



TRUST BUSINESS SUPPORT OFFICER CONVERTING TO SCHOOL BUSINESS / OFFICE MANAGER

For the new Orchard Grove Primary School



Application Pack

Our aim is for every child to achieve, participate and belong, and this is at the heart of everything we do at The Castle Partnership Trust

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Information regarding the role

Trust Business Support and School Business/Office Manager

Grade 12 (£22,571 - £25,927 FTE – pay award pending)

37 hours per week

Actual starting salary £20,230

41 weeks per year (term time, INSETS plus 2 weeks)

Thank you for your interest in working at The Castle Partnership Trust.

A fantastic opportunity has arisen to work with an outstanding Business Team within our busy and growing Trust. This vacancy will be initially based at The Castle School, Taunton, working with the Trust Business Team to add capacity and support the Trust Finance, HR, Premises and Administrative staff. The successful candidate's role will then transition into that of School Business / Office Manager at the brand-new Orchard Grove Primary School when it opens in September 2023. www.orchardgroveschool.co.uk

This role will initially involve supporting business colleagues within the Trust in all aspects of their work and in the setting up of the new school which will provide an excellent basis for the future role as School Business / Office Manager at Orchard Grove Primary school. An example job description for a similar role within the Trust is included below, which illustrates the varying tasks and responsibilities that the successful candidate would be likely to undertake in the future. You can be sure that no day will ever be the same as the next! This role will continue to develop as Orchard Grove Primary School grows each year. The postholder will be enormously important in the formation of the new school and in contributing to its positive and friendly atmosphere where everyone goes the extra mile.

The successful candidate will have experience of working either in Finance, HR or Premises and will have a strong track record of excellent organisation and efficiency. They will be a strong team player who is able to demonstrate initiative and commitment and is dedicated to children's progress and outcomes. Applicants with experience of working in a school or other education organisation are very welcome but this is not essential as it is more important to have the right attributes and attitudes.

The most important thing for our children is their safety. We foster a culture of vigilance amongst staff, students and parents. We always listen to children and take their concerns seriously. The Castle Partnership Trust is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated.

Should you wish to discuss anything regarding the role or have any questions, please email Sarah Watson, CEO of The Castle Partnership Trust on: SWatson1@castle.somerset.sch.uk

Disclosure Level: Enhanced. CVs are not accepted, please complete the application form in full.



Job Description

Job Title:	School Business / Office Manager
Reports to:	Headteacher
Liaising with:	School leadership team, teaching/support staff, colleagues across The Trust, parents, external agencies, organisations, individuals.
Working Time:	Full time (37 hours per week), term time including INSET days plus 2 weeks (41 weeks per year)
Grade:	Grade 12
Terms of employment:	Permanent
Disclosure Level:	Enhanced

Role Purpose:

The School Business / Office Manager is responsible for managing the operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration. They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning. As one of the first points of contact at the school, this role is vital in establishing excellent relationships with families and carers.

Duties and Responsibilities

Leadership and Strategy

- Be responsible for line-managing school support staff, including carrying out future resource planning and managing recruitment, appraisal and professional development
- Under the direction and support of the headteacher and Trust Business Manager, lead on all financial matters in school, to ensure the school's successful financial performance
- As a member of the senior leadership team, attend leadership team meetings and report to governors (attending governors' meetings where requested)
- Negotiate and influence decision making within the school's SLT.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school and encourage others to do the same.
- With the support of the Trust's Branding and Marketing Manager, implement a marketing plan for the school, which utilises the school website, signage, the prospectus and communications with current and prospective parents, updating Social Media.
- Maintain a visible, professional and high profile within the school.

Financial Management and Fundraising

- In partnership with the headteacher and with support from the Trust Finance Manager, manage the school's budget and ensure it is balanced, realistic, and represents good use of public funds
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Provide information to the Trust Finance Manager, to ensure compliance with financial reporting requirements and submission of statutory returns
- Oversee school bank accounts on a day-to-day basis; managing cash flow by ensuring invoices are paid promptly, money owed is collected, and clear and accurate records are kept
- Ensure up-to-date records of all expenditure and income are kept, informing the Headteacher and budget-holders about under and over spending budgets

Job Description (continued)

- Monitor income and expenditure to ensure that the nursery and the wraparound care provision is self-financing and sustainable
- Develop and implement the school's fundraising and income generation strategy
- Find and apply for grants to benefit the school
- Lead on procurement processes, negotiating deals and ensuring value for money
- Manage the school's lettings offer
- Ensure additional hours and supply teachers' claim forms are calculated, correctly authorised and submitted and costs monitored.

Human Resources

- Ensure that the school's Single Central Register is accurate, up to date and complete at all times
- Liaise with the Trust HR Manager to ensure the payroll is accurate
- Carry out the administrative processes relating to recruitment and other staff changes, including the seeking of references, medical clearance and DBS checks as required.
- Ensure that recruitment, appraisal and induction policies are followed. In liaison with the Headteacher and Trust HR Manager, ensure disciplinary and grievances are administered in accordance with Trust Policies
- Advise on day to day HR issues within school, escalating more complex or serious ones to the Trust HR Manager
- To be the first point of contact for all staff at the school on pay related issues, liaising with Payroll as necessary.
- Ensure that accurate personnel records, including sickness and other absences are maintained and information passed on to Payroll services as necessary.
- Staff training on areas of expertise

Health and Safety

- With the headteacher and the Trust premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff
- Ensure the Health and Safety Policy is consistently implemented including monitoring compliance obligations such as fire alarm testing
- Ensure that the maximum level of security is maintained at all times.
- Act as one of the school's first aiders (after appropriate training), including administering medicines to children
- Carry out, monitor and review Risk Assessments

Facilities and Property Management

- Ensure the safe maintenance and operation of all school premises
- Ensure the continuing availability of utilities, site services and equipment
- Ensure contractors follow instructions and requests; monitor quality of work by contractors
- Ensure a safe and clean environment for all users of the school which is conducive to learning
- Manage and monitor the provision of catering, ensuring good value, tasty and nutritious meals are available for children entitled to free school meals and for those purchasing them
- Manage the letting of school premises to external organisations for the development of extended services and local community requirements

Job Description (continued)

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- Be the school's data protection lead, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues
- Manage the purchase of supplies, equipment and services.
- Parent/carer communications
- Manage the administration of extra curriculum clubs and external provisions
- Keep the school website up to date
- Support the organisation of school trips
- With support from the Trust IT department – manage and maintain the school IT resources.
- Manage pupil data – school census

The School Business Manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

The Castle Partnership Trust is committed to safeguarding and all staff have a duty of care towards our young people. All complaints and concerns are fully investigated. Please note that for posts working with children the successful candidate will be required to undergo Disclosure and Barring Service checks in line with the Local Authority and School Child Safeguarding Policy.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a satisfactory Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

Application Process

Download your application form by visiting our website:
(<https://www.castleschool.co.uk/vacancies>) or scanning the QR code below:



Applications should be emailed to: recruitment@castle.somerset.sch.uk or posted to:

Mrs Victoria Walmsley
HR Assistant
The Castle School
Wellington Road
Taunton
Somerset
TA1 5AU

Closing date: Monday 5th September at 9am

Interviews will be held week commencing on 12 September 2022





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