



## Information for Applicants

### **School Business Manager**

Full-time (Full Year)/ Permanent  
37 hours per week

Salary: Grade M  
£39,880 - £43,857 p.a.

Based at Tadcaster Grammar School  
Toulston  
Tadcaster  
LS24 9NB

Telephone: 01937 538 538  
Email: [c.earl@starmat.uk](mailto:c.earl@starmat.uk)

Headteacher: Mr A Parkinson



17 December 2020

Dear Potential Applicant

**Trust School Business Manager (Tadcaster Grammar School)**

The STAR MAT currently has a vacancy for a Trust School Business Manager, at Tadcaster Grammar School.

We are seeking to appoint a highly motivated, enthusiastic, innovative professional with a strong track record of strategic business and financial leadership. The successful candidate will have previous experience of working in an education environment.

This is a senior post, reporting directly to the Chief Operating Officer for the Trust and will have operational accountability to the Headteacher and Governing at school level.

The successful candidate will be responsible for managing the financial, personnel, premises, network and administrative functions of the school. The role will also include generating income, including fundraising via grant funding and sponsorship.

The STAR Multi Academy Trust is a fantastic place to work; we are offering a unique opportunity to be part of an enthusiastic team who are committed to enhancing the teaching and learning experiences for all our students, whatever their role in the organisation.

Candidates will be subject to an enhanced DBS check as part of our commitment to safeguarding.

Please find attached the Job Description and Person Specification for your information. If you would like to apply for this post, please send a letter of no more than 3 sides A4 Arial 11 point, 1.15 spacing, maximum. This should address how your experience and skills match the knowledge and experience sections of the person specification and how your experiences would help you fulfil the tasks of this role.

Please can you respond to Claire Earl ([c.earl@starmat.uk](mailto:c.earl@starmat.uk)) by no later than 9am on Monday 18 January 2021. If you would like to discuss this post further, please speak to me on 01937 538 538.

Yours sincerely

**Melissa Boyes**  
**Chief Operating Officer**



At Tadcaster Grammar School we put the needs of students at the forefront of our decision making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure these as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. TGS is a larger than average school, but we organise our pastoral systems so everyone is seen, heard and valued. Our entry into the STAR MAT as a partner school has strengthened our ability to ensure all students enjoy their learning and wider school experience across the 4-19-year-old age range.

The role of School Business Manager is pivotal to our journey to make TGS the optimum place for each individual student to 'Be their best self'. You will be joining a team with the highest commitment to providing the very best education and care. The post would most likely suit a candidate who has significant, recent and relevant experience of business management, including financial monitoring, ideally in a school context. The post holder will also work closely with our excellent STAR MAT central services team.

The successful candidate will be well supported into this role but there will be a strong expectation that they will master their brief in a timely manner and quickly start evidencing impact within and beyond their job description. Our staff, parents and governors rightly have the very highest expectations of all directors/managers and if you join the school you will be expected to model exacting standards in all aspects of your practice. The servant leadership model perhaps captures the default way the successful candidate, in company with all senior leaders, should operate within their job role.

If you chose to take your interest in the post further, I would encourage you to pay attention to the following whilst assembling your application:

- The School Vision and Values Statement
- Job description and Person Specification for the role of School Business Manager
- The School website
- THE STAR MAT website

I hope the following information shapes your thinking and gives the guidance to help you apply. You will notice that we will conduct the selection process according to our Covid-19 risk assessment.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Mr A Parkinson**  
**Headteacher**

## The Selection Process

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

- Fully complete the STAR MAT application form (available on the STAR MAT website), 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). Do not enclose additional CVs.
- Support your application with a covering letter (3 sides A4 Arial 11 point, 1.15 spacing, maximum) addressing the following:

**Side 1 & 2:** How you fit the requirements of the following sections of the Person Specification:

- Knowledge
- Experience

Please use *relevant* examples and impact measures from your practice during the last 3 years.

**Side 3:** Please provide a 5-7-point action plan detailing how you would ensure that your induction into the school was effective and what outline actions you would be likely to prioritise during the first 6 weeks of your time in the school.

