



**Low Road and Windmill
Music Federation**

SCHOOL BUSINESS MANAGER

RECRUITMENT PACK

January 2020



Windmill Road, Belle Isle, LEEDS, LS10 3HQ

Telephone: 0113 2712115

andy.gamble@musicfederation.co.uk

www.musicfederation.co.uk

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Windmill Primary School
Executive Headteacher
Mr. Andy Gamble



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October 2019

Dear Applicant

Thank you for expressing an interest in working with Low Road and Windmill Music Federation. Due to the retirement of our existing Business Manager we are looking for a business professional to fill this pivotal role. You must have at least 3 years experience of school business management and hold the Certificate of School Business Management (CSBM) or equivalent qualification. We welcome professionals from other business sectors to apply.

Low Road and Windmill Music Federation offers unique opportunities for staff development within the Federated arrangement. We are a large and dynamic organisation who put staff development as a key priority.

In order to get a flavour of life here at Windmill, I warmly and strongly invite you to come along and meet our staff team and pupils to see what an inspiring place this is to work.

If you would like further information or to discuss the position, please do not hesitate to contact me or Alison Stead by email or telephone.

I look forward to hearing from you and receiving your completed application form.

Low Road and Windmill Music Federation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

We support diversity and want a workforce that which reflects the population of Leeds.

Best wishes

A handwritten signature in blue ink that reads "Andy Gamble".

Andy Gamble
Executive Headteacher

About our school

Our aim is to raise the standards of achievement of all our children, and to give them the best possible life chances. I believe that we can build better futures because we offer a bespoke curriculum with a focus on culture and the arts. At a time when schools are often driven only by standards in English and Maths, we consider every aspect of the curriculum to be essential in producing society ready young people.

Low Road and Windmill primary schools federated in 2007, and I am proud to say that 10 years later, we have been able to refine our vision to provide a fresh, unique and relevant curriculum for the 21st Century. Teamwork, excellent behaviour, the best manners, social etiquette and pride are fundamental to our vision.

We are proud of the range and quality of learning activities in our schools, and we are unique in the Leeds Authority in offering a fully immersive, music rich curriculum, in partnership with Opera North. As well as learning to play a string, woodwind or brass instrument, every pupil takes part in choir, orchestra and sectionals, totalling over 3 hours per week. In addition, the wider curriculum is rich and varied, with trips and residential visits part of normal school life. Our learning environments are widely regarded as being some of the most stimulating and technologically advanced in the City of Leeds.

I believe in putting children first. That is why we are here. We serve our communities and the needs of the families in South Leeds. We provide educational, pastoral and emotional support. We aim to work closely with the other wonderful schools in Leeds so that together, we change lives for the better. The Federation motto was carefully conceived to be the summary of my aims and vision:

Excellence through effort and aspiration

I believe:

"They can because they think they can."

I expect my entire team to believe the same. We will provide children with educational opportunities beyond their dreams to craft society ready citizens.

This is my core aim.

Low Road and Windmill Music Federation

Mission Statement

Excellence Through Effort and Aspiration

They can because they think they can.

Vision and Aims

The Federation of Low Road and Windmill aims to provide an education that ensures good progress and good pupil outcomes. This should be achieved by high quality childcare and teaching, from staff who consistently have high expectations of pupils. Skilled behaviour management makes a strong contribution to a very positive climate for playing and learning. To enable the highest quality provision, everyone who works on a Federation site must strive towards the same standards and have in mind the Vision.

Our Vision is to be a successful Federation that offers a welcoming and safe learning environment, with a positive ethos that promotes achievement, good health, good behaviour and respect for all. To strive for excellence in all aspects of our work, through determination, pride, effort and an aspirational approach to every individual.

Parents, the Communities, Federation staff and pupils, and a range of extended services, work as partners with the schools and Children's Centre and with a team of valued staff who are totally committed to raising standards. They are led by an Executive Headteacher and Governing Body who are clear in their direction for the Federation.

To support the Vision, the Federation aims to:

1. Create happy and inclusive settings that find strength in diversity and have a positive approach to learning in safe, caring, stimulating and high achieving environments.
2. Develop attitudes of honesty, tolerance and respect, and promote the spiritual, cultural, moral and physical development of all.
3. Develop a sense of belonging, stability and involvement, focusing on strong partnerships with parents, community groups and agencies in Belle Isle and Hunslet.
4. Prepare pupils for life, for economic well-being, and able to make a positive contribution in the future, by achieving their full potential and high attainment.
5. Provide a broad curriculum that aims to meet individual and collective needs, and that challenges, extends and excites, and has music making at it's heart.
6. Regularly provide many quality, first-hand experiences, with a range of appropriate teaching and learning strategies, to stimulate and motivate all types of learners.



