



'Learning and growing together to achieve our best in the love of God'

SCHOOL BUSINESS MANAGER

Permanent / Term time plus 2 weeks

£27,741 to £29,577 FTE

(SCP 23-25)

15 Hours per week – working pattern to be agreed upon appointment

The Head Teacher and Governors of Rainford Church of England Primary School are looking to appoint a School Business Manager. The main responsibilities will be to ensure the efficient and effective management of the school's financial resources, personnel, premises and health and safety. The post holder will be a key member of the Senior Leadership Team, thus making a significant contribution to the effectiveness of the school.

The successful candidate will:

- Have considerable finance and administration experience in a school setting
- Have excellent IT skills
- Work efficiently to tight deadlines and have excellent literacy and numeracy skills
- Be an effective communicator who is able to lead, multi-task and work as part of a team
- Be prepared to play a full and active part in the life of the school
- Will support the Christian values and ethos of this Church of England Voluntary Controlled School

We are a safeguarding school which is committed to promoting the welfare of children. Appointments are subject to enhanced DBS check, satisfactory references and medical reports. Rainford CE Primary School is committed to a policy of ensuring equality of opportunity in employment for all, and to taking action to avoid discrimination.

For further information, please contact the Headteacher, Mrs Anya Richardson on 01744 883281.

Closing date: Noon on Friday 23rd April 2021

Interviews: Tuesday 4th May 2021

Candidate Information Pack

School Business Manager

Rainford CE Primary School
Cross Pit Lane
Rainford
WA11 8AJ

Telephone: 01744 883281

Website: <https://www.rainfordcofe-pri.st-helens.sch.uk/>

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Our Trust Prayer

We thank you, God of Love, for the gift of children,
Bless the work of our Trust, that in all we do
young people may grow in wisdom and stature,
and so come
to know you,
to love you
and to serve you
as Jesus did.

We make this prayer in his name who is God
with you and the Holy Spirit, now and forever.

Amen

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Letter from Headteacher and Co-Chairs of Governors

March 2021

Dear Applicant

Thank you for your interest in applying for our School Business Manager. We hope you find this information pack useful.

Our mission statement, 'Learning and growing together to achieve our best in the love of God' is at the heart of our school. This drives us to be the very best we can be which inspires our school vision to strive for excellence in everything we do. The successful candidate will act as a positive role model to others in the way they live out their Christian faith and values.

We are extremely proud of our nurturing and aspirational school which offers high-quality education in the heart of the community. We can offer an excellent working environment and the opportunity to be part of a strong staff team.

If you are a highly motivated professional with a commitment to excellence and have a proven track record in financial management, preferably within an educational setting, then we want to hear from you.

Visits to the school are welcomed, out of school hours, following Covid-19 protocols. If you wish to discuss the post or find out more about the school, please contact the School Office and ask to speak to Mrs Richardson.

Yours sincerely

Mrs Anya Richardson
(Headteacher)

Mrs Diane Bate
(Co-Chair of Governors)

Mr Keith Gratton
(Co-Chair of Governors)

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St James' House, 20 St James Road, Liverpool L1 7BY
contact@ldst.org.uk | www.ldst.org.uk

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About Liverpool Diocesan Schools Trust

We believe

Jesus said 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

- Collaboration
- Valuing the Local
- Valuing Difference
- Inclusion

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About Rainford CE Primary School

Our mission statement is 'Learning and growing together to achieve our best in the love of God'

At Rainford Church of England Primary School is a popular and successful school. We aim to provide an inspirational, safe and caring learning environment where the whole school community lives out our Christian values of love, joy, peace, friendship, forgiveness, perseverance and justice. We provide a broad and balanced curriculum, fuelled by the interests of our pupils and aim to meet the learning needs of each individual child, enabling them to flourish, form happy memories and reach their full potential. We are a school in the heart of the community and foster close links with All Saints Church, our parents and the local community.

