



**Lace Hill Academy**



**Recruitment Pack**  
**School Business Manager**  
**April 2021**

Dear Candidate,

On behalf of the Lace Hill Academy, thank you for taking the time to see if working for our school as School Business Manager is for you.

Lace Hill Academy is currently looking for a proactive and highly skilled person who can join us as a part of our small team and work collaboratively across the trust.

At Lace Hill Academy we have a supportive, hard-working and friendly staff fully committed to making our school a happy, caring place where young children can flourish, both academically and pastorally. We welcome applications from people who are committed to working as part of a team and also use their own initiative.

Lace Hill Academy opened its doors in 2015 and is situated on the outskirts of Buckingham. We are a well-resourced school with a supportive parents and amazing children.

Lace Hill Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful candidate will be subject to pre-employment checks including: an enhanced DBS check, references and the right to work in the UK. CVs will not be accepted for any posts based in schools.

Lace Hill Academy is part of Campfire Education Trust (CET).

If you have any questions about this role, please email [recruitment@lacehillacademy.co.uk](mailto:recruitment@lacehillacademy.co.uk) or call on 01280 823747. We look forward to hearing from you.

Ms Ally Morgan

Headteacher

**Closing date is 5 pm 17<sup>th</sup> May at 2021**

**Shortlisting will be on 18<sup>th</sup> May 2021**

**Interviews to take place on 21<sup>st</sup> May 2021**

**Employment is subject to an enhanced DBS and relevant employment checks**

## Campfire Education Trust (CET)

The trust was first established in 2013 as Bourton Meadow Education Trust and is now a network of non-selective schools with a clear goal: to ensure all pupils, regardless of their background or prior attainment, has access to high quality educational provision. The trust is based in the South Midlands, and is a growing Trust focused on serving children within their community to ensure that the community is at the heart of what they do and collaborative working across the schools is achieved.

CET aims to create a safe, supportive and cooperative environment where schools can flourish, secure in the knowledge that they can branch out and explore new and adventurous education avenues. Fear of failure need no longer be a consideration for them because if they fall we catch them. The trust promises that in this environment schools feel safe, staff feel supported, children feel happy and parents feel confident.

The Trust has been renamed the Campfire Education Trust to reflect the new vision. There are six schools in total;

- Bourton Meadow Academy
- George Grenville Academy
- **Lace Hill Academy**
- Spring Lane Primary School
- Lumbertubs Primary School
- Moorland Primary School



### [Job Description School Business Manager Lace Hill Academy](#)

<b>ROLE TITLE</b>	School Business Manager
<b>CONTRACTED HOURS</b>	35 hrs per week – 40 weeks per year
<b>LOCATION</b>	Lace Hill Academy, Catchpin Street, Buckingham MK18 7RR
<b>GRADE / SCALE POINT</b>	Grade 4 Bucks according to experience
<b>REPORTING TO</b>	Headteacher



## Lace Hill Academy part of Campfire Education Trust

### SCHOOL BUSINESS MANAGER JOB DESCRIPTION



#### Main purpose

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including elements of financial management in conjunction with the Trust central finance team, health and safety, human resources, compliance and administration. This post also links into the Trust Chief Financial and Operations Officer (CFOO) in order to ensure the school's business functions feedback into and contribute to the strategic business operations across the Trust.

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.

#### Duties and responsibilities

Responsible to the Headteacher

#### Leadership and strategy

- Be responsible for line-managing the business support administrator, midday supervisor team, caretaker and cleaning staff. As line manager carry out long-term resource planning and managing recruitment, appraisals of each staff member annually (including interim performance appraisals every six months) and professional development as required. Be responsible for ensuring that all staff undertake their roles to the highest standard and ensure that remedial steps are taken should performance not be at the expected level
- Liaise with the Trust central finance team to contribute to ensure the school's successful financial performance, to ensure financial decisions are clearly linked to the school's strategic goals and accord with the Academies Financial Handbook
- As a member of the senior leadership team, attend leadership team meetings and report to governors where appropriate
- Under the direction of the Headteacher 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 the overall ethos of the Trust, and encourage others to do the same
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents, ensuring the overarching ethos of the Trust is visible
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing in line with the headteacher

- Take ownership of a strategic business operation function to act as the subject lead expert on behalf of the Chief Finance and Operations Officer across the Trust to other SBMs and be a proactive member of the SBM network group. The SBM at Lace Hill will be responsible for checking that all school Contracts files across the Trust (non HR) are in place and carry out quarterly checks to ensure this has been done and they are up to date, reporting back to the Chief Finance and Operations Officer accordingly.