Low Road and Windmill
Music Federation

Job Description 2019 School Business Manager

<p>Job Purpose :</p> <p>To lead, manage and supervise the provision of the federation support services and resources in order to develop the infrastructure and working/learning environment required to ensure excellent teaching and learning.</p> <p>As a key member of the Strategic Leadership Team, to support the Executive Headteacher in achieving the strategic vision, aims and ethos of the federation.</p>	<p>Responsible To : Executive Head Teacher</p>	<p>Responsible for:</p> <p>Administration Team</p> <p>Premises Team</p>	<p>Liases with :</p> <p>Teachers and Staff, Governors and Outside Agencies</p>
RESPONSIBILITIES		TYPICAL DUTIES	
<p>Leadership and Strategic management</p> <p>To ensure the federation makes the best possible use of resources through effective forward planning and financial consideration; working as part of the SLT and advisor to the Governing Body on the non-teaching activity of the federation. To manage and develop the federation business.</p>	<ul style="list-style-type: none"> ❖ Offer advice, guidance and recommendations on non-teaching aspects ❖ Be an active member of the Strategic Leadership Team, contributing to the federation's continued progress and success ❖ To be involved in all aspects of federation life, ensuring a positive presence around both schools, actively support federation events and acting as a positive role model ❖ Prepare proposals business plans and costings for projects/initiatives ❖ Preparing and leading on action plans that support the SIP ❖ Attend Governing Body and Committee meetings as required ❖ Provide management reports to support the decision making process ❖ Provide analysis of pupil records in conjunction with teaching staff ❖ Develop the commercial use of the federation including the development of federation lettings 		
<p>Line management</p> <p>To provide leadership and guidance, including direct line management where appropriate, for all admin and premises staff; ensuring the correct resources are in place, focusing on the priority tasks and providing the contribution that meets the needs of the federation whilst ensuring best value.</p>	<ul style="list-style-type: none"> ❖ Lead a motivated and cohesive team ❖ Commission and delegate duties, setting objectives and priorities ❖ Manage the performance management, discipline, grievance and competence procedures for admin and premises teams ❖ Support and facilitate staff induction/development/training ❖ Manage attendance and cover of admin and premises teams ❖ Ensure clear communication on all federation matters across the admin and premises staff ❖ Act as interface between federation management and admin and premises teams ❖ Manage the recruitment of all staff in conjunction with the Executive and Federation Headteachers. 		
<p>Financial Management</p> <p>To ensure the integrity of the federation's financial management and the smooth</p>	<p>Strategic</p> <ul style="list-style-type: none"> ❖ To be responsible directly to the Executive Headteacher and Governing Body for all financial and accounting 		

<p>operation of the day to day financial operations; ensuring the federation has appropriate financial policies, systems and reporting in place and that income and expenditure is managed accordingly.</p>	<p>procedures</p> <ul style="list-style-type: none"> ❖ Maintain and reconcile the federation budgets ❖ Provide advice, financial reports and forecasts to the SLT and GB ❖ Monitor income and expenditure advising SLT/GB of potential outturn ❖ Ensure compliance with financial regulations/SFVS ❖ Prepare final accounts and liaise with the auditors ❖ Plan, review, present, monitor and control the federation budget in line with the SIP ❖ Maintenance and oversight of bank accounts, VAT accounting and payment, cash handling, public and private funds <p>Day to day</p> <ul style="list-style-type: none"> ❖ Direct and manage the work of the Finance Officer ❖ Manage financial admin procedures, ensuring compliance with financial requirements, regulation and value for money ❖ Liaise with Leeds Payroll ❖ Prepare all financial returns ❖ VAT liabilities and advise on financial implications ❖ Manage procurement procedures ❖ Support delegated budget holders in monitoring / controlling their budgets ❖ Be responsible for the federation's insurance matters i.e. quotations, agreements and handling of claims against the federation ❖ Monitoring and reviewing of Service Level Agreements ❖ Manage/monitor all federation private fund accounts ❖ Conduct Best Value exercises on a regular basis ❖ Ensure the asset register is up-to-date and fully maintained ❖ To advise and prepare bids, grants for funding ensuring all funding streams and revenues are fully secured and accounted for
<p>HR and staffing</p> <p>To provide an HR and payroll service to the Federation; advising both the management team and staff of best practice and procedures to be followed.</p>	<ul style="list-style-type: none"> ❖ Ensure the federation is compliant with all relevant policy and legal obligations ❖ Manage the HR function of the federation in conjunction with the Executive Headteacher and other SLT members any external HR service ❖ Act as first point of contact on personnel and payroll matters ❖ Manage all aspects of Employee/Personnel administration ❖ Oversee the safer recruitment procedures for the federation including the single central register, DBS checks, documentation and procedures ❖ Liaise with the HR provider to offer the necessary advice and support to the Executive Headteacher, SLT and Governing Body on current employment law and associated matters including updates of policies for this purpose. ❖ Supervise, allocate and monitor the workload of the administration staff ❖ Support the Executive Headteacher with Staff Attendance Management procedures
<p>Premises / estates management</p> <p>To manage the use and maintenance of federation premises; maximizing income, and ensuring the smooth operation of the federation.</p>	<ul style="list-style-type: none"> ❖ To overview and manage the premises team and line manage the Superintendent to ensure the maintenance and upkeep of the federation buildings, site security, site access, site cleaning, and site and cleaning team staffing levels and duties ❖ To ensure effective grounds maintenance

