



School Business Manager

Hanover Primary School

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Information about the school



Welcome from the Headteacher

Dear candidate

Thank you for your interest in applying for the role of School Business Manager at Hanover Primary School. We are keen to appoint the right person: someone who will share our values, but who will also challenge us, helping us to raise standards even further.

Hanover is a thriving school in the heart of London. Results have improved significantly over recent years, and our educational practice is innovative in many ways. We work closely with other schools as well as the Local Authority, and are always seeking to improve whilst looking after our staff. Hanover's budget has been well-managed, and we are operating on a small surplus.

The administrative team is at the heart of a great school, and financial management is becoming more and more crucial. The SBM and the admin team are the engine that drives the school vision, as well as being the face of the school community.

We are looking to recruit someone who

- can work autonomously
- can lead a team effectively, and works well as a team-player
- is efficient, competent and productive
- can lead the planning, development and organisation of support service systems
- communicates effectively with parents, pupils and staff
- has exceptional financial management skills
- has ideas, and can put them into practice
- can think strategically as part of the Senior Leadership Team.

The successful candidate will work well both within the school and across our local authority and network. They will work with our excellent Administrative Officers to ensure we offer the very best to our community.

We can offer a great deal in return. As a key member of our team, the successful candidate will benefit from meaningful professional development, and a central role in forming a new administrative team with bespoke support from leaders within Islington. We treat our staff well, and offer a caring, professional and energetic team who are keen to work collaboratively, as well as a thriving school that is keen to take its practice to the next level.

We encourage visits from potential candidates – please contact the school office to arrange this. Please take a look at our [website](#) and our social media (@hanoverschool on [Twitter](#) and [Instagram](#)) to understand more about Hanover.

Best Wishes



Jack Sloan, headteacher



Vision and Ethos

Vision Hanover Primary School

- Provides an excellent standard of education, with all children challenged to make rapid progress from their starting points, so that they leave our school well-prepared for their futures
- Produces happy, well-motivated, well behaved and healthy children who have a lifelong habit of learning
- Is a community school at the heart of its community, where everyone finds a sense of belonging
- Is recognised for high-quality teaching, and for a broad and balanced curriculum, including the provision of STEM, the arts, music and PE
- Enjoys a successful partnership with parents and carers, who are fully engaged in their children's learning
- Is outward-looking and has excellent links with external agencies and other key stakeholders



In order to uphold this vision, we hold the following ethos

- We believe in a community where all children and adults are valued and welcome, and are enabled to make a positive contribution
- We believe that everyone thrives in a safe, caring and respectful environment, where no poor or disruptive behaviour interrupts the learning of individuals or groups
- We value kindness, cooperation and mutual respect
- We value diversity in our community as a strength and work actively against any form of discrimination and prejudice

School information and location

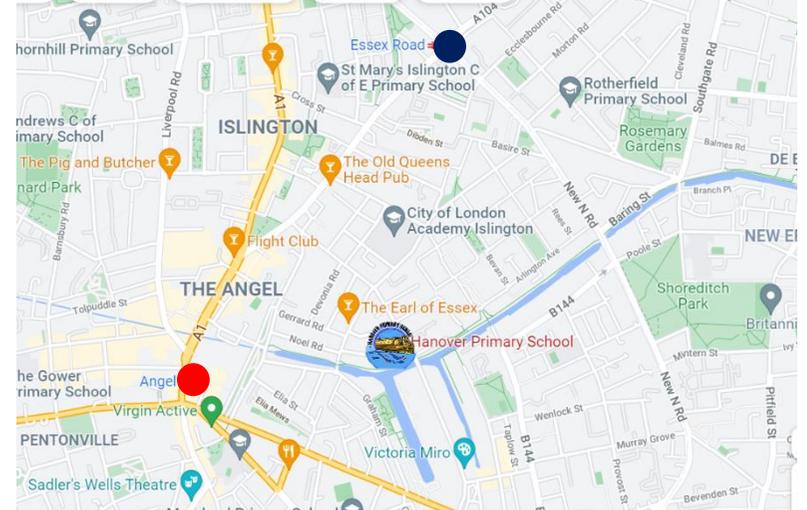


Hanover Primary School

Noel Road, Islington
London N1 8BD
Telephone: 020 7689 8949
<https://www.instagram.com/hanoverschool/>
[@hanoverschool](https://www.instagram.com/hanoverschool/)

 **Angel Station**

 **Essex Road Station**



<https://www.hanover.islington.sch.uk/>

A warm welcome to Hanover.

We are a successful and innovative community school at the heart of its community and an exciting place to work. A place where children and adults alike are on a constant journey of discovery.

Information about the role



Advert

School Business Manager

Salary: PO4 – PO5, £42,609 - £48,576 pa

Actual salary: £39,550.53 - £45,834.50 pa

Contract: Full Time, Permanent, 35 hours per week, TTO plus 3 weeks

Required for: January 2022 or earlier if possible (The terms are negotiable for the right candidate)

Hanover Primary school has a fantastic opportunity for a School Business Manager who will oversee the business, administration, finance and premises functions within the school. As a Senior Leader, the SBM will bring strategic and creative thinking, a positive approach, and an adaptive and calm personality.

The right candidate will be a clear communicator, a team worker who can bring the team with them and able to find solutions. We truly believe in our values and ethos and the SBM will need to embrace those so they feel empowered to contribute positively and work with cooperation and mutual respect.

The role will also open a chance to collaborate with 23 fantastic schools which are part of The FutureZone. This gives the SBM an amazing opportunity to make their mark on the business and operational provision not only within Hanover but within the wider school community in Islington.

For an informal discussion about the post please contact Jack Sloan, Headteacher. We would love to show you Hanover in person; to book a visit, contact the School Office on 020 7689 8949.