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 senior STAR MAT / TGS school staff and governors.

Remember when addressing the above, ***less is sometimes more.***

---

### Timeline for the selection process (Covid-19 secure)

Post advertised:	17 December 2020
Closing time/date for applications:	9am, 18 January 2021
Short listing & confirmation email	19/20 January 2021
<b>Phase 1 Selection</b>  Google-Meet interview 1: There will also be a follow-up written task for candidates who progress to Phase 2	w/c 25 January 2021
<b>Phase 2 Selection</b> (after school hours - this may extend beyond one school day)  Group discussion with key colleagues from Tadcaster Grammar School and the STAR MAT  Formal interview after 3.30 pm in school Tour of the school	w/c 25 January 2021 and w/c 1 February 2021

Please address all return mail to:

Mrs C Earl  
Executive Assistant  
The STAR Multi Academy Trust  
Rose Cottage  
(c/o Tadcaster Grammar School)  
Toulston  
Tadcaster  
LS24 9NB

[c.earl@starmat.uk](mailto:c.earl@starmat.uk)

## Appendices

1	Tadcaster Grammar School Vision and Values Statement
2	Job description and Person Specification for the role of School Business Manager



## Appendix 1: The School Vision and Values Statement

### OUR VISION *(Our cause; our key belief)*

<b>Be your best self</b>	<p>During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development.</p> <p>Each individual should also be:</p> <ul style="list-style-type: none"> <li>● aware of the needs of others in their thoughts and actions;</li> <li>● empowered to control their own well-being;</li> <li>● able to achieve fulfilment in their current and future lives.</li> </ul>
--------------------------	--

### OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

Staff are guided by the following **values** which underpin everything we do, every day:

<b>Students considered first</b>	All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.
<b>High expectations - no limitations</b>	We do not prejudice potential by preconceptions about individuals or groups of students.
<b>The right curriculum experience for each student</b>	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
<b>The best support for each student</b>	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** every day:

<b>Ambition</b>	To have a desire to achieve success.
<b>Resilience</b>	To show a determination to achieve success
<b>Responsibility</b>	To take ownership for their actions and work in and out of school.
<b>Respect</b>	To be considerate to themselves and others.



**Appendix 2: Job description and Person Specification for the role of School Business Manager**

**JOB DESCRIPTION**

<b>POST: SCHOOL BUSINESS MANAGER</b>	
GRADE: Grade M	
RESPONSIBLE TO: The STAR MAT Chief Operating Officer and TGS Headteacher	
STAFF MANAGED: Teams of staff	
<b>Job Purpose</b>	<p>To provide specialist advice and guidance to the Headteacher and governors in the strategic and day to day management of the school budget</p> <p>To ensure appropriate resourcing in the day to day management of the school and site</p> <p>To lead and manage teams of staff</p> <p>To provide strategic vision and leadership to all aspects of budget, finances, site, HR service development, ICT development and administration</p> <p>Manages the contracts for the school e.g. cleaning, catering, caretaking</p> <p>Associate member of the senior leadership team</p> <p>Supports a cluster of finance and operations colleagues within the organisation</p>
<b>Job Context</b>	<p>Works within the busy school environment taking a strategic role in managing administration, procurement, premises, personnel and finances to ensure the smooth running of the school</p> <p>Enhanced DBS Clearance required</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Management</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 and lettings</li> </ul>

	<ul style="list-style-type: none"> <li>● To generate an annual taking per annum (in negotiation with the Headteacher) through the catering contract</li> <li>● To generate an annual taking per annum (in negotiation with the Headteacher) through the existing and future school uniform suppliers</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, including responsibility for the school when the Headteacher is not present (including out of hours)</li> <li>● To be responsible for the school emergency recovery plan</li> </ul>
Communications	<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>
Partnership Working	<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>
Resource management	<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</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</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> </ul>