	<ul style="list-style-type: none"> ❖ Devise premises strategies to ensure the environment meets the needs of the federation ❖ Co-ordinate the maintenance of the sites and buildings ensuring effective statutory record management of all tests and inspections ❖ In conjunction with the Executive Headteacher, make effective contingency plans and ensure that a Disaster Recovery Plan for the federation is in place ❖ To maintain the federation's premises development plan and discuss this regularly with the Executive Headteacher and Governing Body ❖ Oversee preparation of work tenders and specifications ❖ Co-ordinate the implementation of premises items within the SIP and Asset Management Plan ❖ Be project manager for any premise enhancements work
Catering	<ul style="list-style-type: none"> ❖ Liaise with Catering Leeds to ensure the best service for the federation.
<p>Whole federation administration</p> <p>To improve the efficiency of federation wide admin processes, facilities, communication and ICT; advising the Governing Body and SMT as appropriate</p>	<ul style="list-style-type: none"> ❖ To support the federation in complying with its GDPR responsibilities ❖ Manage admissions procedures ❖ Lead and manage the federation admin function including reception, reprographics, records, pupil data, secretarial support, ICT and communications ❖ Manage, through our ICT provider, the federation admin computer network systems ❖ Prepare and produce all federation records and publications ❖ Act as contact point of DFE, Children's Services and for records and returns e.g. Census, SWC ❖ Obtain licenses and permissions ❖ Develop federation policies for working with contractors and outside agencies ❖ Maintain the federation's contract register ❖ Maintain pupil records and provide analysis ❖ Control and liaison of federation diary/ events
<p>Health, safety and risk management</p> <p>To manage all Health and Safety and Risk areas of federation life; liaising with internal and external designated bodies to ensure the learning environment is safe and risk free and that the federation's H&S Policy is fully compliant and embedded</p>	<ul style="list-style-type: none"> ❖ Manage Health and Safety within federation through designated staff ❖ Implement risk management and loss prevention strategies ❖ Conduct risk and health and safety assessments ❖ Implement, review and improve federation health, safety and risk policies in conjunction with the GB ❖ Ensure sufficient staff are trained to fulfil statutory roles eg first aid, fire officer ❖ Act as prime point of contact for H&S Exec and other regulatory bodies ❖ Place service contacts and monitor performance standards ❖ Ensure the federation's Tests & Inspections Register is maintained and up-to-date ❖ Manage physical resources and any environmental impact
<p>Marketing and Liaison</p> <p>To act as an articulate ambassador to develop contacts and to raise the federation profile; looking to maximise opportunities, (within the ethos of the federation) to generate funding or support from outside agencies/groups.</p>	<ul style="list-style-type: none"> ❖ Research and generate additional sources of income ❖ Liaise with local businesses and local press ❖ Promote the federation to parents, partners and the local community ❖ Liaise with other local federations and outside agencies ❖ Liaise with and attend parent/supporter groups



