



Eden Primary, 79 Creighton Avenue, London N10 1NR Tel 0208 883 9527

Head Teacher: Jo Sassienie [jo@edenprimary.org.uk](mailto:jo@edenprimary.org.uk) [www.edenprimary.org.uk](http://www.edenprimary.org.uk)

## **RECRUITMENT PACK: SCHOOL BUSINESS MANAGER**

**(4 days per week – negotiable)**

**Term time plus four weeks during school holidays by arrangement**

Application pack available at [www.edenprimary.org.uk/jobs](http://www.edenprimary.org.uk/jobs).

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## **Welcome Letter from the Head Teacher including how to apply**

**September 2017**

Dear Candidate,

Thank you for your interest in applying for the position of School Business Manager at Eden Primary. I hope that you will enjoy this introduction to the school and that you will decide to apply and join our team.

Eden Primary opened in September 2011 and we now have a flourishing and dynamic primary school with children from Reception - Year 6. This year our school is full for the first time. In September 2012 we moved into a beautiful, brand new building, designed to create a learning environment conducive to achieving the values and vision we are committed to at Eden.

**We are now looking for an enthusiastic, committed, caring and experienced School Business Manager to be involved in continuing to build our exceptional school and who will help us to adjust to being a school of 210 children. We are hoping to find a strong, well-organised manager and leader.**

We are an ambitious school community and are keen to find a School Business Manager to complement our senior team. They will be caring individual who would enjoy working in a school and with considerable drive and enthusiasm. They will be organised, focused and show high levels of independence and initiative. An ability to lead and inspire the school's administrative team is essential.

Eden Primary takes an innovative and creative approach to excellence in the education of young children: it is a school that values, educates, welcomes and nurtures every Jewish child irrespective of their background and ability, as well as children who are not Jewish, on an equal basis. Families at Eden want a Jewish education for their children, which is firmly grounded in the context of the local community and the wider world. Eden Primary now provides an education in which children learn about their own religion, backgrounds and cultural heritage, and also understand, explore, value and respect the full range of religions and cultures in our modern society.

We are keen to find a person with high expectations of themselves, of their colleagues and of the children they will work with. Think about your skills, expertise, availability and ambitions and apply for this position if you think it is a good match for you.

There is no doubt in my mind that working at Eden and continuing to create the school is an exciting and irresistible challenge and I hope you will feel the same way. If this vision resonates with you, I strongly encourage you to find out more about the school and put in an application.

I hope that you find the enclosed information helpful. I would be very happy to speak with you to tell you more about the school and answer any questions you may have. Please do contact me on 0208 883 9527 for an informal conversation.

I look forward to meeting you.

With very best wishes

Jo Sassienie, Head Teacher

## Vision and Values

Eden Primary is a Jewish school where everybody is welcome. It is a one-form-entry school with a cross-communal Jewish ethos that welcomes children from across the spectrum of Jewish belief and beyond on an equal basis.

**INCLUSION:** Eden primary enables every child to develop their true potential by recognising and meeting their individual needs in an inclusive school, creating a caring and creative environment, fostering a love of learning and helping each child to play an active and responsible role in their community.

**DIVERSITY AND COMMUNITY:** Children and families of different backgrounds and beliefs learn from diversity and difference and value one another in a warm, vibrant and compelling community.

**OUTDOORS EDUCATION:** Eden Primary fosters a love of nature, the environment and outdoor activity so that the children develop self-confidence and learn how to enjoy, protect and take responsibility for the world around them.

**CURRICULUM INNOVATION:** Values academic excellence achieved through an innovative curriculum incorporating both Jewish and general studies with high expectations of achievement for all children.

**JEWISH EDUCATION:** Eden Primary uses Jewish teaching as a source of inspiration and knowledge, while promoting respect, understanding and positive relations across the Jewish and wider community.

## What kind of person are we looking for?

**PLEASE ALSO READ CAREFULLY THE JOB DESCRIPTION AND PERSON SPECIFICATION FURTHER ON IN THIS PACK.**

In addition we are looking for:

- A proven track record of excellence in school business management and leadership.
- A candidate who sees the vision and values of the school as a good fit for their professional work.
- Applicants who want to work as part of a collaborative team, building an exceptional school.

- An individual looking for a challenge and professional growth.
- Someone who enjoys working hard and shows great resilience in a busy school environment
- Someone open to new ideas and initiatives.
- Highly professional, positive person who will strive for excellence and work to a high standard securing the best possible outcomes for the children and for the school.
- **Our Commitment to Staff**

**We can offer:**

- A vibrant, warm and engaged community of children, parents, staff and governors. The challenge, excitement and rewards of developing and improving a new school with an innovative vision, new approaches to school life and learning and inspiring values.
- The opportunity to work in a creative and thoughtful environment with a strong and committed team.
- The opportunity to work in a beautiful school building.
- Exciting professional development opportunities with an experienced leadership team.
- A committed and supportive governing body.

