

# Candidate Information Pack:

## School Business Manager

1. Welcome to Applicants	2
2. Introduction to St Andrew the Apostle School	3
3. Introduction to Russell Education Trust	5
4. Job Description	6
5. Person Specification	7



# Welcome to St Andrew the Apostle School

Dear Applicant,

Thank you for your interest in the post of School Business Manager at St Andrew the Apostle School.

We are looking for a candidate who is a committed team-player who is able to support the efficient running of the school by being hands-on and flexible. The postholder will lead on all support services within the school.

This is an exciting role for an experienced and knowledgeable school business manager to join our successful school, that is sponsored by Russell Education Trust. The successful candidate will benefit from support from the Trust.

Please see the application process details in section 6 of this pack on how to apply for the post.

Yours faithfully,

Dr Philip Hills  
Headteacher, St Andrew the Apostle School

Mr Paul Frayne  
Chief Finance Officer, Russell Education Trust

# Introduction to St Andrew the Apostle School

## About the School

St Andrew the Apostle is a high-performing 11-18 school. It is a strong and vibrant place which recognises the importance and individual needs of every student and member of staff. Praise and encouragement are vital in creating a climate of learning, high expectations, and happy environment, supported by teaching of the highest quality.

St Andrew the Apostle School opened in 2013 as a result of a successful partnership forged between the Greek Orthodox Church, the Classical Education Trust and our academy sponsor, Russell Education Trust (RET). Our school is based on the Christian faith, the moral principles of the Church and our Character Education values. The school is a diverse environment serving students of all faiths and beliefs. Half of the places are reserved for Greek Orthodox families with the shared goal of securing genuine academic excellence and personal growth for their children. We are dedicated to meeting those aspirations through strong parental and family support so that all children make excellent progress in line with our school motto 'Ever to Excel'.

St Andrew the Apostle is based in Barnet and draws students from a range of other boroughs as well as beyond London. We are currently planning for our brand new, purpose-built school and sports facilities on the same site, which is a very exciting prospect for staff and students alike.

## Values & Ethos

The school is based on the Christian beliefs of the Greek Orthodox church and as such will actively encourage tolerance and respect for students (and people beyond the school) of all faiths and none.

Our Christian values are respect, responsibility, caring, fairness, forgiveness, honesty, and trustworthiness. They underpin our school motto 'Ever to Excel' and support the Christian ethos of the school and strong discipline in the classroom.

St Andrew the Apostle Greek Orthodox School is fully committed to exemplary behaviour at the heart of a highly cohesive school community. We will:

- Deliver a broad curriculum that promotes academic excellence and exceptional progress across the ability range
- Foster a spirit of kindness, tolerance and responsibility which will allow each student to grow in character as an individual and as a community member
- Allow students to excel in sports, music and the arts
- Encourage students to progress to higher education

- Promote a high number of students to study maths, sciences, the classical language subjects at university

We are honoured to be the first state-funded Greek Orthodox secondary school in Britain. Anglican, Roman Catholic and other Church schools are very much respected by parents; and we are delighted to join them, making our contribution to the high academic standards and values-based education with which Church schools are associated nationally.

In common with most Church schools, a daily act of collective worship is fundamental to the organisation of St Andrew the Apostle. Assemblies are held for the whole school twice a week and in tutor or year groups on the remaining days. We will actively encourage an understanding and respect for all faiths and our assemblies will draw on the musical and choral traditions of many Christian churches; supporting our students as they develop into respectful and well-educated young people.

## Curriculum Vision

We offer an expertly delivered, 'traditional but contemporary' curriculum. We support all students to achieve their academic potential. Our curriculum meets the needs of all students, developing them intellectually, socially, culturally, spiritually and morally. There is a focus on the core subjects of English, mathematics and science to prepare every student for life beyond school at university, in training and in employment. The number of students gaining the English Baccalaureate (between 5 and 9 good grade GCSEs including English, mathematics, science, geography or history and a language) is more than double the national average, with a high proportion of the Year 11 group achieving top grades. In Year 7 all students study English, mathematics, sciences, French, classics and Latin, religious studies, technology, history, geography, physical education, art, drama and music.

## Extra-Curricular Activities

The school is outward looking, serving its local and school based community. Students are actively encouraged to join in Community Service in the local area as part of our extended provision and to become involved in long-term commitments to charitable local organisations.