We joined LDST on 1st March 2021 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our (June 2017) OFSTED where we were rated as good. This rating rewards the hard work and commitment of our staff to school improvement. We will continue improving and reach our goal of being Outstanding, so that all our children reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this, we take full advantage of our fantastic surroundings including a spacious playgrounds and field, small woodland and access to the Linear Park. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

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Job Description

Role Title	School Business Manager
SCP	23-25
Hours	15 (term time only + 2 weeks)
Salary	£27,741 to £29,577 FTE
School	Rainford CE Primary School
Main purpose of the role	
<p>To enable successful teaching and learning across the school through supporting the headteacher and staff team by:</p> <ul style="list-style-type: none"> > Ensuring the smooth and efficient running of the school office and of the school's financial, administration, personnel, premises, business and support services > Contributing towards the caring, inclusive and child-centered ethos of the school > Meeting with the headteacher, governing body and other relevant members of the leadership team as appropriate, on a regular basis, to provide an overview of key issues relating to financial, administration, premises, business and support service matters including identifying priorities and contributing to strategic planning in line with the school's ethos and the School Development Plan > Managing all administrative and site management staff > Attend governors' meetings to report on school finance and business 	
Core responsibilities and tasks	
<p>Finance:</p> <ul style="list-style-type: none"> • Assist in the preparation and planning of the school's annual budget with stakeholders and Trust Central Team. Ensuring that the budget is administered and monitored in accordance with Trust financial regulations. This will include closing the annual budget accounts, reconciling final accounts in line with consistent financial reporting. 	

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- To be responsible for strategic planning aspects, including all financial implications and ensuring the school makes best possible use of the resources available.
- To process monthly payroll sign-off. Ensure all overtime and staff sickness is submitted to payroll, on a monthly basis.
- Ensuring adequate accounting and other financial systems are in place and operated, including the payment of invoices and monthly reconciliations.
- Ensure all items of income are posted correctly including school money weekly reconciliations. Liaise with outside agencies and parents/carers regarding financial matters.
- Providing accurate and up to date financial advice, information and reports to budget holders, Headteacher, Governors and Trust Central team as required.
- Arranging and supervising the school's contracts and Service Level Agreements with external suppliers of administration and financial services.
- Ensuring that the school achieves value for money in the execution of its activities, managing procurement and ensuring orders are placed in accordance with regulation.
- Ensuring the presence of adequate financial controls at all levels, agreeing and implementing audit recommendations and accounting correctly for VAT.
- Attending and contributing to Governors' Meetings on financial matters as required.
- Ensuring adherence to the Academy Financial Handbook and the Trusts Financial Procedures.
- Identify opportunities for additional funding, write bids as required by Headteacher
- Manage the tendering of all service contracts with a view to cost effectiveness.
- Deliver financial training, advice and support to all budget holders.

Personnel:

- To co-ordinate all support and teaching staff recruitment.
- To be responsible for the effective administration of the recruitment process ensuring DBS, references, qualifications and other relevant personnel material are sighted and checked. To maintain confidential staff records and to ensure that staff records are held in school securely.
- Ensuring the Single Central Record is up-to-date and held in line with the latest Trust and Ofsted advice.
- Managing the Sickness Absence procedure including inputting data to school and payroll systems and providing reports.
- To liaise with teacher supply agencies and their staff and to ensure appropriate safeguarding.
- To liaise with payroll with any changes to staff hours and duties, including overtime. To prepare and process additional hours and pay claims on a monthly basis.

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- Ensuring adequate personnel systems are in place and to implement these including salary assessments, issuing of and amendments to contracts, payroll notification, monitoring of all salaries, absence returns, confidential files.
- Complete Staff Absence Insurance claims.
- Contribute to the development of staff through CPD and staff induction.

Management and Information Systems:

- Maintain personnel records for all staff.
- Oversee maintenance of pupil data records.
- Responsible for submission of all returns and relevant information including School Census, Workforce Census and Key Stage Results.
- To lead planning of the effective provision of IT resources for the school including hardware/software.

