



APPLICATION PACK

School Business Manager



School Business Manager

Dear Candidate,

Thank you for your enquiry about the post of School Business Manager. This is a vital role to the success of the School as a whole.

This Business Manager is responsible for providing professional leadership and strategic vision within the support function of the school and ensures the most effective use of resources. The successful candidate will work closely with the Education Manager in order to achieve the school's learning objectives and strategic vision.

The Business Manager promotes the highest standards of business ethos and leads the management of all non-teaching support staff. Although head of a team, he/she is ultimately responsible for:

- Finance
- Human Resources incl school policies and procedures
- Estates, Facilities & School Business Wing
- Catering Provision & School Shop
- Whole School Administration
- Health & Safety
- Public & Community Relations

This post requires you to have excellent organisational skills and be customer-focused. You must be able to work well under pressure and to a high standard of accuracy while embodying the Nolan principles of public life.

In this application pack you will find information specifically about this position and also about the school in general. I ask that you read the job description and person specification carefully to see how your skills and experience matches what we are looking for. The successful candidate will find York Steiner School an incredibly rewarding and enjoyable place to work. I look forward to receiving your application

Good luck

Maurice Dobie

Information about the School

York Steiner School was founded in 1980. It is a comprehensive, non-denominational and non-sectarian school for boys and girls. We currently have four Kindergartens, Classes 1 to 8 and eight Parent and Child groups. In 2015 the school was shortlisted for the TES 'Creative school of the Year' and one of our teachers achieved a Pearson Silver Award for Teacher of the Year in a Primary School. In 2016 we were rated 'Good' by the School Inspection Service.

The school is a member of the Steiner Waldorf Schools Fellowship, which, amongst its many tasks, offers advice and training for teachers and administrative staff in Steiner schools throughout the UK. Each school has a representative on the Steiner Waldorf Schools Fellowship (SWSF) council.

As a registered independent school, we are obliged to meet the requirements of the Department for Education (DfE). We are currently inspected by Ofsted. Our most recent inspection report can be viewed at <http://www.schoolinspectionsservice.co.uk/> or on the school website (under reports & policies)

Rudolf Steiner (1861-1925)

Rudolf Steiner (1861-1925) was an Austrian philosopher who turned his attention to education at the end of the First World War. Like many of his contemporaries, Steiner was shocked at the carnage of that war and at the unimaginative response to it by political leaders. He asserted that both were the result of miseducation, and that a better world could be created only if schooling were refashioned upon wholly new principles.

He accepted an offer from the Waldorf Astoria company to establish a school for the children of its workers, and thus to put his ideas into practice. The first Waldorf School was opened in Stuttgart in 1919; there are now over 1000 schools world-wide, and their number is growing at a rapidly increasing rate.

Steiner observed that most education of his day was directed solely towards the pupils' intellectual faculties. Not only were their minds guided along very narrow channels, but vital areas of feeling and will were wholly ignored. He therefore outlined a curriculum that would enliven the whole human being, not simply the intellect. With remarkable clarity and insight, he charted a person's development from earliest childhood to adulthood, and selected subjects at each stage to meet his or her intellectual, emotional and volitional needs. Since the first Waldorf School was established, teachers have found his indications remarkably helpful and profound, and the curriculum remains highly pertinent to today's child.

Our Philosophy

Our approach is different from the norm in this country, having closer ties with the education in other European countries.

Whilst many of our children go on to great success in the halls of higher learning, our primary concern is not to turn out academics on some educational production line. We aim, instead, to help each child develop their own inner confidence and to do everything to the best of their ability.

We like them to explore as much of the world as we are able to show them and eventually to make conscious decisions about what they want to do in life.

Our educational process is designed to promote emotional balance, social awareness and intellectual curiosity. Based on the work of Rudolf Steiner, it focuses equally on the intellectual, artistic and practical in the curriculum.

This approach allows a balanced and comprehensive unfolding of the child's natural abilities and interests.

Excellence in learning is encouraged, and teachers work to generate self-discipline and genuine enthusiasm for learning, thus rendering competition and streaming unnecessary.

For further information on Rudolf Steiner and Steiner Waldorf education, you may like to visit the Steiner Waldorf Schools Fellowship website: <https://www.steinerwaldorf.org/>

Application Process

The closing date for all applications is **12 noon on Tuesday 26 March 2019**

Interviews will be held as soon as possible after the closing date.