St Andrew the Apostle has a wide variety of performing arts clubs and events which include orchestra, choir and drama. Whole school productions to date include Charlie and the Chocolate Factory, The Wizard of Oz and Bugsy Malone. There is also a full programme of sporting activities, and our teams compete regularly and successfully against other schools. This is in addition to a wide range of clubs and activities before and after school and at lunch time.

The Student Council is an elected body of students that meets regularly and provides invaluable feedback to school leaders. It exemplifies democratic thinking and debate and supports decision making in the school.

### Sixth Form

Our Sixth Form opened in September 2018. This followed the excellent GCSE results achieved by the founding students. The Sixth Form quickly established itself as a very strong feature of the school, offering a wide range of courses and outstanding pastoral care. Sixth formers play a key role in the life of the school, modelling academic study and high levels of personal conduct for younger students.

### New Build

The school is moving from its temporary site to a new, purpose-built school site that is being provided by the Department for Education. The building is on track to be completed by July 2025.

The development of the new school is part of a scheme for the wider residential development of the North London Business Park. Current plans for the school site feature a fantastic main school building that includes eight science laboratories, six technology rooms and specialist rooms for computer science, art, drama and music. It will also feature a roof top multi use games area. All rooms will be equipped to fully exploit the latest technologies available to support teaching and learning.

Alongside our main building, we plan to create a large Sports Hall for the wide range of sports we offer in our curriculum and during extra-curricular periods. This hall will also incorporate a smaller 'performance' area. There will be a conventional sports pitch, for use in lessons and for after school sports fixtures.

As a school we will ensure that the strong ethos and focus on teaching and learning moves into our new building with us.



*Image showing relative positions of main building, sports pitches and front entrance from Brunswick Park Road*



*Bird's eye view of St Andrew the Apostle School Buildings and pitch*

# Introduction to Russell Education Trust

## Background to the Trust

Russell Education Trust is a multi-academy trust comprising five secondary schools spread across the south of England. The effectiveness of the Trust and its schools has been singled out by the DfE and recognised in Ofsted reports. All RET schools were born of partnerships between local parents and RET, and this partnership remains very healthy.

Results across our schools are consistently well above average and place RET amongst the top performing trusts nationally. The five RET schools develop RET shared systems and best practice through joint working by the Trust's central team and colleagues in schools. RET and parents' representatives sit on Local Governing Bodies, with each having a high level of delegation and professional support.

## Russell Education Trust's Schools



### **Bristol Free School**

*Leaders are ambitious for all pupils. The curriculum is designed to build knowledge over time. It helps pupils remember what they learn. Leaders have ensured that the curriculum is engaging for pupils, and that it promotes diversity.*

Ofsted 2022



### **Becket Keys Church of England School**

*The headteacher's inspired leadership has quickly established a vibrant, orderly community which enables students to thrive. He ensures that a family atmosphere is fostered across the school in which all students feel cared for, and valued.*

Ofsted 2014



### **St Andrew the Apostle Greek Orthodox School**

*Students are making strong progress in a range of subjects. They value the leadership opportunities open to them. Students also appreciate the support and care they receive.*

Ofsted 2018



### **King's School**

*Pupils are confident, articulate and aspiring. They are proud to be part of the school community. The school's provision for their education and welfare makes a significant contribution to their lives. The Christian ethos ensures that pupils are kind to one another and look after each other well. The school values of love, forgiveness, respect and responsibility permeate the school environment.*

Ofsted 2022



### **Turing House School**

*The school has many strengths. Leaders have established an open culture at the school where there is a clear sense of teamwork and community across staff and pupils alike. Everyone takes pride in the school. It is a welcoming and vibrant place.*

Ofsted 2018

# Job Description: School Business Manager

## 1. Core Purpose

Leading administrative, HR, finance ICT, and premises functions across the school ensuring staff are appropriately managed, trained and supported.

<b>Responsible to:</b>	Headteacher and Trust Chief Finance Officer
<b>Key Relationships:</b>	School leadership team and Trust central team.
<b>Location:</b>	St Andrew the Apostle site.
<b>Working pattern:</b>	Full time, full year.
<b>Staff responsibilities:</b>	School finance and operations team.
<b>Salary:</b>	Competitive rate for right candidate.