**Person Specification**

Selection decisions will be based on the candidate specification outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application form and supporting statement, you should ensure that you address the person specification and provide evidence of how you meet the criteria through reference to work or other relevant experience.

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• High level educational background</li> <li>• Evidence of continuing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree or equivalent qualification.</li> <li>• Qualifications in finance, school business management or equivalent.</li> <li>• Trained in safeguarding in schools.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience of school administration or business management.</li> <li>• Experience of leading the budgetary management and financial control within an organisation.</li> <li>• Experience at a senior level in administration.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of contributing to the senior management team / leadership team of a school.</li> <li>• Experience working effectively in co-operation with a wide range of internal and external partners including both statutory and</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of managing and motivating staff.</li> <li>• An understanding and experience of schools or education finance.</li> </ul>	<p>non-statutory organisations and groups.</p> <ul style="list-style-type: none"> <li>• Experience of premises management and school operations.</li> <li>• An awareness and understanding of key issues in relation to Human Resources, procurement, contracts, safeguarding, risk assessment, health and safety and traded services to schools.</li> </ul>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Ability to use school financial management systems.</li> <li>• Highly developed planning and organisational skills.</li> <li>• Ability to use initiative and prioritise work in order to meet competing deadlines.</li> <li>• Good interpersonal and communication skills.</li> <li>• Evidence of high level ICT skills.</li> <li>• An ability to analyse information (particularly financial) and communicate succinctly and clearly.</li> <li>• Excellent written and verbal communication skills.</li> <li>• An ability to build a partnership with colleagues, parents, carers and children and to build home/school links.</li> <li>• An ability to work closely as part of a team with all school staff.</li> <li>• An ability to delegate appropriately.</li> <li>• An ability to initiate and implement change and evaluate its impact.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using SIMS financial management software.</li> <li>• Ability to contribute to the Senior Leadership Team.</li> </ul>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>• Enjoy working with children.</li> <li>• High levels of motivation and commitment.</li> <li>• A positive and determined approach to meeting challenges.</li> <li>• An ability to think incisively and strategically.</li> <li>• Enjoy working hard.</li> <li>• Reliability and flexibility.</li> <li>• Excellent organisational and time management skills.</li> <li>• Concern for individual and team needs and the ability to cater for both.</li> </ul>	

	<ul style="list-style-type: none"> <li>• A strong work ethic and resilience under pressure.</li> <li>• An ability to multi-task and be flexible.</li> <li>• An ability to maintain confidentiality and deal sensitively with others.</li> <li>• Support for the vision and values of school including our Jewish ethos.</li> <li>• Commitment to Equal Opportunities.</li> </ul>
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### **Job Description**

**Post:** School Business Manager 4 days per week (negotiable) term time, plus 4 weeks to be worked during holiday periods, as agreed with the Head Teacher

**Responsible to:** Head Teacher

**Salary Grade:** PO6 sp. 46-49

Currently £42,876 - £45,666 FTE

*Pro-rata based on number of days per week worked and term time plus 4 weeks.*

**Starting Date:** As soon as possible.

**Purpose of the post:**

To lead the financial management and planning, contribute to the strategic management of the school and advise the Governing Body and Head Teacher on all matters of a financial and operational nature to enable high quality teaching and learning throughout the school. To manage the operational functions across the school including HR, IT, premises and extended school provisions.

To act as line manager to school administrators, extended school and premises staff, caterers, IT technicians, meal supervisors and be responsible for their efficiency and effectiveness in meeting the needs of the school (via performance management).

**Financial Planning**

- Prepare with the Senior Leadership team the annual budget as part of the three to five year financial plan.
- Prepare the financial reports as required by the Governing Body, Department for Education, Education Funding Agency, HM Customs & Revenue and any other organisation required to fulfil the commitments of both the Trust and the school.
- Plan the cash flow of the school and implement creditor and debtor policies and procedures.
- Ensure the effective operation of financial control within the school, and ensure it receives value for money in all its expenditures. Ensure that contracts with suppliers are reviewed regularly for both quality and value for money.

- Develop appropriate financial procedures and work with budget holders to ensure compliance.
- Devise appropriate accounting procedures to control, monitor and disburse the school budget, including routine financial arrangements.
- Develop and keep updated the computer based financial and management accounting systems for the school.
- Develop the school's donation scheme both in terms of generating income and monitoring expenditure.
- Work with Governors and Senior Leaders to develop a long term financial strategy for the school, including the generation of new income streams to support the ethos of the school.

