



Business Manager Vacancy

Full Time, Term Time only + 10 Days

Permanent

for September 2022

Application Pack



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Email: office@burleyoaks.co.uk

Website: www.burleyoaks.co.uk

Twitter: [@BurleyOaks](https://twitter.com/BurleyOaks)

Headteacher: **Mrs Claire Lee**

Chair of Governors: **Miss Christine Smith**

Status: **Community Primary School**



About the School

Belong, Believe, Achieve

Our vision focuses on nurturing children to become: imaginative, passionate, confident, resourceful, resilient, reflective and responsible learners.

We seek to provide an enriched, vibrant and positive environment which:

- challenges children to use their initiative and to reach their potential
- provides real life, transferable learning opportunities which inspire life long learning
- develops ambition and collaboration thereby promoting a positive contribution to society
- celebrates happy, secure and independent learners who will reflect on precious memories of their time at Burley Oaks.

To fulfil this, we aim to:

- ensure that each child is valued as an individual, enabling them to develop a positive self-image and respect for others
- help children to understand the importance of health and find enjoyment in their learning
- develop children's confidence in their capacity to learn both independently and as a team
- provide equality of access to long-lasting learning and high quality teaching, relevant to their lives now and in the future
- provide a well resourced, flexible and e-confident environment
- establish a progressive learning culture which improves children's outcomes
- develop all stakeholders as learners
- develop 'children's voice' and 'parents as partners' to empower the learning community
- encourage children to understand and value others and the environment in which we live
- encourage everyone to work for the common good and make a difference for the better

Background

Burley Oaks Primary School is a two form entry school catering for children from Reception to Year 6. There are currently 410 children on roll – April 2022. We are one of two primary schools serving the village of Burley-in-Wharfedale, which is situated between the towns of Otley and Ilkley in the Wharfe Valley. Housed in the premises of the former Burley Middle School, we benefit from specialist facilities, including Art/DT, Music and ICT.



Burley Oaks is a hard-working and caring school with a vibrant and creative ethos. We are fortunate to have a hugely committed and dedicated staff team. Have a look at [our video](#) on the home page of our website for a 'flavour' of what makes learning and working here fabulous!

Organisation/Curriculum

Currently we operate with 14 classes, consisting of Head + 18.7 teachers, supported by 16.1 support staff (Teaching Assistants and HLTAs). Support staff are organised into teams attached to particular phases – Reception, Year 1/2, Year 3/4 or Year 5/6.

At present, all year groups are either full or over-subscribed. We operate a two-year curriculum cycle to deliver the new National Curriculum. Many of the foundation subjects are taught as integrated themes through a very successful Learning Challenge Curriculum. The advantage of this system is that it allows teachers and support staff to plan and deliver much of the curriculum together as a team.

All children are taught in single age classes. Our curriculum is enhanced with creative topic weeks and whole school 'What's the Buzz' weeks. This means that all the children can focus on a theme or skill set which are brought together in a holistic and inspirational set of activities and celebrations. Results at both KS1 and KS2 have been consistently high compared to similar schools. We are focused on quality outcomes and progress for all children.



Our Community

There is a strong tradition of community involvement in the village and we work in partnership with local groups. We have a great deal of support from committed and interested parents. An active School Association organises Christmas and Summer Fairs and many social events for parents. The school also presents many performances for parents throughout the year – Harvest, Christmas, Easter, Y3/4 and Y5/6 productions, Y6 leavers' concert and a musical soir e.

Enrichment

At Burley Oaks there is a wide range of activities for children to participate in outside the classroom to enrich and enhance their educational experiences. We have a fabulous outdoor classroom and we work with Yorkshire Bushcraft to embed outdoor learning in our curriculum. We are incredibly fortunate to have such extensive grounds and to be surrounded by greenery.



We are proud of the fact we are one of only 80 schools nationally to have achieved 'Sing Up Platinum' status; **music is a key strength of our school**. We look forward to seeing the fantastic musical productions our pupils perform. All Year 5 children learn to play electric guitar, drums and keyboard whilst Year 3 and 4 children learn the recorder. Peripatetic teachers teach a variety of instruments across the whole school as well as our specialist music teacher who teaches across the classes.

Our **sports provision** is excellent, supported by a variety of external coaches and events throughout the year to raise the profile of PE. A **designated art room** means that we can truly get creative (and messy!) in our lessons and to create scenery for productions. A **specialist Computing teacher** leads our IT provision across school and supported our recent work in achieving the safety mark recently.