## 2. Responsibilities

### General

- General Responsibilities (all staff):
- Perform duties and attend meetings as reasonably required
- Participate in the school's performance management scheme
- Undergo in-service training where required
- Contribute to the school's pastoral system
- Observe and implement current school policies and good practice
- Carry out such particular duties as the Headteacher or School Business Manager may reasonably direct from time to time

### Administration Responsibilities

- To guide and lead the office to provide an effective administration service to students and staff throughout the school.
- To ensure admin staff are appropriately trained on administrative systems and procedures within the school and to ensure these systems are implemented properly and effectively controlled.
- To ensure all school communications are professional and clear; phone messages and emails dealt with in line with set timescales and inboxes monitored regularly.
- To ensure the school website is accurate and kept up to date on a timely basis.
- To ensure external cover is approved and signed off in advance. External cover only to be arranged when internal cover is not available.
- Review and report on internal cover by staff on a monthly basis.
- To work with the office manager and SLT to ensure attendance data is accurate and up to date and review reports/data prior to being issued.
- To ensure admissions are managed in accordance with school policies review in year and annual admissions data.
- To set annual targets, review mid-year and at the end of the year in line with the school's performance review process and to hold regular line management meetings for direct reports to ensure support and guidance is provided across the year.

### HR Responsibilities

- To ensure that the school is compliant with school and RET HR policies and procedures.
- To support the improvement and development of HR processes and systems within the school.
- To ensure that the school effectively manages the recruitment process for all school appointments and to ensure the school is compliant with safer recruitment policies and procedures.
- To ensure that all HR files are kept accurate and up-to-date in line with RET and government guidelines.
- To ensure the SCR is kept up to date on a timely and regular basis.
- To work closely with SLT to lead and support with regard to HR issues/case work such as disciplinary or capability issues.
- To ensure the student and staff censuses are prepared on a timely and accurate basis and approved prior to submission.

### Finance Responsibilities

- To supervise the school's finance team.
- To support the management of those financial matters delegated to the school, including financial planning, reporting, budgeting, asset and inventory management, systems and controls.
- To work with the senior management of the School and Trust in the preparation of annual and longer-term strategic plans and budget.
- To set up and monitor service level agreements and contracts and oversee their delivery and value for money, in line with RET's contractual arrangements where applicable.
- To support the RET finance team in the identification of the causes of significant or potentially significant variances to the budget and recommend to the Headteacher prompt corrective action, to ensure financial goals, targets and budgets are met.
- To ensure that the school prepares key documents to support the month and year end process.
- To ensure that the school prepares key documents for payroll; including pay progression increases, new starters, leavers, contract variations.
- To work closely with the RET finance team and school to set, disseminate and monitor departmental budgets.

### ICT Responsibilities

- To support the contract management of the ICT services provider as required.

### Other Responsibilities including Site

- To ensure that the school complies with all statutory responsibilities with regard to Health and Safety.
- To ensure that the school complies with the Trust's compliance requirements.
- To ensure that all support contracts such as cleaning and catering are effectively managed.
- To ensure the school site operates effectively via management of the site team's operations.
- To identify, develop areas of business improvement or operational delivery within the school as agree with the Trust and school senior management team.
- To work collaboratively with colleagues from the Trust and across the RET schools as is required.

## Person Specification: School Business Manager

<b>Knowledge/ Qualifications and Experience</b>	<b>Essential (E) / Desirable (D)</b>
Experience of a busy office environment	E
Experience of staff management	E
Experience of schools or other education facilities	E
Experience of handling confidential information	E

<b>Skills, abilities and professional attributes</b>	<b>Essential (E) / Desirable (D)</b>
Well-developed interpersonal and communication skills	E
Proven ability to manage and lead a team	E
Confident and experienced ICT user particularly Word, Excel and school MIS systems	E
Able and willing to adopt a flexible and imaginative approach to work	E
Desire for continual improvement and process re-engineering	E
Ability to work in a demanding school environment and meet deadlines	E
Proven ability to multitask and work independently	E
Self-starter with good organisational skills and ability to prioritise own workload	E
Ability to work individually and as part of a team, including leading a team	E
Outstanding customer service and drive for excellence	E
Excellent numerical skills	E
Ability to adhere to working procedures and policies within the school environment	E
SBM qualification	D

### **Notes**

*The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.*