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## Moss Hall Schools Federation

### Federation Business Manager Application Pack

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Dear Applicant,

Thank you for your interest in applying for the post of Schools Business Manager at Moss Hall Schools Federation. We are 2 vibrant community schools, in the heart of West Finchley where the vast majority of our infant school pupils move onto our junior school. Like many London schools, Moss Hall has a richly diverse language, cultural and socio-economic make-up. I care deeply about developing children who are confident, articulate, knowledgeable and kind and who know how to use their gifts to make a positive contribution to society. All our strategic decisions link back to this intent and our 6 federation goals, which are ultimately to make a difference for our

children, staff and community

We are advertising for a Business Manager to work across both schools, taking a leading role in our relatively new federation. The post has not been filled substantially across the federation before, so we are seeking experienced, confident and ambitious professionals, who can see and articulate a vision for our schools. We are happy to consider either an all-year-round or term- time-only working arrangement. We would like the successful candidate to start working with us as soon as possible.

There is a huge amount of potential to be realised across our schools. Both schools have many brilliant features, not least our wonderful children and staff. Our sites and campus realise a good income from our established partnerships and have the potential to realise significantly more whilst driving and serving our federation goals. Considerable financial prudence drives our decisions which requires rigour, nerve and strategic thinking.

The Governors and I see the new SBM as a key role in the future development and success of the federation. The post- holder will work closely with myself as the Executive Headteacher and the Premises, Finance and Resources committee of the Governing Board to realise our ambitious goals and will be a key member of the Federation Leadership Team.

I would be pleased to talk to you more in person about the role and strongly encourage you to visit us to meet the staff and children and to understand the potential that lies in this role

Please get in touch

Laura Wynne  
Executive Head teacher

## About us – our schools



Both Moss Hall Infant and Junior Schools are 4-form entry Schools, located in a residential area with the luxury of extensive outdoor space.

We are diverse and inclusive schools with a higher than average percentage of children for whom English is an additional language. Our children are kind, polite, well-behaved and excited learners with supportive parents.

Most of our children join us from the neighbouring Moss Hall Nursery and move through the infant to Junior school. The infant and junior federated in January 2020 with the ambition to provide a cohesive journey for children and families as they move between the 2 schools. We work closely with Moss Hall Nursery and there is enormous scope for further linking here.

Each school is situated on its own site and has its own staff team, though as a federation we share our vision, resources, organisational systems, policies, some staff, professional development (CPD). The leadership teams from both schools work collaboratively and systematically, supporting and developing each other. This is just one of the many strengths and benefits we have found as a federation. Through the lockdowns and challenges of the past year – we have found opportunity to learn alongside each other to ensure children and families across our 2 schools are supported, included and provided for both emotionally and academically. This past year has been a time of rapid development in both of the schools.

Working together in 2020 the staff, children and parents agreed our vision for pupils and staff would be to:

*Be kind ~ Work Hard ~ Make A Difference*

This is what matters at MHSF and this intent underpins our organisation, our ways of working together and our curriculum.

Our federation development aims over the next 4 years are intended to drive our improvements in the macro and ensure through critical self-evaluation our vision is enacted. These are to

- Deliver an ambitious curriculum
- Ensure research driven pedagogy
- Create a culture of high quality professional learning and leadership development
- Raise standards for all children
- Develop communication that supports everyone
- Ensure every child is seen, known and safe.

Each school has a development plan to demonstrate how we will work to achieve these aims both individually but as part of the federation.

The schools are well resourced, with experienced and committed staff. We have easy access to the Northern Line which enables us to maximise opportunities for educational visits and enrichment activities, bringing real life learning opportunities and although curtailed over the last year, these are very much part of our learning intent going forward

The Governing Board is very supportive and keen to build the school as a centre of excellence for the wonderful children, staff and community that it serves.

Our SBM will understand the importance of increasing pupil numbers, through key decision making that will improve teaching and learning; marketing and branding; developing the team, setting clear objectives, coaching and holding to account.

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**Moss Hall Schools Federation**

**Job description:** School (Federation) Business Manager

**Salary:** LB of Barnet Unified Reward Level 3, Grade J: £39,867- £44,790

**Hours:** 36hrs / week

**Contract type:** Permanent. Term time + 4 weeks / All year round (negotiable)

**Reporting to:** Executive Head

**Responsible for:** line management of premises staff team, administration and finance team

**Main purpose**

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Executive Head Teacher in his/her duty to ensure that the school meets its educational aims.
- The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the schools.
- The School Business Manager promotes the highest standards of business ethos within the administrative function of the schools and strategically ensures the most effective use of resources in support of the federation's learning objectives.
- The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management across the federation.

