

## Information for Applicants

School Business Manager

37 hours per week  
Permanent – Full Time  
Grade M Scale Point: 36-40

Required from January 2023

Sherburn High School  
Garden Lane  
Sherburn In Elmet  
Leeds, LS25 6AS

Tel: 01977 682442

Email: [admin@shs.starmat.uk](mailto:admin@shs.starmat.uk)

Headteacher: Ms Miriam Oakley

Dear Applicant,



Thank you for your interest in the post of: **School Business Manager**

I am delighted that you are interested in joining “Team Sherburn” as a member of our Support Team. Teaching is at the heart of what we do and it is essential that all applicants share our passion for teaching and learning. For us, school improvement takes place through every interaction and the very best place to implement and embed positive change is in the classroom.

We strive to be open, honest and up for the challenge! We don’t claim to know all the answers or to always get it right, but we do claim to try our very best to support and care about every single young person in our school as summed up by our school motto “Achievement for All.”

With under 1000 students, we believe that Sherburn High is an 11-18 school, which is big enough to deliver, but small enough to care. We are extremely proud of the open and welcoming nature of the school from both the staff and students; the sheer variety of activities offered both within the curriculum and after school hours. We are proud of our student outcomes, our strong reputation for looking after our students and where high standards of conduct are non-negotiable. We believe that it is a combination of these factors that means that our student numbers are growing and that places for September 2023 are oversubscribed.

We are fortunate to have an established and cohesive team of outstanding practitioners within a successful and vibrant school. At Sherburn we do not limit our definition of achievement simply to academic pursuits. We believe in developing well-rounded individuals and, as such, we make a significant investment in sports and the arts.

Over the last four years, the school has taken huge steps forward. The platform we have for continual improvement is secure. The students here are fantastic to work with and they come to school eager to learn. The staff team is professional, supportive, and collaborative; there is a positive, aspirational atmosphere and an impressive level of commitment from everyone to continue moving the school forward.

We have excellent relationships with a wide number of schools and academies through our partnership work and of course membership of the STAR Multi-Academy Trust. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

If you would like to know more about the school and its activities, please look at our website [www.sherburnhigh.co.uk](http://www.sherburnhigh.co.uk). and get in touch.

A handwritten signature in black ink that reads 'M - Oakley'.

Miriam Oakley  
Headteacher



## THE SELECTION PROCESS

If you wish to apply for the post of School Business Manager, then you should:

- Fully complete the online application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of **two** professional referees with one being your current employer (with email addresses). If you are currently working in a school please ensure one of your referees is your current Headteacher. **Do not enclose additional CVs.**
- In your application please address how your experience to date best fits you to the requirements of the following sections of the person specification:
  - Experience
  - Skills and Knowledge
  - Personal Qualities

The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

Your audience for your written work will be school staff and governors.



## Timeline for the Selection Process

Closing time/date for applications	12pm Monday 12th December 2022
Shortlisting	Monday 12th December 2022
Invitation to interview by telephone/ Confirmation by email	Tuesday 13th December 2022
Interview day	Thursday 15th December 2022

Completed applications should be emailed to [recruitment@shs.starmat.uk](mailto:recruitment@shs.starmat.uk). All emails will automatically be acknowledged. If you do not receive an acknowledgement please contact Human Resources on 01977 687969.

If you would like an informal conversation or to visit the school, please contact Sara Simpson on 01977 682442

### [Support Staff Application Form](#)

Candidates who have not been notified **a week after the closing date** are asked to assume their application has not been successful in this instance. Unfortunately, we are unable to provide feedback to applicants who are not shortlisted.

