

**Advert, Job Description and Person Specification
School Business Manager
Clara Grant Primary School**

SCHOOL BUSINESS MANAGER

Grade/Range:	London Borough of Tower Hamlets: SO1 (23-25)
Salary:	£35,223 to £37,026
Working Pattern:	Term Time + 2 Weeks as directed by the Headteacher.
Responsible to:	Headteacher
Location:	Clara Grant Primary School, Knapp Road, London E3 4BU

WHO WE ARE

Clara Grant Primary School, part of The Boleyn Trust family of schools, is an exciting place to learn and work. We are a school with high expectations and pupil aspirations for all our pupils. Clara Grant is a happy, caring, and aspiring learning community that nurtures all pupils to achieve to be the best they can be.

Our Trust's Six Founding Principles are:

- > A commitment to a culture of lifelong learning for all.
- > A relentless pursuit of excellence in all aspects of school life.
- > A sequenced curriculum that builds on previous learning. This reflects the school's community and promotes strong personal development and enrichment opportunities.
- > Strong emotional, therapeutic, and pastoral care for all young people.
- > Robust systems for monitoring key areas of school life such as health and safety, safeguarding and the quality of teaching and learning.
- > Successful partnerships with parents, community groups and external agencies.

Our Trust's Aims are:

- > To raise attainment for all pupils in disadvantaged communities.
- > To ensure our schools reflect the community they serve.
- > The curriculum is bespoke to the needs of all our learners.
- > To provide an oasis of opportunity and experience in our schools to raise aspiration and ambition.
- > To place diversity and inclusion at the heart of all our schools.

We have an underlying sense of pride in who we are and what we do, and our inclusive culture gives rise to a unique diversity of thinking, which is critical to our success and helps maintain our position as a true education leader in England.

ROLE OVERVIEW

Clara Grant Primary School seeking to appoint an experienced and talented School Business Manager who is looking for an opportunity to further develop their skill set; and be part of an innovative and forward-thinking team.

You will need to be a leader who:

- > Keeps pupil achievement and well-being as their core priority.
- > Is both strategic and hands-on, with substantial proven success in business management.
- > Is dynamic and motivational, maintaining and strengthening the standards of our team; and
- > Is committed, creative commercially minded and astute who will make a valuable contribution to leading the provision of high-quality teaching and learning in the school.

Liaison with parents and outside agencies will be an important aspect of the role as we continue to develop an inspiring learning community.

This role is an excellent opportunity for someone who is sufficiently experienced, can build strong working relationships, and is keen to provide an exceptional service working within a complex environment.

THE APPLICATION AND RECRUITMENT PROCESS

Advertisement date : Wednesday, 28 June 2023
Closing date : Monday, 10 July 2023
Interview date : Friday, 14 July 2023
Start date : 1 September 2023

The candidate(s) selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Candidates are asked to complete an application form for this position which can be found on our website under the vacancies tab at www.claragrantschool.org and return to recruitment@claragrantschool.org.

SAFEGUARDING, SAFER RECRUITMENT & DATA PROTECTION

We are committed to safeguarding and promoting the welfare of children, and the expectation is that all staff will share this commitment. Therefore, successful applicants will be required to undertake an enhanced DBS check with barred list check (child) via the Disclosure and Barring Service (DBS) if engaged in regulated activity. We have a suite of safeguarding procedures, policies, and guidance for all our staff and volunteers to ensure we actively promote children and young people's welfare and safety.

We are also committed to equality of opportunity in employment, and it is our policy to promote equal opportunities in employment, regardless of race, colour, nationality, ethnic or national origin, creed, disability, sex, age, marital status, or sexual orientation. This applies to recruitment and selection practices, training, and promotion and in the application of national and local agreements in respect of pay and conditions of service.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, and experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our Privacy Notice for Job Applicants. We are committed to safeguarding and promoting the welfare of children. This is reflected in our rigorous approach to the recruitment and professional development of staff. The successful applicant will be subject to an enhanced DBS check.

JOB DESCRIPTION & KEY RESPONSIBILITIES

The key responsibilities of this role are set out below. Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder, and employees will be expected to perform such other reasonable duties which may be required from time to time.

Under the direction of the Headteacher:

- > Assist the Headteacher with all aspects of the management and administration of the school.

