



Business Manager
April 2021
Application Pack



"The school's values are evident in the highly positive relationships between staff, students, parents and governors. Students behave well and are keen to learn" OFSTED, 2015

Mary Webb School and Science College Governing Body, April 2021



Mary Webb School & Science College, Pontesbury, Shrewsbury, Shropshire SY5 0TG

Headteacher: Mr P J Lowe-Werrell

TEL: 01743 792100

FAX: 01743 792110

Email: admin@marywebbschool.com

April 2021

Post: Business Manager

Salary: Grade SCP PO12 (38-41) £41,881 - £44,863

School: Mary Webb School and Science College

Address: Pontesbury
Shrewsbury
SY5 0TG

Telephone: 01743 792100

Email: admin@marywebbschool.com

The Governing Body of Mary Webb School and Science College invites applications for the above post from candidates who meet the criteria outlined on the following pages:

Information is also given with this pack about:

- the school
- the post

Further information is available by contacting:

- Mr P J Lowe-Werrell, Headteacher, Mary Webb School and Science College
- Telephone number: 01743 792100

Visits to the school are strongly encouraged, and can be arranged by contacting Mrs N Murray, PA to Headteacher and SLT. Telephone 01743 792101, or email to nmurray@marywebbschool.com



Mary Webb School & Science College, Pontesbury, Shrewsbury, Shropshire SY5 0TG

Headteacher: Mr P J Lowe-Werrell

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April 2021

Dear Applicant,

We are very pleased that you are considering applying for the role of Business Manager at Mary Webb School and Science College. Due to the retirement of our current Business Manager, we are seeking to appoint a new colleague who will join our Senior Leadership Team and contribute to the school, as they fulfil their duties in this important role.

Mary Webb School and Science College has many strengths: our well-qualified, committed staff supporting our Science, Technology, Engineering, Art and Mathematics (STEAM) agenda; our friendly, well-behaved and cooperative students; our excellent facilities and our very strong links to the community, including our feeder primary schools. We also have a unit from a leading special school on site with whom we work very closely.

The school is at an exciting phase in its development. We have been an academy for just over two years, following our voluntary conversion to academy status, as a founder member of the Central Shropshire Academy Trust (CSAT). You will be joining a school community which has risen to the many challenges posed by the coronavirus (COVID-19) pandemic and grown stronger through its collaborative approach to problem solving. We are looking forward to the many opportunities to develop our school in the newly emerging educational landscape and you will contribute to key strategic decisions which will ensure our continued success in the future.

We are seeking an innovative, diligent and compassionate Business Manager, with a track record of dedicated service to those they manage, who will uphold our ethos of “working together to ensure success for all”. The successful candidate will display the following qualities and characteristics. They will:

- have a clear understanding of what constitutes excellent financial management and the importance this plays in the smooth running of a school
- have demonstrated an ability to lead colleagues, in a range of roles, including those who provide administrative and site maintenance support
- have the ability to monitor and develop procedures, apply accountability and contribute to team thinking
- display genuine interpersonal skills to motivate, inspire and support others

The successful candidate will join a dynamic, supportive and very capable Senior Leadership Team and will have the wholehearted encouragement, engagement and involvement of an enthusiastic, conscientious and diligent Local Governing Body.

Whilst we believe that our website will give you a feel for life at Mary Webb School and Science College, we encourage you to visit the school, if at all possible, to learn more about us.

The closing date for receipt of applications is midday on Thursday 20th May 2021.

Thank you for your interest in what is sure to be a very rewarding role; we look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Peter Lowe-Werrell', written in a cursive style.

Peter Lowe-Werrell
Headteacher

A handwritten signature in black ink, appearing to be 'Renee Wallace', written in a cursive style.

Renee Wallace
Chair of Governors



**Job Description for the post of
Business Manager,
Mary Webb School and Science College**

Job Purpose

- To manage the financial and budgetary processes of the school to ensure that the school derives maximum benefit from its budget.
- To develop and manage the administrative and site support staff in order to ensure they are able to discharge their duties and responsibilities.
- To co-ordinate the school's premises strategy and to direct and oversee new building projects in conjunction with the site officers.
- To take responsibility for and lead the school on premises risk assessments and the management of health and safety on site.
- To ensure the school's management information system and the IT network infrastructure are developed in line with the school's needs by managing and overseeing strategic personnel.

