



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

Head Teacher: Jo Sassienie

jo@edenprimary.org.uk

www.edenprimary.org.uk

RECRUITMENT PACK: SCHOOL BUSINESS MANAGER (Maternity Cover)

(Part Time – 3 days per week – negotiable)

Term time plus additional days during holidays by arrangement

Includes:

- **Welcome Letter from Head Teacher** Page 2
- **Eden Primary Vision and Values** Page 3
- **What kind of person are we looking for?** Page 3
- **Our Commitment to Staff** Page 4
- **Person Specification** Page 5
- **Job Description** Page 7
- **How to Apply/School Visits** Page 12
- **Full Advert** Page 13

Welcome Letter from the Head Teacher including how to apply

Dear Candidate,

Thank you for your interest in applying for the position of School Business Manager (Maternity Cover) 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. We are now approaching our 10th birthday and have a flourishing and dynamic Jewish primary school in a beautiful setting and building, designed and opened in 2012 to create a learning environment conducive to achieving the values and vision that we are committed to at Eden. Our first cohort of children moved on to secondary school in Sept 2018.

We are now looking for an experienced maternity cover School Business Manager to join our team and to be involved in continuing to build our exceptional school.

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

We are keen to find a person with high expectations of themselves, of their colleagues and of the children they will work with. It is our experience that school managers and leaders tend to be exceptional because they are reflective about their work and committed to growth in every way. Think about your skills, expertise and ambitions and apply for this position if you think it is a good match for you.

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

Eden Primary Ethos

Eden Primary is a Jewish school where everybody is welcome.

The school's Jewish ethos embraces children from across the spectrum of Jewish belief and the wider community on an equal basis.

Jewish, universal and British values are embedded in all that we do.

JEWISH EDUCATION is taught in an open way alongside the culture and traditions of other religions so that all children and their families feel engaged and part of our community.

INCLUSION AND DIVERSITY

Eden enables every child to develop their true potential by recognising and meeting their individual needs in an inclusive and nurturing school environment.

Children value and learn from the diversity and difference within our school and the wider community.

CREATIVITY AND INNOVATION

A love of learning motivated by creativity, curiosity, wonder and achievement is at the core of our approach to teaching and learning.

Eden strives for academic excellence achieved through an innovative curriculum integrating both Jewish and general studies with high expectations for all children.

OUTDOORS EDUCATION

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

Commitment to this ethos leads us to strive for thoughtfulness, reflection and sustained excellence building a strong learning community of children and adults.

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.
- A great work ethic and someone who enjoys working hard and shows great resilience.
- 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 broad range of responsibilities.
- 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.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • High level educational background. • In finance, school business management or equivalent. • Evidence of continuing professional development. 	<ul style="list-style-type: none"> • Trained in safeguarding in schools. • Degree or equivalent qualification.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of school administration or business management. • Experience of leading the budgetary management and control within an organisation. • Experience at a senior level in an administrative environment. • Experience of managing and motivating staff. • An understanding and experience of schools or education finance. • 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. 	<ul style="list-style-type: none"> • Experience of contributing to the senior management team / leadership team of a school. • Experience working effectively in co-operation with a wide range of internal and external partners including both statutory and non-statutory organisations and groups. • Experience of premises management and school operations.
SKILLS	<ul style="list-style-type: none"> • Ability to use school financial management systems. • Highly developed planning and organisational skills. • Ability to use initiative and prioritise work in order to meet competing deadlines. • Good interpersonal and communication skills. • Evidence of high level ICT skills. • An ability to analyse information (particularly 	<ul style="list-style-type: none"> • Experience of using SIMS financial management software. • Ability to contribute to the Senior Leadership Team.

	<p>financial) and communicate succinctly and clearly.</p> <ul style="list-style-type: none"> • Excellent written and verbal communication skills. • An ability to build a partnership with colleagues, parents, carers and children and to build home/school links. • An ability to work closely as part of a team with all school staff. • An ability to delegate appropriately. • An ability to initiate and implement change and evaluate its impact. 	
<p>PERSONAL QUALITIES</p>	<ul style="list-style-type: none"> • Enjoy working with children. • High levels of motivation and commitment. • A positive and determined approach to meeting challenges. • An ability to think incisively and strategically. • Enjoy working hard. • Reliability and flexibility. • Excellent organisational and time management skills. • Concern for individual and team needs and the ability to cater for both. • A strong work ethic and resilience under pressure. • An ability to multi-task and be flexible. • An ability to maintain confidentiality and deal sensitively with others. • Support for the vision and values of school including our Jewish ethos. • Commitment to Equal Opportunities. 	

Job Description

Post: School Business Manager (Part time) 3 days per week, term time, plus additional days to be worked during holiday periods, as agreed with the Head Teacher

Responsible to: Head Teacher

Salary Grade: PO4 sp. 35 – 38

Currently £40869 - £43860 (FTE i.e. 5 days per week, all year round).

Pro-rata based on number of days per week and term time only.

Starting Date: February 2022

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 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, complete monthly monitoring reports for the Governing Body 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 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 as 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 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, papers to discharge their duties effectively.
- Ensure minutes of all governor meetings are securely stored and disseminated to all appropriate individuals (including via the school's website).
- 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.
- 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).
- 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.
- Oversee the school's website alongside the administration team.

- Work with the IT co-ordinator 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 are strongly encouraged (Covid 19 dependent). Ideally you will visit the school when it is in operation but you can also arrange to visit before or after school. Please call me, Jo Sassienie, Head Teacher on 0208 883 9527 or email me at jo@edenprimary.org.uk to arrange a visit.

Applications are due by 12.00 Wednesday 5th January 2022

Interviews on Monday 17th January 2022

Who should the completed application forms be returned to?

Please post a completed hard copy of the application form and your supporting statement or letter to: Deniz Ozturk, Eden Primary, 79 Creighton Avenue, London, N10 1NR

OR

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

Deniz Ozturk, School Business Manager at deniz@edenprimary.org.uk.

Shortlisted candidates will be notified by email and references will be taken up before interview.

What will the application process involve?

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

- In tray exercise.
- Interview.

The successful candidate will take up their post in February 2022.

For more information about the school please go to our website at www.edenprimary.org.uk especially our school prospectus inserts.

ADVERT

Eden Primary is a wonderful primary school that 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, creativity, an inclusive approach to learning, outdoor education, excellence and innovation in education.

SCHOOL BUSINESS MANAGER (Part Time – 0.6 negotiable)

(Part Time – 3 days per week – negotiable)

Term time plus additional days during holidays by arrangement.

Salary Grade: PO4 sp. 35 – 38

Currently £40869 - £43860 (FTE i.e. 5 days per week, all year round).

Pro-rata based on number of days per week and term time only.

Start date: February 2022

We are looking for:

- An individual with a proven track record in finance and administration.
- A School Business Manager who sees the vision and values of the school as 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 who is seeking to progress their career through professional development.
- 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 the children and for the school.

We can offer:

- The challenge, excitement and rewards of developing and improving our 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.
- Exciting professional development opportunities with an experienced leadership team.
- A broad range of responsibilities.
- A committed and supportive governing body.

- Application pack available at <https://edenprimary.org.uk/jobs-at-eden/>

For more information contact Jo Sassienie, Head Teacher: jo@edenprimary.org.uk.

Closing date for applications: **12:00 noon Wednesday 5th January 2022**

Interview Dates: **Monday 17th January 2022**

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.