## Appendices

<b>1</b>	The School Vision and Values Statement
<b>2</b>	Job Description and Person Specification for the role of School Business Manager
<b>3</b>	Team Information
<b>4</b>	Whole School Information
<b>5</b>	Local Area Information



## Appendix 1: The School Visions and Values Statement

### Sherburn High School Aims & Vision

We want members of our community to be:

- Skilled for the future
- Lifelong learners
- Emotionally resilient
- Confident
- Aspirational
- Open-minded
- Kind to themselves, others and their environment

All STAR MAT partner schools offer their students the following opportunities to develop:

Themselves to become:	Their ability to interact with others and contribute positively to society to become:	The knowledge and skills which will equip them for life, with an entitlement to:
<ul style="list-style-type: none"> <li>● Physically and mentally healthy</li> <li>● Informed risk takers, problem solvers and critical thinkers</li> <li>● Articulate communicator</li> <li>● Reflective, resilient and able to self-regulate</li> </ul>	<ul style="list-style-type: none"> <li>● Tolerant and respectful of others: different people, places and cultures</li> <li>● Responsible, aware and engaged citizens: locally, nationally and globally</li> <li>● Able to develop appropriate and successful relationships</li> </ul>	<ul style="list-style-type: none"> <li>● Develop mathematical fluency and essential literacy skills</li> <li>● Be taught a broad, rich and age appropriate programme of study in every subject</li> <li>● Stimulating and exciting learning experiences both within and beyond the 'classroom'</li> <li>● Opportunities to take part in sport, performance and other creative activities</li> <li>● Careers education and guidance</li> </ul>



## Appendix 2a: Job Description

**JOB TITLE:** School Business Manager

**GRADE:** Grade M (Scale Point 36-40)

**HOURS PER WEEK:** 37 Hours per week (8.30am - 4.30pm) Full term

**RESPONSIBLE TO:** Headteacher

### JOB PURPOSE:

To provide specialist advice and guidance to the Headteacher and governors in the strategic and day to day management of the school budget

To ensure appropriate resourcing in the day to day management of the school and site

To provide strategic vision and leadership, and to lead and manage teams of staff in all aspects of budget, finances, site, Human Resources, ICT development and Administration

Manages the contracts for the school

Associate member of the Senior Leadership Team

Supports a cluster of finance and operations colleagues within the STAR MAT

<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>● To review and assess school priorities for planning, preparing and forecasting school budget</li> <li>● To provide comprehensive management and guidance to the Headteacher for the effective development and control of the school's financial growth, income generation and contract coordination</li> <li>● To provide information analysis to support school planning and improvement</li> <li>● To determine the need for and arrange provision, analysis and evaluation of data and detailed reports and information</li> <li>● To be responsible for the effective operation of appropriate administrative and financial systems</li> <li>● To create asset management plan and to maximise income generation via pursuing grant applications, charitable donations and other possible sources of revenue</li> <li>● To generate an annual taking per annum (in negotiation with the Headteacher) through sales, sponsorship, lettings and catering.</li> <li>● To have oversight of all capital projects</li> <li>● To be innovative and creative and to promote change</li> <li>● To ensure compliance with legal, regulatory, ethical and social requirements</li> <li>● To develop and implement key policies to ensure compliance with legislation</li> <li>● To write reports as required for the Headteacher and/or governors</li> <li>● To ensure returns are submitted on time</li> <li>● To be responsible for the operation of an effective payroll system</li> <li>● To lead on development of administrative and financial systems in areas of responsibility</li> <li>● To negotiate, manage and monitor contracts, tenders and agreements ensuring best value at all times</li> <li>● To provide operational and strategic support to the Headteacher in the event of an emergency</li> <li>● To be responsible for the school emergency recovery plan</li> </ul>

<b>Communication</b>	<ul style="list-style-type: none"> <li>● To establish good working relationships and communicate effectively with all staff, students, contractors and external partners</li> <li>● To be responsible for the effective communication with all support staff, holding regular team meetings with the staff they manage</li> <li>● To represent support staff at relevant meetings</li> <li>● To attend governors and MAT meetings as appropriate, including evenings</li> </ul>
<b>Strategic Management</b>	<ul style="list-style-type: none"> <li>● Responsible for securing sponsorship/funding and the preparation and submission of bids for financial grants</li> <li>● Identify risks and assists in drawing up contingency plans</li> <li>● To maintain and update development plans in collaboration with the headteacher and MAT</li> <li>● To ensure that the school is fully prepared to meet and maintain the Financial Management Standards</li> <li>● Develop and implement strategies, procedures and policies for the school that have a long term impact</li> <li>● Make the best possible use of resources through effective planning, considering all financial and other resource implications</li> <li>● Responsible for promoting and marketing the school to create income generation</li> </ul>
<b>Partnership Working</b>	<ul style="list-style-type: none"> <li>● Partnership working to ensure maximisation of income generation</li> <li>● Develop networking relationships with public, private and voluntary sectors to build effective learning communities and sharing of good practice</li> </ul>
<b>Sharing information</b>	<ul style="list-style-type: none"> <li>● Pay due regard to professional boundaries, maintaining appropriate levels of confidentiality.</li> <li>● Be aware of GDPR principles in sharing personnel information</li> <li>● Share information confidentially about young people with teachers and other professionals as required</li> </ul>

