

# School Business Manager

An opportunity to make  
your mark



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# Welcome from the Headteacher

**Dear Candidate,**

Are you looking for an opportunity to be a valued member of an outstanding leadership team and work with us to take Ambler to the next level?

I hope so ...

Thank you for your interest in our School Business Manager role at Ambler Primary School and Children's Centre.

Ambler is a unique provision committed to achieving the very best outcomes for children from 6 months to eleven years.

The school was recognised as Outstanding in 2016, and in January 2020 the Children's Centre was too!

Our motto is 'Achieving More', we are always looking towards what is next, and so we know the value of investing in staff training and development.

The successful candidate will be a core part of our SLT, able to make their mark with inspiring leadership and new initiatives, driving improvement with rigor and bringing the team with them. They will have strong school business manager experience as well as a high level of competence in Finance, HR, Premises and line management.

You will work closely with me and we can offer you the support of a dynamic leadership team, and a warm, positive and fun working environment where everyone is valued.

Ambler is an innovative, creative and ambitious place to work. We are a part of a very forward thinking collaborative of 23 schools called The Future Zone, which provides amazing opportunities for staff and pupils on various levels.

We are in a great location, with excellent transport links and in pre covid ( and hopefully again post covid) we took full advantage of everything on our doorstep ; with trips and visits that offer rich first-hand learning experiences for the children and great connections to our local community and organisations that can support the school.

I really hope that you will become as excited as we are about Ambler and you do apply.

Visits to the school are encouraged – Please just ring the office who will make an appointment for you if you'd like to drop in and see the school in action.

Looking forward to meeting you.

**Juliet Benis**  
**Headteacher**



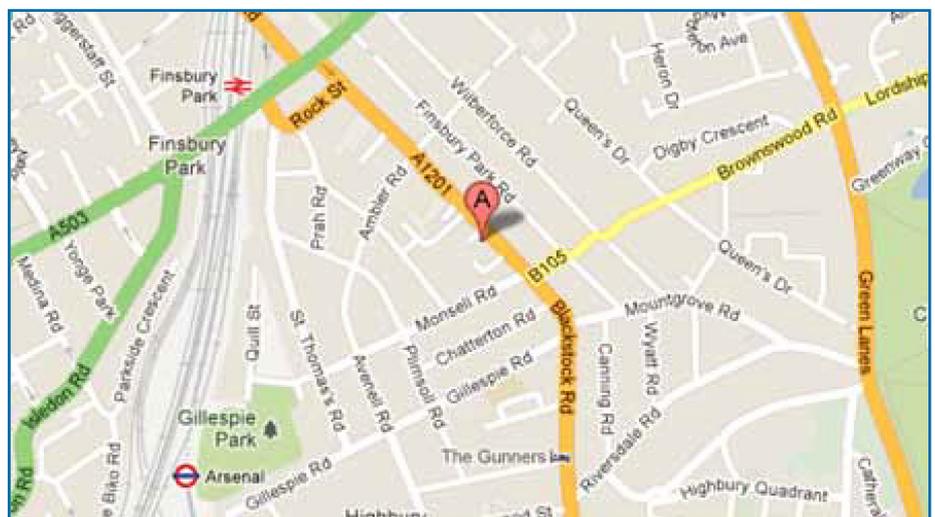
# Why come to Ambler?

## Information about the school

The Ambler campus of school and children's centre provides a seamless integrated service from pre-birth to the end of year 6 together with adult and community learning opportunities, recreational activities for the wider community and comprehensive extended day provision. We have the privilege of working in a very rich and diverse community. The campus serves many children and families from a range of backgrounds and cultures and this vibrant blend makes the Ambler community a unique and energising place to be.