Low Road and Windmill
Music Federation

Personnel Specification School Business Manager 2019

	Essential	Desirable	MOA
Degree in a relevant subject, equivalent qualification or at least 3 years experience in relevant discipline e.g. CSBM (or equivalent qualification and experience in other business sectors)	*		A,C
Level 5 Qualification in School Business Management Discipline or Level 5 Diploma in School Business Management (or equivalent qualification in other business sectors)		*	A,C
Significant knowledge and experience of the leadership and management of finance system/s	*		A,R
Significant experience of managing successful teams, including appraisal	*		A,I,R
Experience of developing, implementing and maintaining new systems and procedures	*		A,I,R
Experience of negotiating and managing contracts	*		A,I
Excellent interpersonal skills, including the ability to consult and influence at senior levels	*		A,I,R
Ability to develop effective working relationships	*		A,I,R
Ability to manage conflict to achieve positive outcomes	*		A,I
Working knowledge of Health and Safety procedures and regulations	*		A,I
Good knowledge of current employment law and HR best practices		*	A,I
Successful experience in a similar role in another educational establishment		*	A,I
Personal effectiveness, including time management and ability to prioritise deadlines	*		A,I,R
Good written communication skills, the ability to communicate clearly and concisely in writing	*		A,I,R
Good knowledge of education / DFE requirements and developments		*	A,I
Working knowledge of Child Protection and Safeguarding practices when working with children	*		A,I

Identifies own and personal and professional development needs and moves forward by gaining professional qualifications or training.		*	A,I
Acts with integrity, honesty, loyalty and fairness, always within the limits of professional competence, to safeguard the assets, financial probity and reputation of the school.	*		A,I,R
Ability to contribute to the strategic improvement plan considers resource allocation and leads some sections of its implementation.	*		A,I,R
Ability to contribute to the vision, values, moral purpose, learning styles, leadership styles and ethos of the school and applies these to working practices for self and team needs.	*		A,I,R
Ability to see the “big picture” and a visible desire to improve the outcome for children and young people.	*		A,I,R
The post holder will require an enhanced DBS	*		C

Key:

MOA= Method of Assessment, A= Application, I= Interview and assessment, R = Reference, C= Certificate.

Any job offer made is subject to the receipt of satisfactory references and an enhanced DBS disclosure.

All candidates must accept and commit to the principles underlying the Council’s Equal Rights policies and practices

All candidates must bring copies of their qualifications and proof of identity if called to interview.

ADVERT

School Business Manager

Low Road and Windmill Music Federation

Full-time, permanent, TTO +10 Days

Scale Point Range PO2 – PO4 (£32,029 - £40,760 pro rata)

The governors wish to recruit an inspirational School Business Manager to join our highly successful and creative leadership team at Music Federation in Leeds. The successful candidate will provide leadership and management across the federation, leading on the provision, development and operation of all school support functions including finance, personnel, business administration and buildings. This post will be attractive to someone who has the ability and aspiration to work and offer challenge at strategic level. Music Federation is a unique and nationally regarded organisation who work in close collaboration with Opera North and the Broomfield SILC. The federation consists of Low Road Primary School and Nursery (191 pupils on roll) and Windmill Primary School (443 pupils on roll), and a Daycare 0-3 provision.

We are looking for people who are:

- An experienced Business Manager who is ambitious and looking for a new challenge in their career.
- Able to develop the infrastructure and working/learning environment to ensure excellent teaching and learning.
- Able to support the Governing Body and the Executive Headteacher as part of the Strategic Leadership Team in achieving the vision, aims and ethos of the school.
- Skilled in financial matters who can deliver the School Improvement Plan within budget.
- Highly able, dedicated and inspirational individuals who are excited to challenge, lead and embrace change.

We can offer you:

- A warm, happy and friendly federation with supportive governors, parents and children who are passionate about learning and are proud of their provision.
- The opportunity to work within a forward-thinking strategic leadership team who are focused on whole school priorities.
- A highly motivated, talented and supportive staff team who are committed to building on the many strengths of the school.
- The opportunity to work in a busy, exciting and large learning environment.
- A strong commitment to continual professional leadership development.

Applicants are strongly encouraged to visit the school and meet the Executive Headteacher. Please email: alison.stead@musicfederation.co.uk to arrange a visit. The post is subject to a probationary period.