Our buddy classes are very important to our teachers and children alike. Children benefit from working across phase and key stage with younger and older children in themed days. Teachers benefit from working in pairs and teams to share their good practice and recent training experiences; relationships are strong and supportive.

The children are always enthusiastic about our **extra-curricular activities** which include: football, netball, cricket, dodgeball, tennis, cross country running, choir, orchestra, recorder, Lego, Spanish, Burley Oaks Theatre School, Mighty Chefs etc. There is clear value in the experiences undertaken. As well as after-school clubs, children also have opportunities to take part in residential visits.

Burley Oaks' partnerships with the other seven schools in the Wharfe Valley and the schools within the **2VLC Learning Collaborative** are extremely positive. We benefit from a range of networks which nurture shared best practice in areas such as: Literacy, Assessment, SEN, Early Years etc. Our relationship with Burley and Woodhead Primary is excellent; the two schools provide excellent education for the young people in Burley.

After School

The school currently operates before and after school clubs – **Early Birds** and **Night Owls**, which are very popular with both parents and children alike.

Ofsted Judgements

In November 2007, we were inspected by OFSTED, who judged us to be an **outstanding school**. Highlights of the report include:

- PUPILS “...simply love this school...” they “...want to make a difference...” and their “...attitudes and behaviour are excellent...”
- TEACHERS “...are passionate about their work...” and provide a “...quality of teaching and learning which is excellent...”
- SUPPORT STAFF “...are a real strength...” who “...contribute significantly to the quality of children’s learning...”

The inspection was a long while ago and clearly things have changed considerably – not least the framework itself. However, we strive to uphold the statements above and to ensure that we never rest on our laurels.



Closing date:

Noon – Friday 20th May 2022

Selection process:

Wednesday 25th May 2022

We would love to welcome interested candidates to the school. Visits can be made by appointment with the office. Further details may be found on the school website.

BUSINESS MANAGER

required from September 2022 or sooner (term time only + 10 days)

Salary £31,895 – £34,373 Per annum (Band PO1 SCALE 27-30)

Are you looking for an exciting opportunity to work in a great school? As School Business Manager you would be a key part of our school leadership team, ensuring the smooth running of all non-curriculum functions in school and maximising resources so that we can provide an exceptional education for every child.

Burley Oaks Primary School is seeking a talented, experienced and suitably qualified professional to share in our vision. The post presents a fabulous opportunity to become part of our highly successful school team, taking responsibility for finance, human resources, facilities management and administration.

You will:

- be positive, energetic, cheerful, resilient and an excellent communicator
- have considerable financial knowledge and understanding
- write clearly, concisely and have an eye for detail
- be pro-active, organised and able to both lead and work within a team
- be able to work diligently and efficiently to manage deadlines

In return, we can offer:

- a busy, creative and dynamic school with high standards
- a motivated, professional and dedicated staff team
- commitment to professional development

We are committed to safeguarding and promoting the welfare of all children. All posts are subject to an enhanced DBS check. Proof of eligibility to work in the UK will be required.



Langford Lane, Burley in Wharfedale, LS29 7EJ

telephone: 01943 862642

email: office@burleyoaks.co.uk

web: www.burleyoaks.co.uk

Twitter: @BurleyOaks

Headteacher: Mrs. Claire Lee

Burley Oaks Primary School

Outline Job Description

POST TITLE:	SCHOOL BUSINESS MANAGER
POST REF:	BOPSBM
GRADE:	BAND PO1, SCP'S 27 - 30

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. This school is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. This school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

As a member of the Senior Leadership Team within a large sized school; you will organise and supervise whole school administrative and office systems; contributing to the management and implementation of all office functions as well as plan and implement new initiatives to ensure an effective service to the school under the guidance of the Headteacher.

Plan, develop and monitor support services, including coordination and delegation of relevant activities.

Have a key role in managing the school's financial resources, planning and monitoring budgets, securing external funding, cash management and implementing best practice as well as maintain and manage financial systems.

Understand the implications of Government policies and educational trends and developments whilst liaising with the Headteacher, Senior Leadership Team and Governing Body to implement any relevant changes.

Supervisory responsibility for the management of contracts, facilities, lettings and health and safety.

