and advice on budget management.
- Provide management information for the Headteacher and Governing Body, including termly reports for the FC and information for all internal budget holders.
- Ensure compliance with the financial management standards in schools.
- Ensure completion of the School Financial Value Standard with governors and review of relevant benchmarking.
- Act as correspondent for the DfE and be responsible for the financial records and returns required.
- Ensure dedicated grants are specifically accounted for (e.g. pupil premium, SEN funding, 16-19 Bursary etc.)
- Line manage the Finance Manager and monitor the school's accounting function ensuring efficient operation and regular review for implementation of best practice.
- Provide training and support to those members of staff with delegated budgets.
- Ensure that the principles of value for money are applied to all school transactions.
- Deal with any legal issues arising, with support from external legal advisors as appropriate.

Payroll

- In conjunction with the Finance Manager, oversee the payroll processes, including pensions HMRC returns and other related issues.
- Maintain an up to date knowledge of legislation and best practice relating to payroll
- Ensure all relevant monthly and annual checks, reconciliations and authorisations are carried out on payroll processes.
- Monitor any differences between the budgets and staff employed and report any variances

Procurement

- Use financial management information, including benchmarking tools, to identify areas of relative spending, assess trends and directly advise the leadership group accordingly.
- Negotiate, manage and monitor contracts, tenders and agreements ensuring 'value for money' at all times.
- Carry out a detailed review of a supplier contract terms before setting up as an approved supplier on the system or ensuring purchase is on school terms.
- Oversee the process of constructing contracts for competitive tender/value for money e.g. improvement, repairs, cleaning, catering, grounds maintenance in accordance with the school financial regulations. Evaluate and advise governors on the selection of such contracts.
- Ensure the school complies with tendering procedures, standing orders or value for money legislation.

Infrastructure and Operations

- Along with the Site Operations & Facilities Manager and Senior Leadership Team, develop an effective asset management plan to optimise resources and manage risks to people and property, together with a disaster recovery strategy to include a detailed plan.
- Update and maintain the Asset Register to ensure security and control over assets. Ensure processes in place for removal of assets. Ensure sufficient financial information to support assessment for insurance cover.
- Manage the letting of the school premises to outside organisations and school staff, and the development of extended schools' activities with particular reference to the local community.
- Along with the Site Operations & Facilities Manager, ensure outsourced services are monitored and managed effectively (e.g. catering, cleaning etc.)
- Support the IT Network Manager in developing effective use of IT systems and telephone system, and monitor the maintenance of the school's website ensuring it is compliant with statutory regulations.
- Provide support to the school's Data Protection Officer to ensure compliance with GDPR and Freedom of Information, and ensure appropriate policies and staff training are in place

Human Resources

- Provide oversight of the HR function and support as needed.
- Line manage the HR Manager.
- With the support of the school's external HR provider and HR Manager, provide advice on employment law issues and lead and advise senior leaders on key negotiations with trade unions and employee forums on a range of HR issues.
- Oversee all staff contracts and the professional development, appraisal and training of all support staff, ensuring appropriate records are maintained.
- Support the development of the payroll strategy for the school.
- Ensure all appropriate staff and HR policies are in place, following relevant consultation, and are communicated to all staff; ensure all policies and procedures comply with legal and regulatory requirements.
- Maintain staff structures and links to budgets, policies and Finance for payroll purposes
- Liaise with unions as appropriate to provide support to staff where required

Health & Safety

- Review and implement the Health & Safety Policy, along with the Site Operations & Facilities Manager, ensuring this is communicated to all staff.
- Work with the Site Operations & Facilities Manager to ensure regular training is provided to all staff as relevant and systems are in place to enable identification of hazards and implementation of risk assessments and controls
- Review and update the Risk Management Procedure and Risk Register
- Prepare and update Risk Assessments and Safe Systems of Work as relevant
- Attend/chair the Health & Safety Committee meetings and consult with staff on Health & Safety issues.
- Monitor the Accident Records to ensure any areas of concern are highlighted and addressed, and prepare Health & Safety reports for governors.

Safeguarding Statement

Bingley Grammar School is committed to safeguarding, to safer recruitment practices and promoting the welfare of children and young people and expects all staff to share this commitment.

Fluency duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Mastery or proficiency level which requires the post holder to demonstrate that he/she can

express him/herself spontaneously at length with a natural conversational flow, avoiding or backtracking around any difficulty so smoothly that the person with whom they are conversing is hardly aware of it.