Closing Date: Monday 11th November

Shortlisting: Wednesday 13th November

Interview Date: w/c 18th November

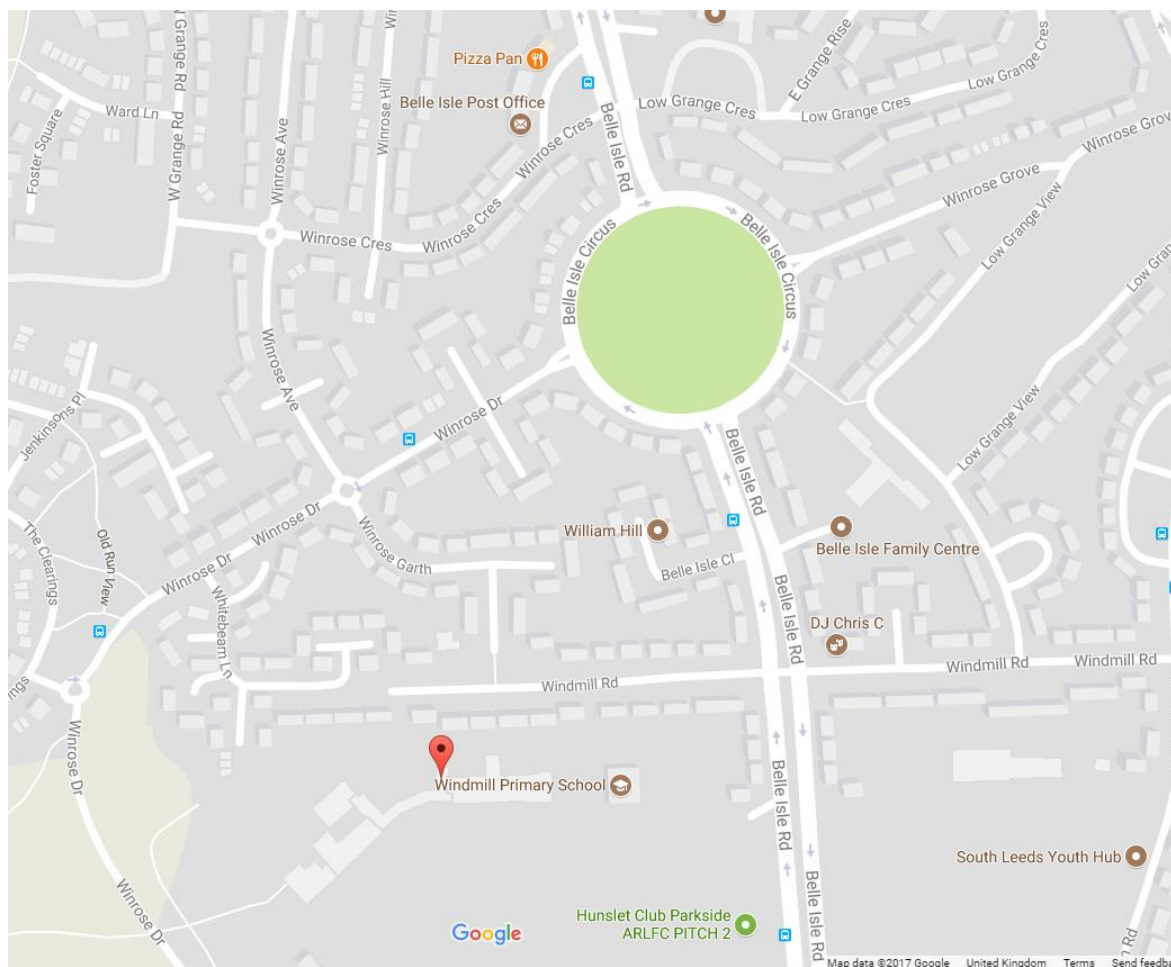
Start Date: 1st January, or sooner subject to negotiation

Application forms can also be downloaded from our website www.musicfederation.co.uk

Safeguarding Statement:

Windmill and Low Road Music Federation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced criminal records check by the Disclosure and Barring Service (DBS). We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to find us:



Windmill Primary School
Windmill Road
Belle Isle
LEEDS
LS10 3HQ
0113 2712115

HOW TO APPLY

Please email your completed application form to Alison Stead, Federation Business Manager, alison.stead@musicfederation.co.uk

Please note CV's are not accepted.

We would request that you provide details of daytime and evening contact numbers and e-mail address for use should you be called for interview.

Closing Date: Monday 11th November

Shortlisting: Wednesday 13th November

Interview Date: w/c 18th November

References will be requested automatically after shortlisting.

Data Protection

Our data protection policy and privacy notices can be found [here](#).

Thank you for your interest in our post. We look forward to receiving your completed application.