## Why come to Ambler?

- The prospect of growing as a professional across an outstanding school and an outstanding Children's Centre
- Chance to work with other schools within the Future Zone and the opportunities this brings
- A chance to make your mark within the school and Islington
- Opportunity to truly be a Senior leader as the SBM is firmly on the SLT
- The power to make a strategic and operational impact
- Enticing Inner London pay rates
- Engaging and highly motivated team
- Highly supportive staff and dedicated governors
- Further Professional Development
- Excellent location at the heart of Islington



**Ambler Primary School  
and Children's Centre**  
Blackstock Rd,  
Finsbury Park,  
London N4 2DR  
Tel: 020 7226 4708



## Determination

You can show determination by:

- Trying your best
- Working hard in anything you find difficult
- Focusing on specific steps or targets
- Breaking your goal down into small steps
- Taking one step at a time if necessary
- Accepting that some goals require hard work
- Being persistent and tenacious

## Resilience

You can show resilience by:

- Never giving up
- Persevering when working towards your goal
- Trying to achieve your personal best
- Overcoming the fear of failure
- Keep on going even when it gets tough
- Having the ability to problem solve
- Bouncing back from obstacles

## Enthusiasm

You can show enthusiasm by:

- Putting all your energy into anything you do
- Being passionate about what you are doing
- Supporting and encouraging others
- Showing positive body language: smiling
- Taking a keen interest in any task even though it may seem difficult
- Participating positively in all activities

## Ambition

You can show ambition by:

- Identifying and aiming for a goal
- Knowing the steps to achieving your goal
- Pushing and extending yourself
- Believing that nothing is impossible
- Keeping focused on the 'big picture'
- Articulating your ambition and your progress
- Knowing there are different routes to success

## Motivation

You can show motivation by:

- Being prepared to work hard
- Dealing with failure or setbacks positively
- Really wanting to achieve success
- Understanding why you are doing something
- Being driven and keen
- Accepting and understanding constructive criticism
- Being aware of your own areas of development

## Self-belief

You can show self-belief by:

- Showing bravery
- Taking risks and trying new things
- Recognising what you are good at
- Having confidence that you will achieve
- Saying 'I can do this!'
- Visualising yourself succeeding
- Learning from your mistakes

## School Business Manager

**Salary: PO6 – PO7, £48,576 - £55,665 pa**  
**Contract: Full Time, Permanent, 35 hours per week**  
**Post is available either All Year Round or TTO plus 2 weeks**  
**Required for: February 2021**  
**(The terms are negotiable for the right candidate)**

Ambler Primary School and Children's Centre is a vibrant, forward-looking school and a great place to work. It is at the heart of Islington and can give the right person a chance to grow as a person and a professional.

Working in an outstanding setting, you will also have the ability to collaborate with 23 exciting schools which are part of The Future Zone. Thus, giving you an amazing opportunity to set your mark on the Business and operational provision not only within Ambler but within the wider school community in Islington.

Along with truly being part of the senior leadership of the school, you will also have an opportunity to take charge of the strategic development and management of the operations areas. All aspects of administration, finance, HR, premises, resources and H&S are within the remit of the role. You will need to have experience in leading and motivating teams and a strong understanding of business.

### The successful candidate will be:

- A strategic thinker with professional attitude and sound transferable skills
- Experienced at school business management, or highly relevant finance and resources management
- Dynamic, highly organised and able to introduce creative solutions
- Completer/finisher with a passion for leading and supporting people
- Innovative in using new technology to enhance efficiency and communication

We would welcome, and encourage, the opportunity to show our school to interested applicants. Please see our website <http://ambler.islington.sch.uk> to get a flavour of Ambler.

**Closing date:** midnight, Sunday 6 December 2020

**Shortlisting:** Monday, 7 December 2020

**Selection dates:** w/c 14 December 2020

*The school is committed to the safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS disclosure.*