If you think you're the person for the job, please complete an application form along with a covering letter of no more than two sides of A4, and send to:

maurice@yorksteinerschool.org or via post to:

Maurice Dobie, York Steiner School, Danesmead, Fulford Cross, York YO10 4PB

If you do not receive confirmation of receipt of your application within two working days please call 01904 654983

Queries & Visits

Visits are advised and warmly welcomed. Please contact Maurice Dobie to arrange a suitable time, telephone: 01904 654983 or via the email above

We actively welcome you to contact Maurice Dobie to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people.

JOB DESCRIPTION

Position	Operations Manager (SBM)
Grade	£20,000 - £23,000
Contract	Established Full-time (37 hours per week, 52 weeks per year)
Responsible to	Trustees
Staff Managed	See Organisation Chart
Safeguarding	Enhanced DBS / Section 128 clearances required

Job Purpose

To be responsible for the day to day management of the school finance, office, administration and site

To lead and manage some support staff and take a lead role in personnel matters

To lead and be responsible for all Health & Safety matters

To provide support and work closely with the Education Manager and Trustees.

To manage any school contracts

It will be the responsibility of the Business Manager to ensure that the School operates efficiently and effectively in delivering its core educational aims, and that value for money is achieved across all the school's activities.

Responsibilities and Duties

<p>Governance</p>	<ul style="list-style-type: none">• Attend all Board of Trustee meetings and as required present information and assist in decision making• Act proactively in alerting the Education Manager and Trustees to any potential risks to compliance and monitor changes in the regulatory environment.• Ensure that records held at Companies House are up to date and that accounts and other records are filed correctly and to deadline.• Attend School Management Group meetings, liaise with and attend or send representative to the Pedagogical Meeting.
<p>Administration</p> <p>Ensure the effective delivery of administrative services to fulfil business objectives.</p>	<ul style="list-style-type: none">• Line manage the Office staff and oversee their efficient and effective operation.• Oversee the maintenance and lead on the development of the school's administrative and information systems.
<p>Health and Safety</p> <p>Lead on Health and Safety for the school, ensuring the wellbeing of all staff and pupils and compliance with statutory Health & Safety legislation.</p>	<ul style="list-style-type: none">• Manage the regular review and monitoring of health and safety policies and procedures in accordance with statutory requirements.• Ensure compliance of all Health & Safety regulations• Lead in all matters Health & Safety providing advice to all and any staff.• Be aware of and implement health and safety responsibilities• Hold the post of Designated Medical Officer

<p>Facilities & Premises Management</p> <p>Develop, establish and manage effective procedures for estate management ensuring that the site is fit for purpose for use by all users.</p>	<ul style="list-style-type: none"> • Act as line manager to the school’s maintenance staff and through them ensure that the premises are well maintained and fit for purpose. • Prepare and maintain the Premises Plan; provide costed proposals and advise where appropriate • Organise the letting of the school premises to external organisations including the Business Wing • Line manage the school’s Café manager, and through her ensure compliance with hygiene requirements and the quality of catering generally • Line manage the School Shop Manager and lockup team • Oversee the school’s cleaning arrangements and maintain standards. • Ensure that planned preventative maintenance contracts are in force and kept up to date factoring in repairs to the medium-term financial plan
<p>Financial Management Strategy, and Value for Money</p> <p>Provide strategic guidance, leadership and oversight of the school’s finances and in conjunction with the Finance Manager advising the School Management Group and Trustees on financial matters relating to the school</p>	<p>Financial management and record keeping</p> <ul style="list-style-type: none"> • Ensure that the Schools finances are managed efficiently, effectively and propriety • Line Manage the Finance Manager and Finance Assistant • Oversee work of the Finance Department and with support from the School’s accountants, ensure compliance with accounting standards generally and with the requirements of Companies House, the Charities Commission, HMRC and other regulatory bodies • Oversee and ensure that the School’s budget holders are provided with timely expenditure reports, and support them with advice and training as necessary • Oversee the process for the school’s accountants in producing of the year-end financial statements, make all arrangements for audit, and support the audit process