<b>Safeguarding and Promoting the Welfare of Children/Young People</b>	<ul style="list-style-type: none"> <li>● Be responsible for promoting and safeguarding the welfare of young people in line with policy and legislation, raising concerns as appropriate.</li> <li>● Understand that different confidentiality procedures may apply in different contexts</li> <li>● To understand and monitor the training required with regards to safeguarding, child protection and data protection, and ensure accurate records are maintained</li> <li>● Know about data protection issues in the context of your role</li> <li>● To comply with the STAR MAT/School's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality</li> </ul>
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<b>Resource Management</b>	<ul style="list-style-type: none"> <li>● School oversight of GDPR compliance and to act in the role of data controller</li> <li>● Establish rigorous services which are fit for purpose, efficient and address underperformance</li> </ul> <p><u>People Management (in liaison with the HR Officer)</u></p> <ul style="list-style-type: none"> <li>● To be responsible for the planning, development, design, organisation and management of support services and the whole schools systems, procedures and policies</li> <li>● Responsibility for the on-going review of support staff structures</li> <li>● Management responsibility for all support staff including recruitment, induction, performance management, attendance, training and development</li> <li>● Highlight additional training and supervision needs to build on your skills and knowledge</li> <li>● Ensure HR policies are developed and implemented to meet legislative and organisational requirements</li> <li>● Advises on workforce planning for the school</li> <li>● Set clear targets and challenge underperformance where appropriate</li> <li>● Attend staff meetings and training days</li> </ul> <p><u>Premises Management (in liaison with the Site Manager)</u></p> <ul style="list-style-type: none"> <li>● Management of major building projects e.g.: new development including the development of work specifications and service contracts</li> <li>● To support the Headteacher in responsibility for the school site and buildings, their maintenance, development and efficient use, including lettings for income generation</li> <li>● To take delegated responsibility for premises decisions following appropriate discussions with headteacher</li> <li>● To work with the Site Manager to identify aspects of school premises which require improvement and/or refurbishment</li> <li>● To negotiate, manage and monitor all contracts, manage budget and deal with premises issues</li> </ul> <p><u>Financial Management (in liaison with the Senior Finance Officer)</u></p> <ul style="list-style-type: none"> <li>● Preparation of expenditure reports and estimates on development projects</li> <li>● To be responsible, with the Headteacher, for a school budget by forecasting, distributing and monitoring the budget as well as provide financial advice</li> <li>● Exercise robust curriculum-led financial planning</li> <li>● To take delegated responsibility for financial decisions following appropriate discussions with the headteacher</li> <li>● To advise the headteacher on budgetary matters</li> <li>● To present recommendations on budgetary matters to the senior leadership team and governors</li> <li>● To take responsibility for preparing estimates of income and expenditure, budget monitoring, preparing final accounts and maximising income generation</li> <li>● Trustee of school fund</li> </ul> <p><u>ICT Management (in liaison with the ICT Manager)</u></p> <ul style="list-style-type: none"> <li>● To ensure the availability and correct operation of ICT resources required for teaching, learning and administration at Sherburn High School.</li> <li>● Maintenance of ICT infrastructure and software within the school and to ensure compliance and reliability</li> <li>● Strategic Overview of current and future technology development and utilisation</li> </ul> <p><u>Catering Management (in liaison with the Catering Manager)</u></p> <ul style="list-style-type: none"> <li>● Delivering a financially effective and efficient catering service.</li> <li>● Operating to the highest standards of food safety.</li> </ul>
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	<ul style="list-style-type: none"> <li>To be responsible for the overall management and organisational issues of the catering team</li> </ul> <p><u>Office Management (in liaison with Office Manager)</u></p> <ul style="list-style-type: none"> <li>Oversight of student records and data</li> <li>Cover</li> <li>Running a school successful office</li> </ul>
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<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities where responsibilities are defined in the Health and Safety policy and procedure.</li> <li>Work with colleagues and others to maintain health, safety and welfare within a working environment</li> <li>Lead on Health &amp; Safety for the school, ensuring the wellbeing of all staff and students and compliance with statutory Health &amp; Safety legislation</li> <li>Ensure sufficient resources area allocated to Health &amp; Safety</li> </ul>
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<b>Data Protection</b>	<ul style="list-style-type: none"> <li>To comply with the STAR MAT's policies and supporting documentation in relation to Information Governance this includes Data Protection, GDPR, Information Security and Confidentiality.</li> </ul>
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<b>Equalities</b>	<ul style="list-style-type: none"> <li>Develop own and team members' understanding of equality issues.</li> <li>Promote inclusion and acceptance of all young people and staff.</li> <li>Assist in achieving service equality objectives</li> <li>Within their own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values.</li> </ul>
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<b>Flexibility</b>	<p>Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation</p>
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<b>Customer Service</b>	<ul style="list-style-type: none"> <li>The STAR MAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment</li> <li>The STAR MAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
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This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