Closing date: midnight, Sunday 31 October 2021

Shortlisting: w/c 1 November 2021

Interview date: 15 November 2021

To apply for the role, please visit www.islington.gov.uk/jobs. If you have any queries, please contact Krasi Toneva, Senior Recruitment and Business Support Adviser on 078 34 808478.

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.

Job Description

Job title:	School Business Manager
School:	Hanover Primary School
Grade:	PO4 – 5
Line manager:	Headteacher
Supervisory responsibility:	Line management supervision of administration and premises staff Conduct the performance management of above staff
Hours:	TTO with 3 additional weeks

Purpose of the Job

- To strategically advise the school leadership team on all aspects of management in relation to non-teaching administration.
- To manage the data and administration systems in schools ensuring compliance with statutory regulations and deadlines.
- To manage the financial and administrative functions in the school.
- To manage the data and administration systems ensuring compliance with statutory regulations and deadlines.
- To be a high-level administrative resource, advising on personnel and procurement, and coordinating and monitoring all contracts.
- To ensure that the admin support staff provide an efficient administrative service to the Leadership Team, teaching staff and Governing Body.
- To manage the Premises Manager, and the key functions around the smooth-running of the school premises.
- To assist with income generation, preparing funding bids as necessary.

MAIN DUTIES AND RESPONSIBILITIES

Data and Management systems

- To oversee the development of all management systems in the school.
- To ensure data systems in relation to pupil data are used efficiently and that statutory returns are completed on time.
- To support and train other staff in data management and administrative systems.

Finance and Procurement

- To manage efficiently all matters relating to the administration of school finances.
- To maintain and oversee school bank accounts, VAT accounting and payment, cash handling, and relevant school web applications.
- To provide financial management information to the Senior Leadership Team and the Governing Body.
- To prepare: all school accounts; income and expenditure reports in accordance with DfE regulations; accounts for submission to auditors; and returns to the LA as necessary.
- With the Headteacher/Deputy, to undertake an annual budget planning exercise informed by the school improvement plan, for the approval of the Governing Body.
- To allocate the agreed budget to specific budget holders; to produce budget monitoring and other financial reports for the Governing Body.
- To advise the Senior Leadership Team of any potential deficit and the implications of this, and to make recommendations on possible solutions.
- To take responsibility for monitoring payments of salaries, ensuring that returns are completed to deadline e.g. pension, taxation and NI.

- To oversee ordering of and payment for all goods and services provided to the school or by the school.
- To manage procurement, and undertake best-value reviews, including an annual review of all service contracts with Islington Schools HR and the London Borough of Islington.
- To use and be responsible for the school's I.T. finance systems (FMS6, Excel, etc).
- To maintain the school's inventory of assets; to comply with procedures for the disposal of redundant equipment/assets.
- Oversee cash handling procedures within the school.
- To take responsibility for whole school insurance; to handle any claims that arise.
- To prepare bids and secure sponsorship for extracurricular activities, in liaison with colleagues.
- To be responsible for the arrangement of bookings, transport and catering for out-of-school activities, including residential trips.

Human Resources

- To take responsibility for the efficiency and effectiveness of admin services.
- To act as a Line Manager for admin and premises staff, implementing an induction, Performance Management and training process.
- To ensure that all school job descriptions are kept under review.
- To ensure staff records are up to date, including all sickness and other absences; to identify emerging sickness management issues and raise them with the Headteacher.
- To liaise with relevant agencies/bodies on pay related matters.
- To advise the Headteacher on HR issues.
- To ensure the timely completion of data returns e.g. annual DfE return.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.

- To prepare reports for the Governing Body Resources Committee as required.

Premises

- To ensure that buildings, grounds and facilities are developed and maintained to the highest standard.
- To manage lettings, ensuring they are consistent with the values of the school.
- To ensure accurate records of damage, loss or vandalism are maintained.
- To create an environment that is welcoming, attractive and functional.

Information and Communication Technology

- To manage the school's administration network and identify enhancements as required.
- To implement all upgrades to the administration network and ensure backup for data.
- To ensure that all admin staff are adequately trained in appropriate ICT software.
- To ensure the school operates within the current Data Protection legislation.
- To manage the school's website, ensuring it is kept up to date and compliant.

General Management

- To undertake such other duties as may be required by the Headteacher, which are commensurate with the job and grade;
- At all times carry out duties with due regard to the school's Health and Safety Policy.

Personal Responsibilities

- To carry out all duties in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use ICT systems to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To ensure a high standard of confidentiality and integrity in all school matters.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

Performance Standards

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.
- To work to the Institute of School Business Managers' professional standards.

Person Specification

What we look for in the ideal candidate

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 members of the school community, staff of the LBI and relevant agencies
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
Personal attributes	
10.	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
11.	A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service
12.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Application process



How to apply

Application deadline

Completed application forms must be received by midnight, Sunday 31 October 2021 and you can apply online at www.islington.gov.uk/jobs.

Please note that we only accept online application forms. CVs, hard copy or late applications will not be accepted. The application forms should not be returned to the school.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

Visits

For an informal discussion about the post please contact Jack Sloan, Headteacher. We would love to show you Hanover in person; to book a visit, please contact the School Office on [020 7689 8949](tel:02076898949).

Shortlisting and selection procedure

The shortlisting and selection will be made by a panel of senior leaders, governors and Local Authority colleagues. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

We are planning the selection process to take place **w/c 1 November 2021**. The selection process will be at Hanover Primary school on **Monday, 15th November 2021** and this will have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References and appointment

Candidates are advised that references will be taken up after the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

This post is subject to a period of 6-month probationary period.

Safeguarding children

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



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