	<ul style="list-style-type: none"> <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 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</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>
Safeguarding	<ul style="list-style-type: none"> <li>● Know about data protection issues in the context of your role</li> <li>● Understand that different confidentiality procedures may apply in different contexts</li> <li>● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>● Contribute to reviewing new technologies to ensure the school has innovative technology and systems to enhance the teaching and learning experiences for pupils</li> <li>● Responsible for maintaining accurate records for the school</li> </ul>
Strategic Management	<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 company 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>
Data Protection	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
Health and Safety	<ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</li> </ul>

	<ul style="list-style-type: none"> <li>● To work with colleagues and others to maintain health, safety and welfare within the working environment</li> <li>● Lead on Health &amp; Safety for the school (s), 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>
Equalities	<ul style="list-style-type: none"> <li>● Ensure services are developed and delivered in accordance with the aims of the Equality Policy Statement in response to the needs and aspirations of service users</li> <li>● Develop own understanding of equality issues</li> </ul>
Flexibility	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.
Additional	Holidays can be taken in both term time (to be negotiated with the Headteacher) although not during the first/last weeks of the academic year, and school holidays
Date of Issue:	December 2020

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of STAR MAT/School organisation and may change either as your contract changes or as the organisation of the STAR MAT/School is changed.

[STAR MAT policy is to assess the performance of all new staff during the first 6 months of their contract to determine suitability for continued employment.] *Only applicable to staff joining the school after September 2019.*

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 STAR 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.

## PERSON SPECIFICATION

Essential upon appointment	Desirable on appointment
<p><b>Knowledge</b></p> <ul style="list-style-type: none"> <li>● Detailed knowledge of financial management, including budget management</li> <li>● Knowledge of premises management, contract management and HR procedures</li> <li>● Knowledge of child protection procedures and a commitment to safeguarding pupils</li> <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> <li>● Knowledge of procurement procedures</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● Relevant skills and knowledge gained at a senior operational level</li> <li>● Substantial experience of leading team(s) and line managing staff</li> <li>● Significant financial management experience</li> <li>● Significant senior management experience</li> <li>● Contract management experience</li> <li>● Significant project management experience</li> <li>● Experience of premises management</li> <li>● Experience of delivering contentious information to senior managers and staff</li> <li>● Experience of income generation and fundraising</li> <li>● Experience of dealing with and overseeing several budgets at one time</li> <li>● Experience of using and developing data inputting and processing systems</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant skills and knowledge gained in an educational setting at senior operational level</li> <li>● Experience of submitting bids for funding</li> </ul>
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>● Excellent ICT skills</li> <li>● Ability to manage the school budget effectively on both a strategic and day to day level</li> <li>● Ability to lead and motivate a team of staff</li> <li>● Proven project management skills</li> <li>● To be able to have a strategic view of influences on areas of teaching and learning</li> <li>● Ability to interpret new regulations and legislation and apply these to work area</li> <li>● Ability to challenge existing practices and conventional thinking</li> <li>● Ability to develop creative and innovative ideas and practical solutions to meet the needs of the school</li> </ul>	

<ul style="list-style-type: none"> <li>● Ability to plan, develop, set up and monitor systems and processes to effect change</li> <li>● Ability to use own initiative to make decisions</li> <li>● Ability to plan own workload, and that of a large team of staff</li> <li>● Excellent Organisational and time management skills</li> <li>● Confidentiality</li> <li>● Analytical skills</li> <li>● Report writing skills</li> <li>● Developed negotiation skills</li> <li>● Strategic thinking skills</li> <li>● Flexible and committed</li> <li>● Attention to detail, neatness and accuracy</li> <li>● Bearing and presence</li> </ul>	
<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>● Degree level education or equivalent ideally in a business/finance related subject</li> <li>● Certificate of School Business Management or equivalent business/administration qualification</li> <li>● Diploma of School Business Management or working towards</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>● Enhanced DBS clearance</li> <li>● To be committed to the school's policies and vision &amp; values</li> <li>● To be committed to Continual Professional Development</li> <li>● Motivation to work with children and young people</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>● Excellent attendance record</li> </ul>	