**SIGNED**

**POST HOLDER**

**NAME & DATE** .....

**SIGNED**

**LINE MANAGER**

**NAME & DATE** .....

Revised November 2022



Achievement for all

## Appendix 2b: Person Specifications

Job Title: School Business Manager

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>		
<ul style="list-style-type: none"> <li>Degree level education or equivalent ideally in a business/finance related subject</li> </ul>	x	
<ul style="list-style-type: none"> <li>Certificate/Diploma of School Business Management or working towards</li> </ul>	x	
<ul style="list-style-type: none"> <li>Associate membership of ISBL/ASCL or equivalent</li> </ul>		x
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Relevant skills and knowledge gained at a senior operational level</li> </ul>	x	
<ul style="list-style-type: none"> <li>Substantial experience of leading team(s) and line managing staff</li> </ul>	x	
<ul style="list-style-type: none"> <li>Significant financial management experience</li> </ul>	x	
<ul style="list-style-type: none"> <li>Significant senior management experience</li> </ul>	x	
<ul style="list-style-type: none"> <li>Contract management experience</li> </ul>	x	
<ul style="list-style-type: none"> <li>Significant project management experience</li> </ul>	x	
<ul style="list-style-type: none"> <li>Relevant skills and knowledge gained in an educational setting at senior operational level</li> </ul>		x
<ul style="list-style-type: none"> <li>Experience of submitting bids for funding</li> </ul>		x
<ul style="list-style-type: none"> <li>Experience of premises management</li> </ul>	x	
<ul style="list-style-type: none"> <li>Experience of delivering contentious information to senior managers and staff</li> </ul>	x	
<ul style="list-style-type: none"> <li>Experience of income generation and fundraising</li> </ul>	x	
<ul style="list-style-type: none"> <li>Experience of using and developing data inputting and processing systems</li> </ul>	x	
<ul style="list-style-type: none"> <li>Experience of dealing with and overseeing several budgets at one time</li> </ul>	x	
<b>Skills and Knowledge</b>		
<ul style="list-style-type: none"> <li>Detailed knowledge of financial management, including budget management</li> </ul>	x	
<ul style="list-style-type: none"> <li>Knowledge of premises management, contract management and HR procedures</li> </ul>	x	
<ul style="list-style-type: none"> <li>Knowledge of child protection procedures and a commitment to safeguarding pupils</li> </ul>	x	
<ul style="list-style-type: none"> <li>Knowledge of H&amp;S legislation, leading on capital projects, marketing techniques, business management, estate management, insurance and compliance, administration and catering within a school environment</li> </ul>	x	
<ul style="list-style-type: none"> <li>Knowledge of procurement procedures</li> </ul>	x	
<ul style="list-style-type: none"> <li>Proven project management skills</li> </ul>	x	
<ul style="list-style-type: none"> <li>To be able to have a strategic view of influences on areas of teaching and learning</li> </ul>	x	

