



Sheldon School  
Chippenham

# Candidate Information



## School Business Manager

**Closing Date: 29<sup>th</sup> January 2024, Noon**  
**Interview Date: 8<sup>th</sup> and 9<sup>th</sup> February 2024**

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## Cover Letter

January 2024

Dear Colleague,

### **Vacancy for School Business Manager**

Thank you for your interest in the post of School Business Manager (SBM) at Sheldon School. The vacancy arises as a result of the departure of our current Business Manager, Julia Finch, who is moving on to become the Director of Finance at an Academy Trust.

This is a crucial and significant appointment, with the successful candidate playing a central role in helping shape the vision and direction of the school over the next five to ten years. Sheldon has been an academy since 2011 and operates an annual budget just short of £10 million; consequently, it is essential that the person appointed has particular experience in dealing with financial matters. We invest heavily in our site and have benefited to the tune of nearly £2 million in recent times from CIF monies; this has enabled the school to maintain an extremely attractive and welcoming feel even in financially straitened times. Currently, we also have a very healthy (but not excessive) reserve, which is something the SBM will need to help preserve.

The job is about far more than the finances, however, and I would hope that the multi-faceted nature of the role makes this post professionally challenging, yet hugely attractive. The person appointed would play a full life in the school, overseeing the work of our support staff colleagues and be directly responsible for Finance, HR, Office, Sports Hall and Lettings, Domestic Services, General Contracts, and Facilities. As a full member of the Leadership Team (LT), their strategic input and creativity, as well as their willingness to be involved in the wider workings of the school, will be invaluable in helping Sheldon maintain its strong record of success and help take us on to bigger and better things.

The SBM will join a LT which comprises some longer-serving members along with newer members: a new Headteacher and Deputy Headteacher were appointed in Sept 2023 to the team. It is a relaxed and friendly team which works cohesively, part of a school that has an incredibly strong collegiate atmosphere. The morale is high, even working through challenging circumstances, where job satisfaction is given absolute priority and where wellbeing is a hugely important consideration.

Excellent inter-personal skills are a prerequisite, as is good organisation, an ability to lead and delegate, and a capacity to work well under pressure. The appointed person will set high personal standards, in keeping with the very high expectations all staff at Sheldon set for themselves. We are a school full of highly-committed, hardworking staff, but also a school in which you will see and hear lots of laughter. I hope that, having read the information supplied and more widely using the website, you will decide to apply for the

position. As well as completing the standard application form, please also include a covering letter, no longer than two sides of A4 in length, outlining your suitability for the post.

If you feel that you possess the necessary skills and qualities and are excited by this rare opportunity, we very much look forward to hearing from you.

Please return your application to Sarah Hill, HR Advisor, by **midday on Monday, 29<sup>th</sup> January 2024** post or email to [hr@sheldonschool.co.uk](mailto:hr@sheldonschool.co.uk). We hope to interview on **Thursday 8<sup>th</sup> and Friday 9<sup>th</sup> February 2024** so if you have heard nothing by this date, please assume you have been unsuccessful on this occasion. If this proves to be the case, I thank you for your interest in Sheldon School and wish you success in your future career.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Peter Lynch', written in a cursive style.

Peter Lynch

**Headteacher**

## Job Description

<b>Postholder</b>	School Business Manager
<b>Responsible to:</b>	Headteacher
<b>Salary/Scale of Post</b>	L10 – L18, £58,959-£71,729
<b>Hours of Work</b>	37 hours per week, 52 weeks per year. As this is a key post, hours worked should be flexible to meet the demands of the position, including attendance at evening Governors meetings and representing the school at key events.
<b>Responsible for:</b>	Finance Manager, Facilities Manager, Office Manager, HR Advisor, Lettings Manager, First Aid, Governance Professional, Domestic Services General Contracts Managers (Catering and Cleaning).
<b>Post Purpose</b>	<p>The post holder will be responsible to the Headteacher to give strategic vision and leadership to all aspects of Budget, Finance and Premises. The post holder will play a central role in the Leadership Team (LT) to lead, operate, maintain and develop the financial procedures and systems of the school, in cooperation with the LT and Governors, ensuring that legal and safety requirements with regards to people, property and function of the school are maintained. To play a central role in maintaining a robust risk management system. To be responsible for providing professional leadership and management of all school support staff in partnership with teaching staff, to improve their effectiveness in order to achieve improved standards of teaching and learning and achievement in the school. To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives. To lead and oversee GDPR within the school.</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated routines are included in the post description.</p>

**Specific Duties**

The Business Manager will be responsible for:

- Lead on the Operations strategy for Sheldon School
- Managing the operation of the support staff and their roles within the school
- Motivating and facilitating teamwork and good practice in order to achieve excellent standards of service delivery.