### **Financial Management**

- Prepare and implement policies concerning the buying and ordering of all supplies and services.
- Ensure all income is received/claimed promptly including but not limited to VAT, SEN, Pupil Premium, UIFSM, premises lettings, grants for security services etc.
- Ensure the school's financial systems (including MIS) are kept up to date and all payments are made on time.
- Prepare management accounts for the Head Teacher and Governors on a regular basis.
- Monitor cash flow and ensure the school secures maximum benefit from financial management.
- Prepare for and oversee the annual audit and working with schools accountants ensure the preparation of annual accounts and annual return. Ensure deadlines are met.
- Oversee any Capital projects including both premises and IT related.

### **HR including Payroll**

- Support the recruitment process for new staff, ensuring compliance with the Safer Recruitment Policy and ensuring contracts of employment are issued promptly and work with the Senior Leadership Team to plan induction for new starters.
- Carry out all pre-employment vetting checks and ensure the school's Single Central Register is accurate and up to date and that safeguarding procedures are followed.
- Ensure all pay awards are implemented correctly and payroll providers kept up to date.
- Monitor staff absence and ensure in conjunction with the Head Teacher that absence management procedures are followed.

- Maintain confidential HR files and ensure all documents are in place.
- Make arrangements for an effective payroll system and oversee the monthly payroll and ensure compliance with all relevant legislation. Ensure the payroll provider makes all payments to staff and relevant bodies (pension providers, PAYE etc.)
- Deal with all HR matters (supported by school's external HR advisors) relating to salary and Inland Revenue queries. Advise Head Teacher and deal with matters relating to salary assessment, maternity/paternity procedures, redundancy, capability and disciplinary issues.
- Have an awareness of HR issues and where appropriate liaise with an HR Service provider on complex issues and ensure all process and systems are legal and compliant with systems and policies.

#### **Asset Control**

- Ensure accurate records are kept of all school assets.
- Produce and implement appropriate policies and procedures for the procurement, depreciation and disposal of all Trust's assets.
- In conjunction with the Head Teacher prepare any capital purchase programme for approval by the Governing Body.

#### **Insurance Arrangements**

- Make arrangements for insurance cover as required by Governors and/or Head Teacher.
- Liaise with brokers/Insurance companies regarding claims, dealing with all correspondence and communications.

#### **Leadership Team**

- Assist the Senior Leadership Team, in the preparation of the school's annual development plan.
- Provide leadership, line management, motivation and support for support and administrative staff, ensuring that appropriate standards of behaviour and performance are demonstrated at all times. Carry out staff appraisals in line with school policies.
- Participate in the implementation of the school's HR policies and procedures in ensuring they are embedded across the school.
- Proactively implement the school's policies and procedures.

#### **Governance**

- Attend all Full Governing Body and Finance Committee meetings and ensure governors are given all the necessary information, both at the meeting and in advance to discharge their duties effectively.
- Ensure minutes of all governor meetings (from the Clerk) are securely stored and disseminated to all appropriate individuals (including via the school's website).
- Keep accurate records of all Governor training.
- Contribute on a termly basis to the Heads report to Governors.
- Advise Governors responsible for health & safety, safeguarding and any other areas of school operations as required.

### **Premises Management**

Oversee the work of the Premises Manager to ensure that

- The highest standards of maintenance of school site and buildings are delivered.
- Appropriate health and safety policies and procedures are in place and adhered to.
- Working with the Premises Manager to lead the planning and implementation of new capital and refurbishment projects.
- Working with the Premises Manager ensure that Risk Management is consistently implemented, that hazards are identified and that there is effective monitoring of health & safety issues at all times.
- The Disaster Recovery Plan is prepared and reviewed and updated on a regular basis.
- Expenditure (including any capital expenditure) on buildings and grounds is monitored and controlled in line with the agreed budget.
- Working with the Premises Manager, ensure all statutory checks of premises are undertaken as required and that the highest levels of maintenance including cleaning across all areas of the buildings and site are maintained.
- Manage (on going monitoring of service and cost) of all Service Level Agreements and contracts and ensure value for money.
- Oversee the work of the Premises Manager with regard to Premises lettings and develop the lettings capacity to generate additional income.

### **Operations**

- Respond to any Freedom of Information requests on a timely basis.
- Oversee and support the work of catering and cleaning providers and the operational aspects of the lunchtime arrangements to ensure that an excellent service is provided.

- Working with administrative staff to oversee and have an understanding of their work and e.g. MIS, school trips, extended school arrangement and admissions (annual or in year).
- Working with the Premises Manager, oversee security (invacuation & evacuation procedures). Ensure that a suitable security contract is in place so that the school has a level of security consistent with its ethos and needs.
- With the Senior Leadership Team, oversee the school's website & prospectus
- Work with the IT co-ordinator and external IT support company to ensure that the IT infrastructure is maintained and advise on future developments and procurement.