• Ability to challenge existing practices and conventional thinking	x	
• Ability to develop creative and innovative ideas and practical solutions to meet the needs of the school	x	
• Ability to develop creative and innovative ideas and practical solutions to meet the needs of the school	x	
• Analytical skills	x	
• Strategic thinking skills	x	
• Attention to detail, neatness and accuracy	x	
<b>Personal Qualities</b>		
• Suitability to work with children and safeguard their welfare	x	
• Appreciation of the responsibility which comes with access to confidential personal data	x	
• Professional approach	x	

<b>Other Requirements</b>		
• Enhanced DBS clearance	x	
• Commitment to the school's policies and ethos	x	
• Commitment to Continuing Professional Development	x	
<b>Equal Opportunities</b>		
• To assist in ensuring the STARMAT Equalities policy is considered within the school's working practices in terms of both employment and service delivery.	x	



### Appendix 3: Business Department Information

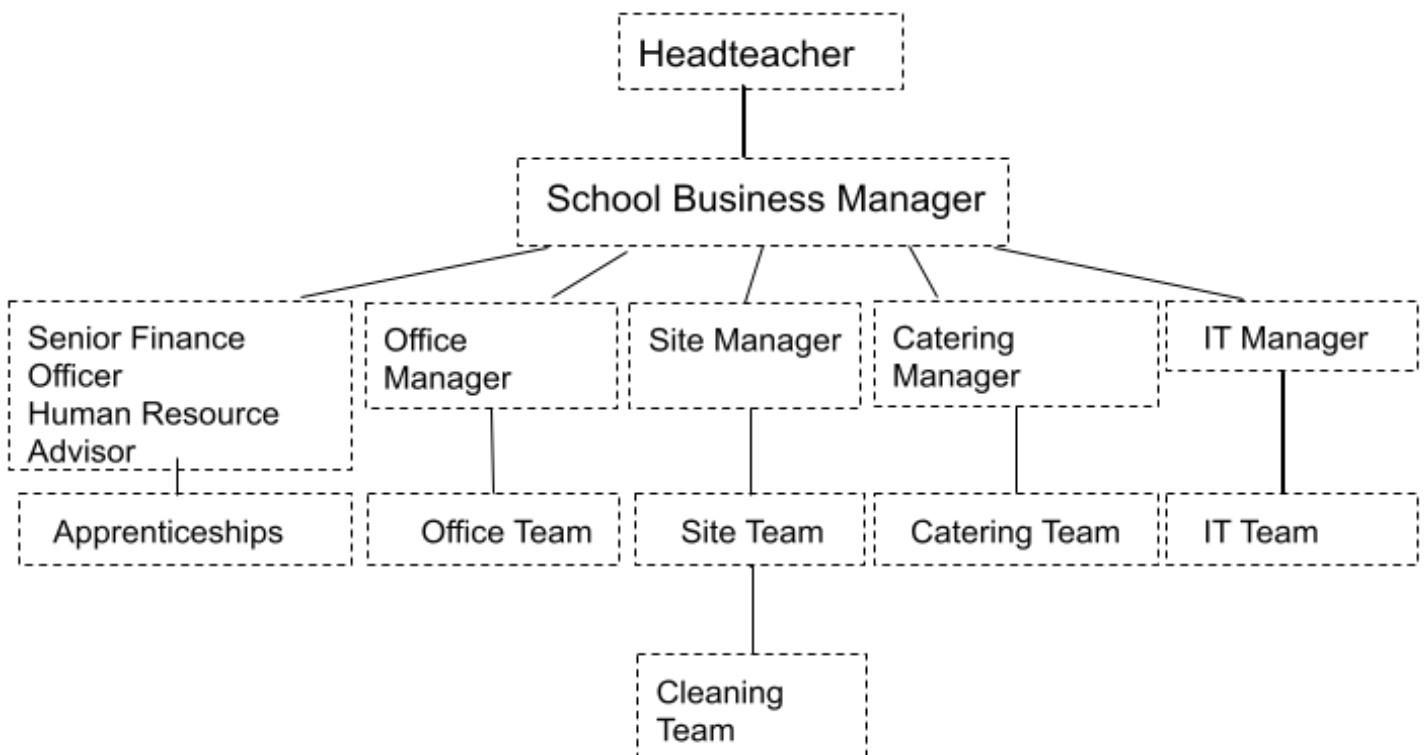
The School Business Manager is an integral part of the Senior leadership Team and the successful candidate will be joining a small but dedicated team. We pride ourselves in supporting staff and have digitised and streamlined processes for easy access and smooth running of forms.