**Duties and responsibilities****Leadership and strategy**

- Be responsible for line-managing designated support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the Executive Headteacher, lead on all financial matters in the federation, to ensure each school's successful financial performance and to ensure financial decisions are clearly linked to the federation and individual school's strategic goals
- As a member of the Federation leadership team, attend relevant leadership team meetings and report to governors where appropriate
- Implement school-wide changes and allocate resources in line with the federation and individual school improvement plans, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the federation, and encourage others to do the same
- Implement a marketing plan for the federation, which utilises the federation website, signage, the prospectus, and communications with current and prospective parents. In particular, this is in reference to our 2 admissions points (Reception and Year 3)
- Monitor developments in technology and strategically consider how it can be used to enhance the federation's business processes, teaching and learning, and staff wellbeing

**Financial management and fundraising**

(NB the budgets of the 2 schools will be merged in the next 2 years. Until that time the post holder will manage 2 separate budgets)

- In partnership with the Executive head teacher and external financial support, manage each school's (or the combined federation) budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget(s) to the governing board and LA
- Monitor the budget (s) all year round, advising the executive head teacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Executive head teacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns including SFVS
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Develop and implement the school's fundraising and income generation strategy, including lettings strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage and develop the school's lettings offer
- Ensure the effective and efficient operation of the finance department, training staff, delegating tasks to finance/office staff where appropriate

### **Human resources**

- Manage the federation's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Advise on HR issues within school and liaise with the external HR provider
- Conduct reviews of the federation's staffing structure to ensure effective deployment of staff and financial efficiency
- Manage the federation premises team
- Ensure the SCR is up to date at all times in both schools

### **Health and safety**

- Supervise the premises team in the maintenance of the federation site reporting to Executive head teacher
- Manage the federation's compliance with health and safety regulations including GDPR and put in place processes and procedures to ensure the safety of all in the school
- Create and monitor the effectiveness of relevant policies, keeping all under routine review
- Organise health and safety training for staff

### **Compliance**

- Manage the federations 's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all federation policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register for the federation
- Develop a system to and keep all risk assessments up to date.

### **Administration**

- Keep records in accordance with the federation 's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the Executive Headteacher and governing body
- Be the federation's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• A degree - ideally in accountancy, business management or a related discipline</li> <li>• A school business management qualification (DBSM or equivalent level of knowledge) &amp; willingness to work towards advanced level.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant and successful leadership and management experience in a school, or in a relevant field outside education</li> <li>• Involvement in school self-evaluation and improvement planning</li> <li>• Significant Line management experience including coaching and improving performance</li> <li>• Experience of change management</li> <li>• Contributing to staff development</li> <li>• Significant and successful expertise across a range of finance activity including procurement, budget setting, monitoring, reporting, auditing; staff management, premises management; fund raising; marketing</li> <li>• Explicit successful experience of strategic planning to generate income working in partnership with stakeholders</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Expert knowledge of financial management and MS Office and related software packages (RM unify/ Capita software/ HCSS or similar)</li> <li>• Evidence of ability to learn quickly</li> <li>• Excellent attention to detail, able to produce accurate financial information to stakeholders quickly</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to communicate a vision and inspire others</li> <li>• Ability to build effective working relationships with staff and other stakeholders implementing systematic operational approaches</li> <li>• Ability to delegate, coach and hold others to account with clear goals</li> <li>• Knowledge of the governing board and how to work in partnership with them including the SFVS</li> <li>• Expert knowledge of health and safety; security, IT procurement and management, Risk assessment, safeguarding, facilities management including legal compliance/ codes of practice</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils, staff and the federation.</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Highly organised</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to ongoing professional learning for self and your team – leading by example</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the post holder.

**Last review date:** April 2021

**Next review date:**

**Executive Headteacher/line manager's signature:**

**Date:**

**Post holder's signature:**

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The school business manager will be required to safeguard and promote the welfare of children and young people, and follow Federation or individual school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher

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### How to apply



All applicants are strongly encouraged to visit the federation before applying for this post. You will meet the Executive Head and have a socially distanced tour of the school.

If you choose to apply, please do so by completing the application form which accompanies this pack. Your personal statement should be no more than 2 sides of A4, font size no smaller than pt 11. **CVs in any form are not accepted.**

Your full application can either be returned by post to Ms Stef Carpenter c/o Moss Hall Junior School, via [scarpenter12.302@lqflmail.org](mailto:scarpenter12.302@lqflmail.org)

**Visits:** Socially distanced visits should be booked by calling to speak to Ms Stef Carpenter

**Closing date:** 14<sup>th</sup> May at 12pm

**Shortlisting:** by the 17<sup>th</sup> May 2021

**Interviews:** 20-21<sup>st</sup> May 2021

**Start date:** As soon as possible in the summer term and before 1<sup>st</sup> September 2021

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