#### **Additional Duties**

- All members of Eden Primary staff are expected to undertake lunchtime duties either in Café Eden or the playground.
- Carry out other reasonable tasks from time to time as directed by the Head Teacher.

This job description may be amended at any time following discussion between the Head Teacher and member of staff and will be reviewed annually.

## **HOW TO APPLY**

### **When are visits to the school possible?**

Visits and conversation with the Head Teacher and current School Business Manager are strongly encouraged. Moving to a new post is an important step and we want you to make a good match. This involves finding out everything you can about the school and asking the questions you need to know the answers to. Ideally you will visit the school when it is in operation but you can also arrange to visit before or after school. Please call Jo Sassienie on 0208 883 9527 or email me at [jo@edenprimary.org.uk](mailto:jo@edenprimary.org.uk) to arrange a visit.

### **Who should the completed application forms be returned to?**

Application pack available at [www.edenprimary.org.uk/jobs](http://www.edenprimary.org.uk/jobs).

Please post a completed hard copy of the application form and your supporting statement or letter by **12 noon on October 6<sup>th</sup> 2017 to:**

Jo Sassienie Eden Primary, 79 Creighton Avenue, London, N10 1NR

#### **OR**

Email your completed application form and your supporting statement or letter to

Jo Sassienie, Head Teacher at [jo@edenprimary.org.uk](mailto:jo@edenprimary.org.uk).

***Shortlisted candidates will be notified by telephone and also by email, and with the agreement of the candidate references may be taken up before interview.***

**What will the application process involve?**

**Interviews and exercises will be held on the 20<sup>th</sup> and/or 24<sup>th</sup> October, 2017.**

We are keen to make the recruitment process as comprehensive and also as relaxed as possible to bring out the best in our candidates.

- **Preparation of a short presentation on a relevant topic.**
- **In tray exercise.**
- **Panel Interview.**

**Candidates will participate in a 45 minute panel interview.**

The successful candidate will take up their post as soon as possible.

***For more information about the school please go to our website at [www.edenprimary.org.uk](http://www.edenprimary.org.uk) especially our school prospectus inserts.***

I hope that you find the enclosed information helpful. I would be very happy to speak with you to tell you more about the school and answer any questions you may have. Please do contact me on 0208 883 9527 for an informal conversation. I look forward to meeting you.

With very best wishes

Jo Sassienie, Head Teacher



## ADVERT



79 Creighton Avenue, Muswell Hill, London N10 1NR

### **A unique opportunity for a School Business Manager**

Eden Primary welcomes children from all backgrounds, integrating the best of general and Jewish education. The school is inspired by the diversity and strength of its community, an inclusive approach to learning, outdoor education, excellence in education and varied, innovative approaches to teaching and learning.

Since it's opening in 2011, we now have children from Reception to Year 6. We are entering the next phase of our development as an excellent school building on our successes. There is now an opportunity to evaluate our development, reflect on our progress and practice and make any necessary adjustments as we move into the future as a complete school community.

**Four days a week, term time only plus four additional weeks during school holidays by arrangement.**

**Salary:** PO6 SP. 46-49    Currently £42,876 - £45,666 FTE (salary is pro-rata)

**Terms may be negotiable for a candidate with exceptional experience.**

Application pack available at [www.edenprimary.org.uk/jobs](http://www.edenprimary.org.uk/jobs)

**Application Deadline: 12 noon, October 6<sup>th</sup> 2017      Interviews: October 20<sup>th</sup> and 24<sup>th</sup>**

**References will be taken up before interview**

**Start date: ASAP**

**We are looking for:**

- An individual with a proven track record in finance and school business administration.
- A candidate who sees the vision and values of the school as exciting and a good fit for their professional work.
- Applicants who want to work hard as part of a collaborative team, building an exceptional school.
- An individual looking for a challenge and the rewards of being able to make a difference.
- Someone open to new ideas and initiatives.

- A highly professional person who will strive for excellence and work to a high standard securing the best possible outcomes for children the school.

**We can offer:**

- The challenge, excitement and rewards of developing and improving a new school with an innovative vision, new approaches to school life and learning and inspiring values.
- The opportunity to work in a creative and thoughtful environment with a strong and committed team.
- The opportunity to work in a beautiful school building.
- Exciting professional development opportunities with an experienced leadership team.
- A committed and supportive governing body.

For more information contact Jo Sassienie: [jo@edenprimary.org.uk](mailto:jo@edenprimary.org.uk).

Eden Primary is committed to safer recruitment and the protection of children and vulnerable adults. All positions will require a satisfactory DBS & DBA check. We are committed to promoting equality and challenging discrimination. We welcome applicants from all sections of the community.