



SPRINGFIELD SCHOOL



SCHOOL BUSINESS MANAGER





SPRINGFIELD SCHOOL

Springfield School is a Cheshire East Maintained School for children and young adults from the ages of 4-18. Springfield is an Outstanding special school catering for a wide range of pupils with varying special educational needs.

We consider ourselves extremely privileged to work with such wonderful pupils. Our aim to provide Outstanding teaching, learning and care for all in a safe, supportive environment. The milestones our pupils make are significant at all levels however big or small, everything we do is celebrated.

Springfield has grown considerably over the years and currently has 260 pupils on role, across two sites located in Crewe and Wilmslow. The school is split between Primary, Secondary and Sixth Form departments on each site with a newly established Supported Internship programme supporting young people into employment.

Due to the demand for specialist places within the Local Authority Springfield School continues to grow provision. Each site carries the same principles and ethos and run a parallel curriculum. The two sites work together collaboratively to share policy, procedure, and best practice. The therapy offer on each site does differ as the NHS trusts are different in each location.

Please find enclosed further information about the school and some key information further information can be found on the school website.

After considering this information pack, if you feel Springfield is the place you wish to pursue your career you will need to complete the following.

- Cheshire East Application Form
- A supporting statement no longer than 1 side of A4 font size 11

We hope you enjoy finding more about our wonderful school.

Lisa Hodgkison
Headteacher Crewe and Wilmslow





Every day is a new
chance to shine



Every day is a new chance to shine

Respect



Respect and value all those we work with and the contributions they make.

Inclusion



To create tailored life and learning opportunities to meet individual needs.

Strive



To create a positive environment to enthuse and motivate staff and pupils.

Excellence



High expectations and continued growth of pupils.

 Springfield School Crewe



JOB DESCRIPTION

- **1. BASIC JOB PURPOSE**

- To provide Business Management and Administrative support to the Headteacher and Governors to ensure best value and the successful and effective operation of the school. To contribute to strategic planning and school leadership as part of the Senior Leadership Team.

- **2. MAIN RESPONSIBILITIES**

1	Manage the financial operations of the school; ensuring that necessary financial data is available to the Head Teacher and Governors, including preparation and formulation of a school budget in accordance with LMS Regulations, preparing statements and financial records for annual audit, etc.	55%
2	The School Business Manager is a member of the Senior Leadership Team and contributes to strategic planning and school leadership.	5%
3	In collaboration with the headteacher identify the training needs of the governors, Senior Management Team and staff.	5%
4	Act as Systems Manager for the administration computer network that operates the Schools Information Management System (SIMS) and Local Resources Management.	5%
5	In co-operation with the Headteacher ensure the implementation of regulations to comply with legislation concerning the employment of staff. (Day to day administration of personnel procedures)	5%
6	Manage the production of statistical data relating to the school; in order to submit reports and returns to County, Ofsted, DfES, etc as required.	7%
7	Manage the School Office and ensure efficient administrative and support systems are in place for the effective operation of the school. Manage clerical staff directly to ensure effective deployment for the benefit of the school.	8%
8	Manage site managers directly for maintenance, cleaning, refurbishment, health and safety, security and site issues	5%
9	Identify fundraising opportunities (sponsorships, external grants, match funding), and administer in order to generate income for the school.	5%
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.		

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a DBS check. The level of check required for this job is an Enhanced Disclosure.

JOB TITLE: SCHOOL BUSINESS MANAGER

RESPONSIBLE TO: HEADTEACHER AND SCHOOL GOVERNORS

Where possible please record your evidence in the evidence box that supports your application against the essential & desirable requirements of the post. Evidence recorded needs to be concise and not detailed.

For example.

Experience	experience with children / young people in either a paid or unpaid capacity	Cared for children in a school setting	<ul style="list-style-type: none"> Worked as a volunteer for 2 years in a pre school. Raised three children Worked on a young person's summer play scheme.
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CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	Accounts Qualification A degree or other relevant qualification - ideally in accountancy, business management or a related discipline	A school business management qualification	Certificates and / or records of achievement
Experience	Work in a special school setting	Successful leadership and management experience in a school, or in a relevant field outside education Involvement in school self-evaluation and improvement planning Line management experience Contributing to staff development Working with children or young people	Application Form Interview References
Job Related Knowledge	Awareness of school systems, operations and policies E.G. Unit4ERP, SIMS	Expert knowledge of financial management Excellent attention to detail Previous use of SIMS/Unit4ERP Effective communication and interpersonal skills Ability to communicate a vision and inspire others Ability to build effective working relationships with staff and other stakeholders Understanding of data protection and confidentiality Experience of project management Working knowledge of Health and safety legislation, risk assessments, contracts and procurement Line Management experience Building management knowledge	Application Form Interview References Practical test
Skills and Aptitudes	High level proficiency in Microsoft Excel and its applications and SIMS Flexible attitude. Ability to produce and present reports	Good standard of literacy and numeracy, good communication and interpersonal skills, PC and keyboard skills. Willingness to adapt to new ways of working. Excellent attention to detail and accuracy of record keeping. Ability	Application Form Interview References Practical Test

	and provide statistical analysis from the systems	to work independently and as part of small team.	
Other Requirements		<p>Ability to work under pressure in a busy environment.</p> <p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils and staff</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>

Cheshire East Borough Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.

Closing Date: 11th October 2024
Interviews: W/c 21st October
Start Date: Asap

The safeguarding of our children is of paramount importance, and we are rigorous in our recruitment procedures. This post is subject to a satisfactory DBS check, and references will be pursued.