The Business Manager will be required to undertake the following duties and responsibilities:

**Financial:**

Working with the Headteacher, the Business Manager will prepare an annual budget for the school to be submitted to the Board of Governors and will provide specific expertise in short-, mid- and long-term financial management. The Business Manager will be specifically responsible for:

- Drafting and monitoring the 3-year budget and modelling forward projections of expenditure in relation to changes in income streams
- Ensuring the school has appropriate budgeting and financial systems and managing all aspects of the school's financial systems (including voluntary funds such as Sheldon School Opportunity Fund) in accordance with agreed policies and timetable; ensuring accurate financial records are maintained, and reporting on a regular basis to the Headteacher and Board of Governors
- Preparing and analysing monthly management reports in line with the ATH requirements.
- Overseeing the payroll function, with monthly oversight of processing.
- Supporting staff responsible for delegated budgets with procedures which enable them to monitor these budgets
- Being the main point of contact with the internal and external auditors, ensuring that programme is in place for both external and internal audits and any audit points are addressed
- Preparing and presenting financial estimates (business cases) for proposed school development projects
- Procuring of insurance cover and advising on insurance matters
- Ensuring they are fully conversant with the School Finance Manual and ensuring the latest changes to the Academies Trust Handbook are incorporated as necessary.
- Producing financial records and returns for the Education and Skills Funding Agency (ESFA)
- Preparing bids and submissions for relevant grants, including CIF
- Seeking opportunities for additional fundraising and income generation
- Keeping a current working knowledge of all latest national funding developments
- Overseeing the financial aspects of running school trips
- Overseeing the maintenance of the Asset, Equipment and Business Interest registers
- Overseeing procurement procedures including compliance with legislation

**Health & Safety Services:**

- Working with the Assistant Headteacher responsible for Health and Safety, the Facilities Manager and the Risk Management Consultant, ensure compliance with legislation in relation to Health and Safety, Fire Risk assessment and Asbestos management
- Oversee the development of school security systems

- Oversee the administrative structures and systems, including reprographics services
- Sponsor and maintain the plans for managing the critical incidents and business continuity
- Maintain administration of the minibuses, including training and authorisation of drivers and the production of operating guidelines

**Administration and Personnel Services:**

The Business Manager will be responsible for those aspects of administration of the school, which do not relate to the teaching, supervision and pastoral care of the students. Specific responsibilities include:

- Managing the efficient and effective running of the school's support staff and the range of areas they cover
- Using data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Maintaining close liaison with the school's external HR Consultant
- Oversee all recruitment of support staff
- Overseeing all personnel management casework for support staff
- Undertaking major casework of support staff, using disciplinary processes as required
- Leading reviews of the effectiveness and efficiency of in-house support services
- Lead on the appraisal processes for all support staff
- Managing absences and procedures for absence management for support staff
- Carrying out exit interviews for all support

**Premises:**

Leading and managing the development of the site to:

- Enable the curriculum to be delivered effectively in excellent and safe facilities that comply with all relevant legislation utilising the Good Estates management processes (GEMs)
  - Provide excellent working and recreational facilities for students and staff and, where appropriate, the community
- Maintaining the master development control plan for all new building works, as well as major refurbishment projects
  - Planning, scheduling, procuring and monitoring the safe delivery of all major building and refurbishment projects to ensure minimum impact of the day-to-day activity of the school
  - Overseeing the systems for maintenance and support activity as well as safety checks and the delivery of the minor works and grounds improvement programmes
  - Maintaining close liaison with and coordinating the work of architects and other relevant buildings professionals for major building and refurbishment work
  - Overseeing the purchase of equipment, furniture, fixtures and fittings
  - Overseeing the energy and water consumption and improving and managing the sustainability of the school premises and building in use.