	<p>Financial strategy and policy</p> <ul style="list-style-type: none"> • Oversee the development, setting and approval of the annual budget ensuring it is aligned with the school’s educational aims and strategic priorities • Monitor the financial environment in which the school is operating • Support the Finance Manager in preparing medium term financial plans and forecasts • Advise the Board of Trustees on all aspects of the school’s finances and its financial strategy • Develop, and ensure compliance with, robust financial policies, processes and reporting systems that satisfy audit requirements • In conjunction with the Board of Trustees develop and maintain the School’s risk register • Oversee fundraising • Establishing and oversight of after school childcare <p>Value for Money</p> <ul style="list-style-type: none"> • Ensure the principles of economy, efficiency and value for money are applied to every aspect of the school’s financial management and in particular to its purchasing decisions. • Identify appropriate sources of benchmarking data and other financial information and provide comparative analysis • To ‘champion’ value for money throughout the school
<p>Human Resources</p> <p>Provide leadership and management of personnel matters</p>	<ul style="list-style-type: none"> • Lead the effective administration of staff recruitment ensuring compliance with statutory safeguarding requirements. • Be familiar with conditions of service and be able to advise on matters regarding contracts, salaries, pensions and absence procedures.

	<ul style="list-style-type: none"> • Maintain staff files ensuring the highest standards of record keeping • Keep the school's Single Central Record (SCR) fully up to date and maintain it to standards prescribed by Ofsted. • Oversee the processes for relevant staff induction and probationary periods. • Ensure all the school's employment policies and practices are fully compliant with the requirements of legislation relating to equalities and discrimination.
<p>Data Protection & Information</p> <p>Ensure Information Policies and Procedures are compliant</p>	<ul style="list-style-type: none"> • Ensure policies are reviewed in conjunction with the nominated Data Protection Officer to ensure compliance with the General Data Protection Regulation, Environmental Information Regulations 2004 and Freedom of Information Act 2000 • Oversee compliance with policies and procedures and oversee / manage the investigation of any data breaches • Manage the process of 'Subject Access Requests' under the Data Protection Act.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications, Training and Experience		
GCSE (A-C) (or equivalent) in English and Mathematics	X	
Graduate or degree qualification in a relevant business subject		X
Formal bookkeeping or accountancy qualification OR clear and demonstrable evidence of 'qualification by experience'	X	
MAAT, ACMA, ACA		X
Certificate or Diploma in School Business Management (CSBM, DSBM)		X

General Career Background		
Substantial experience of financial management at a senior level	X	
Substantial experience of leading a team and line managing staff	X	
Experience of HR administration and record keeping	X	
Experience of estates management	X	
Experience of working in a school		X
Member of senior management team		X
Project Management experience		X

Skills & Knowledge		
Extensive experience of preparing and managing budgets	X	
Extensive experience of presenting financial information clearly and concisely to users of non-finance backgrounds	X	
Understanding of financial systems & processes	X	
A good general knowledge of HR policies and procedures	X	
A good understanding of relevant health and safety legislation	X	
Good interpersonal skills and an understanding of customer care	X	

Excellent written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils, parents and outside agencies	X	
Experience of public speaking / presentations	X	
Competency in Microsoft Office (particularly Word & Excel)	X	
Excellent Organisation and time management skills	X	
Demonstrable experience of process improvement	X	
Creative and innovative thinker		X
Ability to interpret new regulations and legislation and apply to the area of work		X
Ability to challenge existing practices and be creative in developing new solutions		X
Negotiation skills		X
Values		
A commitment to the aims and ethos of York Steiner School	X	
A commitment to equal opportunities across the whole school community	X	
Embody the Nolan principles of public life	X	

York Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Charity Commission

Ofsted

Companies House

Association

Parents

Board of Trustees

Education Manager
DSL

Business Manager

Head of Pedagogical

Early Years Manager

D Education Manager

Subject Teachers

Finance Manager

Receptionist

SENDCO

Apple Tree

Maple Tree

Class 1

Handwork

Finance Assistant

School Secretary

Learning Support

Silver Birch

Willow Tree

Class 2

Music

Fundraising

Cafe

Learning Support

Oak Tree

EY Afternoon Care

Class 3

Eurythmy

Shop

Learning Support

EY Afternoon Care

Parent & Child

Class 4

Gym

Estates

Teacher Support

Class 5

German

Public Relations

Class 6

French

HR

Class 7

Woodwork