Key Responsibilities

1. Vision for the Academy:

Working with the Headteacher, Senior Leaders and Local Governing Body to:

- ensure the strategic development is in line with school vision and values
- ensure financial operations support the school's vision and values

2. Finance and Business management:

- To implement the financial decisions of the Headteacher/Governing Body, in accordance with CSAT Financial Procedures.
- Following consultation with the Headteacher, Governing Body and Trust, prepare and monitor the school budget, and manage income and expenditure.
- To support the Chair of the Governors' Finance and General Purposes and Personnel Committees in the setting of meeting agendas and distribution of papers.
- To attend the Governors' Finance and General Purposes and Personnel Committees and present strategic financial management reports and maintain minutes.
- To lead and direct the school's income-generation, including identifying and developing new funding streams and writing bids to secure extra funding for the school.
- To be responsible for the financial management of any new major projects.
- To play a significant role, directly or through intermediate staff, in any project management undertaken at the school.
- To prepare the annual budget for the school.
- To ensure salary and staffing information is kept up-to-date.
- To liaise and provide all information required by the Internal and External Auditors.
- To consult with the Headteacher, Governing Body and Trust on Auditor recommendations and lead subsequent implementation of recommendations.

- To monitor all maintenance contracts for school to ensure efficiency and value for money and prepare any tender documents for renewal or change of contract.

3. Communication Systems and Data Management:

- To oversee staff in the operation and administration of the school's management information systems, IT network and website for effective communication both within school and across our community.
- To oversee staff with responsibility for data collection, protection and security.
- To lead on school's GDPR and Data Protection responsibilities.
- To oversee staff with responsibility for completion of all statistical returns required by the DfE (eg School Census etc).

4. Human Resources Operations:

- To lead and manage the support staff either directly or through intermediate staff in the following areas: recruitment, appointments, induction, appraisal, development and training.
- To ensure monitoring, evaluation and review of all administrative posts are carried out on an ongoing basis in liaison with the Headteacher.
- To take responsibility directly or through intermediate staff, for all recruitment, job descriptions, personal specifications and advertising following liaison with the Headteacher.
- To be responsible for DBS checks and payroll (through intermediate staff).
- In liaison with the Headteacher to oversee and monitor contracts, hours of working of all staff in school and advise the Headteacher accordingly.
- To be responsible for liaising and working with the Trust's HR provider on personnel issues and contracts.
- To ensure Trust HR policies are disseminated to all staff and ensure there are monitoring procedures in place in order to ensure adherence to the Trust's HR policies.

5. Premises and Health & Safety Management:

- To be responsible to the Headteacher and Governing Body for the oversight of maintenance and upkeep of the school buildings, site and grounds.
- To manage the site at all times including during the school holidays.
- To line manage the site officers and lettings' personnel.
- To ensure activities of all areas of the school conform to current Health and Safety legislation.
- To ensure that the Health and Safety policy is regularly updated, adhered to and put into practice.
- To manage the planning and implementation on site of new capital projects.
- To manage and control all insurance records.
- To work with Senior Leadership Team and Governing Body on the evaluation and preparation of long-term development/refurbishment plans to the school premises via the Asset Management Plan.

6. Other duties

- To oversee the management of the accounts for all school visits and ensure their accuracy and see that all school visits documentation complies with regulations and school policy, in liaison with the school's EVC.
- To undertake other duties in relation to the smooth day to day operation of the school. These to be agreed with the Headteacher.

7. Review and Signatures

This job description is subject to review by the Headteacher/Executive Principal, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job description and Personal specification agreed by:

Post holder:

Signed: **Date:**

Headteacher:

Signed: **Date:**



**Person specification
for
Business Manager
at
Mary Webb School and Science College**

The successful candidate will display the following qualities and characteristics. They will:

- have a clear understanding of what constitutes excellent financial management and the importance this plays in the smooth running of a school
- have demonstrated an ability to lead colleagues, in a range of roles, including those who provide administrative and site maintenance support
- have the ability to monitor and develop procedures, apply accountability and contribute to team thinking
- display genuine interpersonal skills to motivate, inspire and support others

Further requirements of the position are detailed below:

Qualifications	Essential	Desirable	Source: A - application I - interview R - references
Recognised management/finance/business degree (or equivalent) OR relevant professional qualification	Y		A
Experience	Essential	Desirable	Source: A - application I - interview R - references
Experience of financial management at a senior level, including the formulation and implementation of budgets, financial planning, monitoring and control	Y		A, I
Experience of project management, including tendering, monitoring and quality assurance		Y	A,I
Experience of leading, managing, motivating and developing a team	Y		A,I
Experience of developing, implementing and managing effective		Y	A,I

whole school systems and/or policies			
Knowledge and understanding	Essential	Desirable	Source: A - application I - interview R - references
An awareness of school organisation and budgets	Y		A,I
Working knowledge of UK employment law	Y		A,I
Working knowledge of Health and Safety law	Y		A,I
Working knowledge of equal opportunities for employees and in recruitment and selection procedures	Y		A,I
School requirements for IT infrastructure and information management systems	Y		A,I
Skills and abilities	Essential	Desirable	Source: A - application I - interview R - references
Ability to interpret advice/statute and devise policy		Y	A,I
Evidence of working well as part of a team	Y		A,I
Ability to train, supervise and develop other staff	Y		A,I
Ability to motivate, persuade, negotiate and influence	Y		A,I
Excellent computer/IT and presentation skills	Y		A,I
Personal qualities and attributes	Essential	Desirable	Source: A - application I - interview R - references
Excellent oral and written communication skills	Y		A,I
Good listener/empathetic	Y		A,I
Ability to lead a team	Y		A,I
Ability to work under pressure and meet deadlines	Y		A,I

Firm and fair management style with interpersonal awareness and concern for impact	Y		A,I
Ability to be creative and innovative in finding solutions to problems	Y		A,I
Is reliable, displaying enthusiasm and commitment	Y		A,I
Has a sense of humour, a calm manner and retains an optimistic approach	Y		A,I
Demonstrates initiative and flexibility	Y		A,I
Willingness to develop skills with further training	Y		A,I
Safeguarding	Essential	Desirable	Source: A - application I - interview R - references
Commitment to safeguarding and promoting the welfare of children and young people	Y		A,I,R
Understanding of statutory safeguarding requirements	Y		A,I,R



REMUNERATION, TERMS & CONDITIONS AND APPLICATION PROCESS

Terms and conditions:

The post is subject to:

- the other terms and conditions set out in the various national collective agreements in force from time to time;
- the Central Shropshire Academy Trust's Rules and Conditions including any local agreement entered into with recognised trade unions;
- statutory regulations regarding the governance and management of schools as prescribed in the Schools Standards and Framework Act;
- the conditions set out in the Job Description and in the letter of appointment.

Salary and Pension:

The salary for this post is negotiable in the range SCP PO12 (38-41) £41,881 - £44,863. The Local Governing Body will determine the starting salary for the successful candidate when confirming the offer of employment.

There are three options to consider for pension arrangements:

- Local Government Pension Scheme;
- Private Pension Scheme;
- State Earnings Related Pension Scheme.

Unless notification to the contrary is given it will be assumed that as a full-time employee the successful candidate will contribute to the Local Government Pension Scheme.

Mary Webb School and Science College and Central Shropshire Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of faith, race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

Applications

Please return your completed application form and statement either a) by email to nmurray@marywebbschool.com or b) return it by post to Mrs N Murray, Mary Webb School and Science College, Pontesbury, Shrewsbury, Shropshire, SY5 OTG.

Completed applications should be received by **MIDDAY, Thursday 20th May 2021**. Please note:

- your application must be specific to this post, generalised applications are unlikely to be successful;
- do not include testimonials or curriculum vitae;
- two referees should be given, one of which should be the applicant's current line manager;
- the closing date is **Thursday 20th May 2021 (midday)**;
- short-listing for this post will take place on **Friday 21st May 2021**;
- interviews will take place on **week commencing 24th May 2021**.

If you decide to apply, please note the schedule of dates above.

FURTHER INFORMATION FOR APPLICANTS

- Any canvassing in respect of this selection process will disqualify the applicant;
- The Central Shropshire Academy Trust requires all applicants to give statements about, and permission for the Trust to conduct a check on, any criminal convictions as described in the application form. Failure to give such permission will mean that the application will not be considered;
- The Central Shropshire Academy Trust will carry out appropriate checks where an applicant is seeking appointment for the first time within the county. Any offer of appointment will be subject to formal confirmation after checks have been carried out. All checks will be made in the strictest confidence and used solely for the purpose of considering applications for the post;
- Candidates called for interview should bring with them original documents or properly certified copies of all qualifications and a form of identification e.g. driver's licence or passport;
- Expenses on the Central Shropshire Academy Trust scale will be allowed to candidates attending for interview;
- Candidates will be responsible for arranging any accommodation requirements themselves. Any shortlisted candidate who withdraws from the process will not be reimbursed with travel or other expenses;
- Post interview feedback is offered to candidates who are interviewed and who wish to take up the opportunity, focusing on issues of professional development highlighted by the interview.