You will work closely with the Headteacher ensuring accurate information is circulated and that processes are supported with timely information.

The following systems are used in school to process information:

- Neo (ITrent) for payroll
- IMP for finance and budgeting
- Sage for Financial transactions
- Bromcom for MIS
- Google forms for absence authorisation
- Every - Estate compliance
- Invenry
- SCR Tracker for Single Central Register

Experience in these systems is not essential as full training will be given. You will also be supported by the Headteacher, Office Manager and Senior Finance Officer. Being a team player is something we feel will benefit the department.



## Appendix 4: Whole School Information



### Teaching and Learning

Here at Sherburn High School we aim to ensure that our classrooms are places where thinking, questioning, predicting, contradicting and doubting is actively encouraged. We believe in quality first teaching where subject experts guide students through their learning. We reinforce literacy in every lesson and we are passionate about providing regular feedback that will help students understand how to improve their work. We are a thriving group of teachers who are passionate about remaining at the cutting edge of new ideas and we recognise that regular training is key to success.

### Assessment, Recording and Reporting

Whilst at Sherburn High School, students receive at least three regular data rich reports per year to show how they are progressing in all their subject areas. Students are set aspirational targets that provide challenges and set high expectations. Reports are communicated to parents and students on a termly basis. This allows staff to plan effective intervention and support and ensures students remain focussed and on course to achieve their potential.

### Care, Support and Guidance

In order to care, guide and support students we promote good behaviour for learning and have consistently implemented sanctions. We ensure that all students have a range of adults / peers within and beyond school to support them. Our tutoring system provides opportunities for high quality teaching of our SRE/PSCHE curriculum and an opportunity to build our House system.

Parents are ensured continuity of care, with Heads of Year moving up the school with their year group. The pastoral system also promotes student leadership with increased roles and responsibilities for students. The tutorial system develops relationships with the community via a structured system of links, competition and rewards to promote a sense of identity for all students within and outside of school. The work of our student leaders is also fundamental, with a strategic plan for consultation on key issues and subsequent feedback.

### Curriculum

Our curriculum provides planned and structured progression for students from joining us in Year 7 through to when they move onto higher or further education, or the world of apprenticeships and employment at 16 or 18.

We have balanced subject content at Key Stage 3, providing a broad base of skills and knowledge that meets the requirements of the National Curriculum. Groupings enable students to work at a pace best suited to their individual rate of progress and provide appropriate pace and challenge as students progress through school. There is a strong emphasis and time allocation towards English and Maths ensuring students have the skills to complement other areas of the curriculum and build the foundations for lifelong learning

In Year 9 students begin their GCSE studies, following a three year route, which provides challenge and depth of study. All students follow Mathematics, English Language and Literature and Science. Students opt for four further subjects from a broad pool of subjects, including the Creative subjects. At both KS3 and KS4, we ensure that there are progressive programmes of study for personal, religious, enterprise and health education along with citizenship and career planning. All students follow a comprehensive PE programme combining both the traditional sports with the opportunity to experience some of the less familiar sports.

## **Provision for students with Special Educational Needs**

All students are taught in mainstream classes and are supported by teaching assistants through a variety of provisions including one to one, class support, small groups and interventions. We have expertise in providing personalised programmes to meet the needs of vulnerable children, particularly those with Dyslexia and those on the Autism spectrum, as well all in many other areas. Because of the relatively small size of the school, we know our students very well.