Premises:

- To line manage the premises staff and ensure the maintenance of all school buildings, ground and utilities, ensuring that any repairs are promptly and properly carried out.
- To oversee the management of facilities including use of facilities and associated income.
- To oversee the management of building works and ensure contractors comply with health and safety requirements.
- To ensure the Asset Register is up to date.
- To liaise with the premise's consultant with regard to statutory Health & Safety obligations for the school site and any day to day issues relating to the smooth running of the school.
- To support site management team with securing of school premises when required.

General Management and Administration:

- Promoting the school to parents, visitors and the wider community in line with its ethos, by providing a welcoming and supportive point of contact either face to face, by telephone, or via email; ensuring the provision of a welcoming, tidy and efficient school office and reception area; establishing and maintaining good working relationships with the whole school community.
- Ensuring that the school's policy for safeguarding is applied (overseeing the admittance of visitors).
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services in line with Trust Scheme of Delegation.
- Promoting the school and advising parents in relation to admissions and in-year admissions into the school; notify the Headteacher of any in year

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applications; coordinate parental visits; manage admissions – maintaining the waiting list and applying the admissions policy.

- Ensuring that Management Information Systems and records are maintained and kept up to date.
 - Ensuring adequate systems are in place for recording, monitoring and reporting of attendance and punctuality information in line with the school policy and ensuring that pupils records are maintained.
 - Support the Headteacher with correspondence, policy documents and publications as required.
 - Advising and assisting the Headteacher with all Service Level Agreements and other contracts including the school's catering and cleaning services.
 - Assisting in the coordination of special school events.
 - To liaise with the school's educational visits coordinator to facilitate school trips and the annual school residential trips – including appropriate travel and financial arrangements.
 - To liaise with appropriate staff to maximise sources of income.
 - Undertaking any other relevant duties within the competence of the post holder at the request of the Headteacher.
- **Admissions:**
- Coordinate the admissions arrangements for school and nursery.
 - Co-ordinate Y6 pupil transfer to Secondary School.

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Person Specification

We strive to achieve excellence and to not only maintain our school, but to improve and enrich our school. To achieve this, you will need to:

- Champion and role model a culture of high aspirations and high expectations.
- Work flexibly to meet the changing demands and priorities.
- Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high-quality education.
- Engage with and promote the aims and objectives of both the school and LDST.

	Essential or Desirable	Evidence
A. Education / Expertise		
Certificate/Diploma in School Business Management or relevant professional qualification at degree level	D	AL
Formal qualification in English and Maths	E	AL
Experience of working successfully in a business environment (preferably in a school)	D	AL, I, R
Minimum of 3 years experience of working at management level	<u>D</u>	AL, R
Operating calmly under pressure and meeting deadlines	E	I, T, R
Working as part of a team	E	I, T
B. Knowledge and Understanding		
A sound knowledge and understanding of financial regulations pertaining to schools	E	AL, I, T
An understanding of school and DfE systems and procedures	D	AL, I
An understanding of terms and conditions of employment for school staff	E	AL, I
An understanding and commitment to equal opportunities	E	AL, I

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Sound knowledge of school-based software (e.g. SIMS)	E	AL, I, R
Sound knowledge of Microsoft Office, including Excel	E	AL, I, T
Knowledge of Health and Safety legislation	D	AL, I
The value of a well organised school office	E	AL, I
Needs of a whole school community	E	AL, I
C. Skills and Abilities		
Excellent financial management and analytical skills	E	AL, I, T
Excellent verbal and written communication skills	E	AL, I, T
High level of literacy, numeracy and ICT skills	E	AL, I, T
Ability to maintain confidentiality and discretion at all times	E	AL, I
Ability to lead and manage other members of staff	E	AL, I
Ability to relate well to children and adults	E	AL, I, T
Ability to self-evaluate learning needs and actively seek professional development	E	AL, I, T

Key AL = application; I = interview, T = task, R = reference

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Liverpool Diocesan Schools Trust is a company limited by guarantee. Company Number 09235635



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How to Apply

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.

Application Process

The application process for this role is a two-stage process:

- Application form
- Interview and tasks

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email headteacher.rainfordp@ldst.org.uk or contact the School Office on 01744 883281

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Friday 23rd April 2021

Interview Date: Tuesday 4th May 2021

Start Date of Post: as soon as possible

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