General Responsibilities

- To keep up to date with developments and changes in relevant legislation and guidance, and communicate information to colleagues as appropriate.
- Be aware of and comply with the school's policies and procedures, including those relating to child safeguarding, health and safety, equal opportunities, data security and confidentiality and data protection.
- To support, uphold and contribute to the development and implementation of the school's equal rights policies and practices in respect of employment issues and the delivery of services.
- Contribute to the overall ethos of the school.
- Appreciate and support the role of other staff
- To carry out break time supervision of students on a rota basis and exam invigilation/reader-scribe duties as required.
- Participate in training and other learning activities and performance development as required.
- Your duties also include any assistance which may reasonably be required of you by the School from time to time.

Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may have been used in which case all the usual associated routines are naturally included in the job description.

Staff should not refuse to undertake work which is not specified in this job description. Any additional duties should be recorded and these will be taken into account during the performance management process.

Please note that the post holder may occasionally be required to work outside of normal school working hours for extended school status activities, school events, meetings and emergencies.

PERSON SPECIFICATION

Key

E/D = Essential/Desirable Criteria for post

A = Application Form

I = Interview

R = References

T = Test

C = Certificate/Documentary
Evidence

Criteria	E/D	How Measured				
		A	I	T	R	C
Qualifications						
Strong formal educational background and relevant professional qualifications (e.g. Finance, accountancy or school business management qualification (i.e. Level 4 or 5 diploma in school business management))	E	X	X			X
Recent and Relevant CPD	E	X				X
CPD/qualification in occupational health and safety	D	X				X
Experience & Knowledge						
Experience in a leadership or management role	E	X	X		X	
Experience of team management and working effectively with a diverse range of people, and managing change	E	X	X		X	
Understanding of the principles of effective resource management	E	X	X		X	
Strong knowledge and understanding of strategic financial management and the principles of securing value for money	E	X	X		X	
Sound understanding of the principles of financial control, regulation and compliance	E	X	X		X	
Experience of tendering/procurement for services and contracts to ensure best value and efficiency	E	X	X		X	
Experience of working with a range of contractors, project management and contract negotiation	E	X	X		X	
Knowledge of the General Data Protection Regulation (GDPR)	E	X	X		X	
Awareness of relevant legislation (e.g. Equal Opportunities, Health and Safety, Fire Safety, Data Protection)	E	X	X		X	
Experience of developing a team ethos to facilitate collaborative working, sharing of knowledge, understanding and effective practice	E	X	X		X	
Sound working knowledge of employment law, regulations and effective practice	E	X	X		X	
Working knowledge and understanding of facilities management	D	X	X		X	
Knowledge and understanding of health and safety requirements	D	X	X		X	
Knowledge of asset management control and processes	D	X	X		X	
Experience of working in the educational sector	D	X	X		X	
Experience of working with governors or at board level	D	X	X			
Awareness of current educational issues, national policies, legislation and priorities	D	X	X			

Sound understanding of the principles of how schools are financed	D	X	X			
Experience of income generation	D	X	X			
Experience of holding others to account for professional performance and standards through a process of review and evaluation	D	X	X			
Understanding of the principles of disaster recovery and contingency planning	D	X	X			
Experience of safer recruitment practices	D	X	X			X
Experience around marketing and fundraising	D	X	X			X
Skills and Competencies						
Analytical approach to identifying options and proposing courses of action	E	X	X		X	
Able to present financial information, analyses, conclusions and recommendations effectively	E	X	X	X	X	
Excellent communication and organisational skills, and the ability to prioritise effectively	E	X	X		X	
Able to work effectively and calmly under pressure while maintaining a positive, professional attitude	E	X	X		X	
Strong IT skills, including the knowledge, experience and skill in use of spreadsheet software	E	X		X	X	X
Good interpersonal skills and the ability to work collaboratively	E	X	X		X	
Working Behaviours						
Strong attention to detail and rigour	E	X	X		X	
Committed to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E	X	X		X	
Able to promote the school's reputation and carry out the school's business appropriately and professionally at all times	E	X	X			
A willingness to undertake relevant and appropriate staff development	E	X	X			
Flexible approach to work and working times	E	X	X			
Committed to maintaining confidentiality at all times	E	X	X		X	
Bingley Values & Ethos						
A passion for education and for making a difference to young people's lives	E	X	X			
Commitment to supporting & promoting equality, diversity and inclusion	E		X			
Commitment to safeguarding young people and vulnerable adults	E		X			