## **Sixth Form**

Sherburn High School's Sixth Form provides students valuable continuity in their learning.

Our curriculum leads to nationally recognised Advanced Level 3 and Level 2 qualifications. Where possible, we aim to tailor our timetable to the demands of individual students. The range and combination of courses on offer to students extends through our Post 16 collaboration with Tadcaster Grammar School (Law, Economics, Drama and Theatre Studies, Sociology and Philosophy and Ethics).

All Sixth Form students have their own personal tutor, who provides them with guidance and support to University, apprenticeships, or employment. Tutors will strategically monitor student progress and deliver a comprehensive tutorial programme.

We aim to develop independent, responsive and creative students who have transferable skills beyond the school environment. Our success is built on a three-way partnership, with the individual student at the centre supported in their studies by home and school.

## **Facilities**

The school has eight fully equipped ICT rooms, used extensively by all curriculum areas. All teaching rooms are equipped with LCD projectors for interactive white boards.

In addition, there is an Information Centre (which includes the library and Internet access), student social areas, a main hall with stage, drama studio and a multimedia lecture theatre. A Post-16 Centre incorporating teaching rooms, social spaces and private study rooms are also available.

Extensive playing fields, a full-sized 4G pitch, brand new gym and swimming pool allow a wide range of sports to be played, including football, hockey, netball, rugby and tennis. Our facilities alongside our new changing rooms allow for community use of our facilities beyond the school day.

## **Extra Curricular Activities**

Extra-curricular activities are many and varied; they include numerous performing arts productions, sport and art. The school encourages residential and field trips. Foreign visits and student exchanges occur annually including a Post 16 trip to Iceland, a visit to Lille, a "Language Immersion" trip near Paris, watersports in the Ardeche, survival skills at the Bushcraft camp trip and Skiing trip.

## **Professional Support and Development**

We believe that the school's greatest asset is the quality of our staff. Consequently, we place particular emphasis on continuing professional development. New teachers joining the school can expect to receive considerable support from their curriculum leaders and members of the school leadership team.

## **Administration Team**



The finance and admin team support all aspects of school life and are a vital service to the smooth running of the school. The school has a general office and visitor reception, student reception, finance office and personnel office. Responsibilities covered are reception duties, general admin, supply cover for teachers, student attendance monitoring, Parentpay, school finance, HR and payroll.

### **Safeguarding Children**

The school is committed to safeguarding and promoting the welfare of all its students.

We have a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school, a copy is on our website at [www.sherburnhigh.co.uk](http://www.sherburnhigh.co.uk).

In relation to this appointment process, you should be aware that your referees will be asked the following question – “Are you aware of any child protection allegations or issues of a similar nature in relation to this person? If so please provide details”.

At interview all candidates will be asked if there have been any allegations or issues raised against them by children and, if so, the outcome of them.

All employees must have enhanced DBS checks prior to starting work.

### **Examination Results**

We are very proud of our students' achievements at the end of Key Stage 4 and Key Stage 5. Full details of public examination results can be viewed on [www.dcsf.gov.uk/performance](http://www.dcsf.gov.uk/performance) tables as well as on our website.



## **Appendix 5: Local Area Information**

### **Local History**

The school crest depicts the history of the area. The crimson discs on each of the five petals recall the Wars of the Roses, which reached a climax in the Battle of Towton nearby, in 1461. The other two discs bear the Archbishop's Mitre (the Archbishops of York once held the lands and power in Elmet) and the hound taken from the coat of arms of the Hungate family, the founders of the original grammar school in Sherburn-in-Elmet.

### **The Area**

Sherburn-in-Elmet is an ideal commuter village situated close to the A1 and A64 and therefore within easy travelling distance of Castleford (6 miles), Leeds (14 miles), Selby (8 miles) and York (15 miles).

Sherburn-in-Elmet has a thriving industrial estate on the outskirts of the village, which is good for local employment. Children attend the school from villages in the locality extending from Saxton in the North to Kellington in the South.

In addition to a good academic record, there is also a well-developed community spirit within the school and many links have been forged with the local community.

Thank you again for your interest in the post.