**Your chance to set  
your mark**



## The SBM job areas and focus

- Lead, develop and manage support services and non-curriculum activities to support the best possible outcomes for pupils 0-11 years.
- To be an integral part of the Leadership Team of Ambler Primary School and Children's Centre.
- Formulate with the leadership team and governing body, in consultation with parents, staff and governors, the vision and overall aims and objectives of Ambler Primary School and Children's Centre, developing policies and procedures to support this.
- To have overall responsibility for management of all financial matters, including strategic planning, reporting, budgeting, systems and controls.
- Provide strategic leadership on other core business services included ICT, human resources, premises management, catering, lettings, extended day, security and health & safety, administration and operations in order to facilitate creating an outstanding educational environment for pupils.
- In the absence of the Headteacher, take delegated responsibility for Financial and other decisions.
- Lead a culture where Health and Safety are prioritised across Ambler Primary School and Children's Centre core and extended day services and lettings and informs strategy, planning and decision making.
- Lead and develop the finance, front desk, administration, premises and extended day teams to ensure they meet the needs and support the aims of the school and children's centre. Manage and deploy these staff in the most effective and efficient way, setting objectives and leading on Performance Management.
- Provide management and business planning that delivers the best practice and best value through the establishment of effective systems of target setting, performance management and stakeholder feedback that encourages an innovative and creative approach to service delivery and meets the needs of the curriculum.
- Strategically lead the use of existing technology using innovation to enhance teaching, personalised learning and support business management processes.

### Key areas

- Human Resources
- Extended Day
- Premises
- Catering
- Health and Safety

- Leadership and Strategy
- Management
- Finance
- ICT
- Administration & Reception

*A full and detailed Job Description is available in addition to the information pack.*

Essential criteria	
Qualifications and experience	
1	A degree / professional qualification relevant to the post such as DSBM, ADSBM or accounting qualification (or willingness to work toward it)
2	Substantial successful management experience, preferably across education, finance, ICT, personnel or facilities management
3	Experience of developing and implementing policies and procedures related to HR, finance, health and safety, ICT, education and safeguarding
Knowledge and skills	
4	Proven ability in developing, setting and monitoring large budgets
5	Advanced ICT skills, including a good understanding of ICT systems and the ability to develop them
6	Evidence of the personal and leadership qualities required to set an example to others and to lead a team, including the ability to motivate and support a team
7	Evidence of good interpersonal skills and the ability to develop and maintain good relationships with all stakeholders
8	Ability to communicate clearly and concisely both orally and in writing and to produce technical and financial information in a way that is comprehensible to lay persons
9	To be able to use initiative, and have well developed incisive analytical and problem solving skills
10	A completer/finisher who is able to effectively lead their team as well as the key areas of the job
Personal attributes	
11	A genuine interest in the education and well-being of children and young people and an understanding of working in an education environment with pupils
12	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service
13	Ability to form and maintain appropriate relationships and personal boundaries with children and young people

***Please address each of the PS points providing clear examples to illustrate your knowledge, skills, abilities and experience.***

# Selection process and how to apply

## Application deadline

Completed application forms must be received by midnight, 6 Decemebr 2020. There are two available channels for application documents submission:

- Apply online at [www.islington.gov.uk/jobs](http://www.islington.gov.uk/jobs);
- Email documents to: [krasi.toneva@islington.gov.uk](mailto:krasi.toneva@islington.gov.uk).
- Please note that application forms should not be returned to the school.

## Completing your application

Candidates are asked to complete all the standard information required on the application form, and to submit a supporting statement, addressing all of the criteria identified at application stage.

## Informal discussion and visits

For an informal discussion about the post please contact Krasi Toneva, Senior Recruitment and Business Support Adviser at [krasi.toneva@islington.gov.uk](mailto:krasi.toneva@islington.gov.uk). Due to Covid restrictions, we might not be able to accommodate visits to the school at this stage.

## Selection procedure

The selection will be by a panel of School Leaders. Candidates will be notified immediately after shortlisting has taken place on Monday, 7 December 2020. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone, e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

The selection process will take place w/c 14th December 2020. This is likely to be in 2 stages:

- **Stage 1:** A short interview and selection tasks conducted over Zoom
- **Stage 2:** Candidates successful at Stage 1 will be invited for an in-depth interview at the school.

## References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required. The post will be offered subject to satisfactory completion of pre-employment checks.

## Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



**Ambler Primary School and Children's Centre**  
Blackstock Rd, Finsbury Park, London N4 2DR  
(T) 020 7226 4708  
<https://amblerprimaryschool.co.uk/>  
<https://amblerchildrenscentre.co.uk/>

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