



SPRINGFIELD SCHOOL



Every day is a new
chance to shine

SCHOOL BUSINESS MANAGER (OPERATIONS)

GRADE 10

£39186 TO £45291

Are you an experienced leader with a passion for driving operational excellence?

Join our Senior Leadership Team as our School Business Manager and play a vital role in shaping the future of our expanding special school.

As our School Business Manager, you will provide strategic and operational leadership across key areas, ensuring the smooth running of all non-teaching functions.



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

Vision and Values

The logo features the word "RISE" in a large, multi-colored font (green, blue, purple, orange). The letters are surrounded by clusters of small dots in various colors (green, yellow, blue, purple) that form a semi-circular shape above the word. Below the word "RISE" is the tagline "Every day is a new chance to shine" in a dark red font.

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 TITLE	Business Manager (Operations) (SPECIAL SCHOOL – Grade 10)
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BASIC JOB PURPOSE

The school business manager (SBM) is responsible for managing the operation of the business functions of the school, including financial management, health and safety, human resources, compliance, and administration. The SBM provides business leadership and management and administrative support, to ensure best value and the successful and effective operation of the school.

MAIN RESPONSIBILITIES

1	Manage the financial operations of school sites; ensuring that financial data is available to the Head Teacher and Governors, including preparation of a detailed budget in accordance with regulations, preparing statements and financial records for annual audit, etc.
2	Ensure value for money within procurement of goods and services in line with school policy
3	Act as Systems Manager for the administration computer network that operates the Schools Information Management System (SIMS) and Local Resources Management and any other software related to the organisation
4	Manage the HR support service within the school, including appointments (recruitment advertising, applications and interviews) and terminations; to ensure that all staff (including supply and peripatetic teachers) are correctly contracted and remunerated in accordance with school and council policies and procedures, and with employment legislation.
5	Manage the production of statistical data relating to the school; in order to submit reports and returns to County, OfStEd, DfES, etc as required.
6	Manage the work of Administrative, IT and maintenance team across sites, directly and through intermediate staff; and ensure efficient administrative and support systems are in place for the effective operation and day to day running of the school.
7	Assume overall management responsibility, directly and through intermediate staff, for the management of school premises; including maintenance, cleaning, refurbishment, health and safety, and security, etc. across sites
8	As part of the SLT providing senior leaders with advice and guidance on all financial, HR, Catering and site maintenance matters relating to the day to day operation of sites
9	Attending governors meetings, providing reports and being accountable for all financial and HR matters across the sites
10	Implement school-wide changes and allocate resources in line with school improvement plans, putting policies and procedures in place and communicating them to staff
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 - OPERATIONS

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 Degree level 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 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 and provide statistical analysis from the systems	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 to work independently and as part of small team.	Application Form Interview References Practical Test

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

Visits to the school are welcomed and encouraged, please call 01270 691862 to arrange.

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.