**Domestic Services:**

- Procure and monitor the contract(s) for catering and cleaning services.
- Maintain close liaison with the contractor(s) to focus on quality control and performance issues ensuring a high-quality service provision

<p><b>Commercial Letting Services:</b></p> <p><b>Services to the Board of Governors:</b></p>	<ul style="list-style-type: none"> <li>• Take a strategic lead in the planning for development of facilities needed to support and improve the delivery of both Catering and Cleaning services</li> <li>• Oversee the development of the letting of the school premises</li> <li>• Oversee the management of the Sports Hall and sports facilities</li> <li>• Oversee the management service that the school provides for the Chippenham Astro turf facility located largely on school land</li> <li>• Service the Governors’ Strategy and Audit Committee and Resources Committee and attend meetings of the Board of Governors and other meetings as required by the Headteacher</li> <li>• Sponsor and maintain nominated policies and manuals related to Finance and Premises matters and which contributes to the maintenance of the Health and Safety Policy</li> </ul>
<p><b>Other Duties:</b></p>	<ul style="list-style-type: none"> <li>• Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day to day duties around the school site.</li> <li>• To carry out any other reasonable instructions given by the Headteacher.</li> <li>• All employees have responsibility to understand and abide by the obligations laid down in the school’s equal opportunities policy.</li> </ul>
<p><b>General Conditions</b></p>	<ul style="list-style-type: none"> <li>• All duties must be carried out complying with: <ul style="list-style-type: none"> <li>• The Health &amp; Safety at Work Act.</li> <li>• Acts of Parliament, statutory instruments and regulations, as well</li> <li>• as other legal requirements.</li> <li>• The General Data Protection Regulation (GDPR).</li> <li>• Relevant, nationally agreed codes of practice.</li> </ul> </li> <li>• The post holder may be required to work some evenings.</li> </ul>
<p><b>Other</b></p> <p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• Any other relevant and related tasks within the pay grade at the discretion of the Headteacher.</li> </ul> <p><i>The job description is not a finalised definition of the post. It will be reviewed at key points based upon skills, experience and the interests of the post-holder. It may be amended from time to time after consultation with the post-holder and without changing the level of responsibility of the post.</i></p> <p>Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires a satisfactory enhanced DBS disclosure.</p> <p>In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates’ suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.</p>



## Person Specification

### SCHOOL BUSINESS MANAGER SCALE L10 – L18

#### ESSENTIAL

##### QUALIFICATIONS:

- GCSE or similar qualifications, including English and mathematics (Grade C/4 and above)
- Qualification to A level or equivalent
- At least 1 of the following:
  - Professional qualification in Business Administration or Business Management (or willingness to work towards) – or equivalent
  - Professional qualification in Financial Management or Contract Management – or equivalent

##### SKILLS AND APTITUDES:

- Ability to lead diverse teams to encourage high-quality collaborative working
- Dedicated to applying principles of high-quality customer care approaches in dealing with service users
- Ability to skilfully manage, engage with, and maintain highly effective working relationships with parents, governors, community members, external agencies and other stakeholders
- Awareness of, and enthusiasm for, comprehensive education
- Ability to work on multiple projects/tasks at one time
- Experience of leading and/or managing budgeting and reporting processes within an organisation
- Contract Management experience
- Commercial and business acumen

#### DESIRABLE

- Good (First/Second Class) Honours degree (or equivalent)
- Strong track record of continuous professional development
- School Business Manager specific qualification i.e. DSBM, CSBM, ADSBM or MSc School Business Management
- Member of National Association of School Business Managers
- Qualified CCAB accountant, or equivalent, with some experience in a senior position; or member of Association of Accounting Technicians who has significant relevant experience, in either a charity or educational institution

- Knowledge of site supervision requirements, including Health & Safety standards and practices
- Knowledge of school finance processes and procedures
- Project Management experience
- Understand the principles of environmental sustainability
- Experience of working with internal and external auditors
- Experience of securing grants and funds
- Working knowledge of up-to-date procurement legislation
- A skilled user to a high level of ICT including full range of Microsoft Office software
- Approachable and able to treat staff and information with total confidentiality
- Organised and methodical

- Ability to work under pressure and to deadlines and manage a busy diary
- An authentic and authoritative manager able to articulate to colleagues at all levels, rationale for decisions
- Strong written and oral communications skills. Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy
- Able to lead professional development activity for members of staff
- Ability to assimilate detailed commercial contracts and an eye for commercial opportunities
- A willingness and ability to quickly assimilate information on new areas of work and projects
- A self-motivated, self-disciplined and enthusiastic individual with a commitment to personal and professional development
- Skilled in producing spreadsheet analyses and Management Level reports with costings and recommendations

#### **EXPERIENCE:**

- At least 3 years' experience of a role with significant Financial Management responsibility
- At least 3 years' experience of similar role with significant Financial Management responsibility in a school setting

#### **PERSONAL QUALITIES:**

- Strong leadership skills
- Good team player
- Selfless
- Honest
- A person with strong integrity
- Objective
- Accountable
- Resilient
- Well-organised
- A 'can-do' attitude
- Willingness to 'go the extra mile'
- Good sense of humour



# Sheldon School

Chippenham



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