Supervisory responsibility of 5 to 10 employees (Support/Administration/Caretaking and Cleaning staff)

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

EFFORT DEMANDS:

- To support the Headteacher in the management of their workload, diary and in particular confidential correspondence.
- To manage the administrative work of the Leadership Team; providing organised, complex and advisory support to the Governing Body and other staff.
- As a member of the senior leadership team will work with minimum supervision; planning and arranging own workloads as well as that of others.
- Will be expected to autonomously make decisions and exercise considerable initiative in performing delegated duties, dealing with complex issues and escalating them to the Headteacher/Senior Leadership team where necessary.
- To promote and maintain a professional and courteous service.
- Promote and maintain an efficient, safe, and attractive environment for the children within school generally whilst being aware of and supporting difference to ensure equal opportunities for all.
- Will contribute to the overall ethos/work/aims of the school whilst guiding others to do so.
- Will appreciate and support the role of other professionals; developing constructive relationships and communicate with other agencies/professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

RESPONSIBILITIES:

- In liaison with the Headteacher you will be responsible for the management, improvement, development and supervision of the whole school administrative function including those which are complex in nature; delegating relevant activities and liaising between other members of the management team/teaching staff as appropriate.

- Participate in training and other learning activities and performance development as required.
- Provide advice and guidance to staff and others on complex issues; undertaking research and obtaining information to inform decisions, some of which may be outside established policies and procedures.
- Attend and participate in regular meetings including senior leadership team meetings and governing body meetings; recognising own strengths and areas of expertise, share these skills and use these to advise and support others.
- Take a lead role in the recruitment/induction/appraisal/training and development/mentoring of school and agency staff; managing associated employment procedures and Human Resources matters as well as liaising with external organisations to ensure appropriate clearance and checks are received.
- Be responsible for the procurement, selection, management, maintenance, repair and safe keeping of resources, including regular audits, issuing of invoices and ensuring settlement of accounts. Prepare work specifications for tender, assist with the selection of contractors and report to the Governing Body as required.
- Take a lead role in the development and maintenance of the whole schools recording/information systems and ensure confidential data is retained in accordance with legal requirements.
- Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
- Take a lead role and be responsible for the planning, development, organisation and administration of procedures and policies including those relating to safeguarding, security, data protection, HR and payroll; liaising with the Headteacher, Senior Leadership Team and Governing Body as and when appropriate.
- Be responsible for the completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE, LEA, other agencies and stakeholders.
- Take a lead role in the planning, monitoring and evaluation of the school's budget; developing a long term financial strategy for the future of the school; ensuring all expenditure is correctly coded to allow maximum use of all budgets and grants as well as providing financial information as requested.
- Provide ongoing budgetary information and reports to the relevant bodies in a timely manner whilst ensuring compliance with financial regulations and in line with best value procedures; seeking specialist expertise where necessary.
- In the absence of the Headteacher; take delegated responsibility for decision making where appropriate.

- In liaison with the Headteacher; oversee the management and maintenance of the school site, premises, lettings and associated income. Prepare maintenance schedules and ensure the efficient operation of all facilities on the property in liaison with the site manager.
- Take a lead role in marketing and promoting the school including taking responsibility in seeking sponsorship and funding.
- As the schools Health and Safety lead officer; ensure compliance with all Health and Safety requirements including clear communication to all staff and pupils as well as recording and reporting health and safety matters to the Senior Leadership Team, Governors and other agencies as required.
- Act as the schools lead Fire officer; ensuring emergency procedures are current and timely; plan, instigate and maintain records of fire safety practices and alarm tests in liaison with the site manager.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- May be a key holder and have security responsibilities.
- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

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 Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.



SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

PERSONNEL SPECIFICATION:

	ESSENTIAL (E) / DESIRABLE (D)
EXPERIENCE:	<ul style="list-style-type: none">• 2 – 3 years experience of working in an office environment at a senior/leadership/decision making level to include development, management and operation of administrative/ICT systems as well as the full range of reception duties and dealing with a complex workload. (E)• Extensive experience using Microsoft Office and complex databases such as S.I.M.S with excellent IT skills. This should include the production of detailed and complex reports and spreadsheets etc. (E)• Experience of supervising and/or managing staff. (E)• Experience of financial management including strategic financial planning, budgets and financial reporting; preferably in an Education setting. (E)• Experience of dealing with HR/payroll/Health and Safety matters. (D)• Provide evidence of having previously spoken fluently to customers at an Advanced Threshold Level (E)