- > Manage the school office and reception staff, allocating and delegating work to the team as and when required. Informing the Headteacher and Senior Leadership Team of important issues concerning these matters as and when they arise.
- > To manage the provision of secretarial and administrative support to the Headteacher and Senior Leadership Team (e.g., maintaining the single central register and MIS data system Arbor).
- > To provide a professional and friendly approach, along with a front-line service with all staff, parents, pupils, Governors, Local Authority Officers/agencies, and all visitors.
- > To oversee the administration of staff absence, school meals, attendance, safeguarding/children missing in education, pupil admissions and transfer procedures.
- > To be responsible for ensuring that health and safety requirements are met in line with legislation, regulation, and codes of practice requirements.
- > To manage the completion of forms to the LA, DfE, and any other relevant body e.g., Census, pupil numbers, attendance etc.
- > To manage the provision of general word processing, including letters, minutes, policies, reports, educational advice, and annual reviews.
- > To attend relevant training sessions and office manager meetings to cascade such information to other team members.
- > To support the arrangements for a variety of services provided through PFI and G4S contracts and SLAs ensuring value for money for the school.
- > To manage the production of the weekly newsletter and Heads up.
- > To manage relevant school information on the school website.
- > To assist in the whole process of staff recruitment and personnel systems.
- > To manage the door entry system.
- > Ensuring the entry key fobs are working, all staff have fobs and appropriate access as well as reporting any faults to the appropriate person.
- > To support the school's administrative arrangements to ensure maximum effectiveness and appropriate responsive support to teachers.
- > To provide an office based financial service using relevant Trust procedures.
- > Ordering and processing payment for all goods and services provided to the school.
- > Support the Trust's Central Finance Team with monitoring school budgets and maintaining accurate financial information.
- > To manage GDPR and liaise with the school's DPO. Manage and maintain confidential staff records ensuring that these records are updated in a timely fashion.
- > To provide and maintain all school resource efficiently; and
- > To carry out other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the Headteacher, Senior Leadership Team and Trust Executive's.

CANDIDATE PROFILE

	Essential	Desirable
Knowledge, Qualifications and Skills Required		
High level knowledge of school systems, and Microsoft Applications.	✓	
Knowledge of Arbor MiS		✓
High level of literacy and numeracy	✓	
Knowledge and understanding of how school administration works.	✓	
Good competency in English and Maths and other school relevant qualifications and training.	✓	
Experience of work within a school administrative area including basic HR and basic finance functions, Experience of IT programmes, and Experience of working in a multi-agency environment.	✓	
To be able to produce accurate oral and written reports, to be high skilled in the development and use of spreadsheets, to be able to input, use and manipulate data, to use IT to its maximum capacity within an administrative setting, to be able to prioritise	✓	

	Essential	Desirable
own work and the work of others, and to take initiative and promote team co-ordination.		
Approachable, Discreet, Able to hold confidential information, A Team player, somebody who is willing to take initiative, Excellent oral communication skills, Honest, and Reliable.	✓	

OUR RECRUITMENT STRATEGY

We understand that our staff are our most valuable resource. We are committed to recruiting the absolute best support staff, teachers, and leaders to support and nurture our children, families, and communities. Once these inspiring members of staff join us, we invest in their career and development so that we can retain the absolute best leaders, teachers and support staff in our schools and central teams, or the profession as a whole.

This investment includes:

- > All staff receive 3 wellbeing days each academic year.
- > All schools get a 2-week October half-term.
- > Supporting and growing the next generation of teachers through our school-centred initial teacher training programmes via London District East SCITT.
- > Providing research and evidence-based Continuous Professional Development (CPD) for all our staff.
- > Providing high-quality early career support through bespoke training, coaching, and mentoring for Early Career Teachers (ECTs) in line with the Early Career Framework (ECF).
- > Providing recognised pathways of training and support to expert teachers who do not want to take the step into leadership.
- > Supporting aspirational and current school leaders to develop their knowledge, understanding and skills as middle, senior and executive leaders, including facilitating the National Professional Qualifications (NPQs).
- > Recognising leadership expertise and the capacity to support leaders beyond their own school through School-to-School support commissioned by the DfE, National Leaders of Education (NLE) and National Leaders of Governance (NLG).
- > Funding specialist roles that meet our organisational aims and objectives, including Data Protection Champions, and Wellbeing Champions.
- > Providing support through our employee assistance programme, Health Assured, funded by the Trust.
- > Proactively working to reduce unnecessary teacher and leader workload, utilising the DfE Reducing Teacher Workload Toolkit.
- > Valuing the importance of good industrial relations and we are proud to have great working relationship with Trade Union colleagues.
- > High-quality in-house and external HR support.
- > Facilitating voluntary secondment opportunities for staff to transfer to other settings within and outside of the Trust, to further develop skills and experience.
- > Providing internal vacancies to give staff clear opportunities for promotion, while maintaining continuous service.
- > Giving pay awards in line with national recommendations.