### Financial management

- Ensure all financial activities that contribute to the production of management accounts are undertaken in a timely way in line with Trust deadlines.
- Manage and process the School's banking and bank reconciliations; oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Be responsible for school end to end purchase ledger activities in conjunction with the Trust Purchase Ledger Manager
- Ensure processing of all other income including trips, and any other items as required
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants at a local level, feeding into the Chief Financial and Operations Officer for Trust wide grant opportunities
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money, feeding into the Chief Financial and Operations Officer for Trust wide procurement opportunities
- Ensure the school's Fixed Asset Register (including IT Inventory) is maintained on a regular basis
- Maintain the school's Contracts file for all current service level agreement or contracts with third party providers

### Human resources

- Manage the school and the Trust Central Team's payroll provision with the payroll provider, including processing and reconciling the monthly payroll journal, setting up new starters with EPM, ensuring that correct nominal codes are included on the EPM portal, and making amendments to contracts as necessary, carrying out monthly checks on the accuracy of the data on the EPM portal and processing any additional hours and payroll expenses claims ensuring nominal codes are included on the portal and all claims are signed off by the headteacher
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and our HR provider
- Advise on HR issues within school and liaise with the external HR provider
- Under the direction of the headteacher conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Maintain the Single Central Register ensuring it is compliant at all times
- Carry out the administrative processes relating to recruitment and other staff changes, including the seeking of references, medical clearance and DBS checks as required
- Under the direction of the headteacher carry out the induction process and implementation for new support staff
- Make arrangements for staff training as required and keep accurate records of all staff training
- Manage the recruitment system MyNewTerm

**Health and safety**

- Supervise the maintenance of the school site premises working closely with the Trust Property Director (Maxwell Property Services) as required
- Manage the school’s compliance with health and safety regulations (people and place), and put in place processes and procedures to ensure the safety of all in the school using the Trust wide compliance tracker
- Organise health and safety training for staff

**Compliance**

- Manage the school’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements using the Trust wide compliance tracker
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Be responsible for ensuring the school has an assigned data protection lead (DPL), taking responsibility for monitoring data protection compliance and advising the school community on data protection issues in conjunction with the Trust’s Data Protection Lead
- Ensure the school’s website is fully compliant

**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

**IT Support**

- Liaise with IT support services to ensure the effective running and the deployment of IT systems at the school.
- Liaise with suppliers when ordering computer consumables ensuring value for money and quality of goods is maintained.

**General**

- 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 school business manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Signed .....

Headteacher .....

Date .....

## School Business Manager SPECIFICATION

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>SKILLS AND EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>• Experience of working in a similar environment</li> <li>• Effective use of IT systems and applications – Word, Excel, PowerPoint, Teams</li> <li>• Exceptional planning and organization skills</li> <li>• Display excellent attention to detail and accuracy</li> <li>• Able to remain calm under pressure, work to deadlines and manage competing priorities</li> <li>• Adaptability to changing circumstances/ideas</li> <li>• Ability to make decisions based on understanding of information</li> <li>• Ability to demonstrate sound judgement and with the ability to present solutions</li> <li>• Ability to relate well to children and adults at all levels</li> <li>• Ability to communicate and negotiate effectively to a range of audiences</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to work autonomously and under your own initiative</li> <li>• Ability to seek advice and support when required</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to self-evaluate and actively seek training opportunities</li> <li>• Successful leadership and management experience in a school, or in a relevant field outside education</li> <li>• Involvement in school self-evaluation and improvement planning</li> <li>• Line management experience</li> <li>• Experience of change management</li> <li>• Willingness to contribute to staff development</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	
<ul style="list-style-type: none"> <li>• A background in administration</li> <li>• An understanding of the principles of efficient and effective administrative support</li> <li>• Good IT skills and the confidence to apply the appropriate IT application to create the best solution</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of policies, codes of practice and awareness of legislation of working in an education setting</li> <li>• Understanding of safeguarding and child protection policies</li> </ul>

<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Effective communication and interpersonal skills</li> <li>• Ability to build effective working relationships with staff and other stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Expert knowledge of financial management</li> <li>• Ability to communicate a vision and inspire others</li> </ul>
<b>QUALIFICATIONS AND TRAINING</b>	
<ul style="list-style-type: none"> <li>• Good standard of education</li> <li>• O level /GCSE in Maths and English A-C</li> </ul>	<ul style="list-style-type: none"> <li>• Business Management qualification</li> <li>• A Levels</li> </ul>
<b>PERSONAL COMPETENCES AND QUALITIES</b>	
<ul style="list-style-type: none"> <li>• Diplomatic and confident</li> <li>• Reliability, integrity and stamina Commitment to promoting the ethos and values of the school and getting the best outcomes for all stakeholders</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Commitment to safeguarding and equality</li> <li>• Resilience and perspective</li> <li>• Flexible approach to meet daily demands of the role</li> <li>• Self-motivated and ability to use initiative to ensure tasks are completed</li> <li>• Excellent record of attendance and punctuality</li> </ul>	<ul style="list-style-type: none"> <li>• Determination to succeed and the highest possible expectation of self and others</li> </ul>