<p>QUALIFICATIONS/ TRAINING:</p>	<ul style="list-style-type: none"> • School Business Manager specific qualification e.g. DSBM, CSBM, ADSBM or Msc. School Business Management. (D)(D) • NVQ Level 4 or degree level management/business qualification. (D) • Evidence of continual professional development. (D)
<p>KNOWLEDGE/ SKILLS:</p>	<ul style="list-style-type: none"> • Will possess a comprehensive working knowledge of the School's relevant policies and procedures with an outline understanding of relevant legislation. (E) • Experience of maintaining complex financial information systems and making payments. (E) • Knowledge and experience of Health and Safety/First Aid/Medical/Fire Safety regulations/requirements. (D) • Understand national and regional educational services and how an administrative support service within a school is run. (D) • Ability to use relevant equipment/resources/office machinery and able to undertake basic maintenance routines. (E)
	<ul style="list-style-type: none"> • Excellent organisational, communicating and problem solving skills with the ability to use own initiative and work proactively both in a team and independently. (E) • Ability to lead, motivate and work constructively as part of a team with a willingness to share knowledge, expertise and experience. (E) • Excellent numeracy/literacy/ICT skills. (E) • Ability to self-evaluate learning needs and actively seek new learning opportunities. (E) • Knowledge and commitment to schools Equality policy. (E) • Ability to remain calm under pressure; prioritising conflicting demands. (E) • Demonstrate good co-operative, interpersonal and effective listening skills. (E) • Maintain confidentiality in all matters relating to the school, its pupils, parents or carers in line with the Data Protection Act. (E) • Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. (E) • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level. (E)

The Recruitment Process

How to apply:

1. If you wish to apply for this post, please download the PACT HR application form outlining how you meet the criteria on the job description and the attributes required.
2. You may supplement your application with a letter of **no longer than two sides of A4**. Your letter of application should outline your reasons for applying for the post and give an indication of what you can offer the school.

We would also request that you provide details of daytime and **evening** contact numbers or email address for use should you be called for an interview. **Please also ensure that email addresses are available for your nominated referees.**

You are more than welcome to visit the school, please contact the school office on 01943 862642 to arrange.

Closing Date: Noon – Friday 20th May 2022

Interviews: Wednesday 25th May 2022

If you have not been contacted by the close of business on Monday 23rd May 2022, you should assume that your application has been unsuccessful at this time; however, we thank you for your interest in this post.

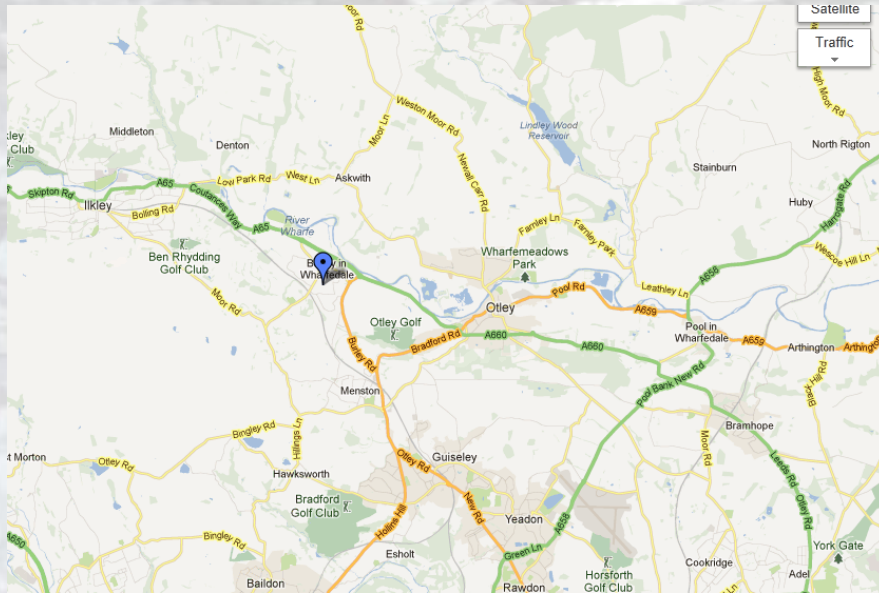
Completed applications should be uploaded on to the Prospects online site or forwarded to:

Burley Oaks Primary School
Langford Lane,
Burley in Wharfedale,
Ilkley,
LS29 7EJ

Or by email: office@burleyoaks.co.uk

Thank you once again for your interest in this post; we look forward to receiving your completed application.

How to Find Us



Our address is:

Burley Oaks Primary School
Langford Lane
Burley-in-Wharfedale
LS29 7EJ

Tel. 01943 862642

Email: office@burleyoaks.co.uk

