

Recruitment Pack



St. Crispin's
Excellence for all



Business Manager



St. Crispin's School is part of The Circle Trust, company number 11031096,
registered at St. Crispin's School Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144

Welcome to St Crispin's

Dear Applicant,

I am delighted that you are interested in the role of School Business Manager at St. Crispin's. We are looking to recruit a highly motivated colleague who will play a central role in our Senior Leadership Team and share our vision of:

“Excellence for all”

We offer a happy and supportive place to work, learn and develop and it is our intention to do the very best for both our students and staff. St. Crispin's is one of the founding schools that created The Circle Trust www.thecircletrust.co.uk which is a Multi-Academy Trust established to serve Wokingham and the surrounding area.

This means that a new Business Manager will enjoy the fellowship of the Business Managers across all schools in our Trust as well as the guidance and support of Debra Briault our Trust's Chief Finance Officer. As a term time only (with very limited holiday work) role we hope that this post offers an excellent work/life balance for applicants. Although our post is ideal for an experienced Business Manager we equally are able to provide a well-devised induction programme for any potential colleague who might be new to working in the educational environment.

I hope the information in this pack will help introduce you to our school and the type of Business Manager we are looking for. Visits to the school prior to applying are very warmly welcome – just ask and we will arrange it!

We are excited about the future of St. Crispin's and the part that will be played by our new Business Manager. If you think this sounds like an opportunity you would enjoy being part of, the staff, governing body and students look forward to meeting you.

Best wishes

Ginny Rhodes, Headteacher



About us

St. Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance.

We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St. Crispin's converted to an academy and became part of "The Circle Trust."

Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.



Current NOR of 1174.

London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 978 1144

www.crispins.co.uk

www.thecircletrust.co.uk

Business Manager

Competitive package, Grade 8, 37 hours/week

Term time only + INSET + 10 days

The students, staff and local advisors at St. Crispin's are looking to appoint an experienced, enthusiastic, flexible and strategic Business Manager. You will be highly organised, with strong communication, finance and management skills and meticulous attention to detail. As a key member of our Leadership Team you will take responsibility for the management of all non-teaching activity and resources.

We are a high attaining, Good school with outstanding leadership and student behaviour described as exemplary (Ofsted). We believe strongly in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others.

Our Business Manager will:

- Give strategic vision and leadership to all aspects of HR, Budget, Finance and Premises
- Lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Senior Leadership Team and Local Advisors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained
- Be responsible for the school site and its buildings, their maintenance, development and efficient use
- Function as line manager for all support staff
- Play a central role in the Leadership Team
- Maximise the synergies and economies of scale afforded by being a multi-academy trust member.

We offer:

- A welcoming, supportive and friendly work environment
- A dedicated and talented staff who share our vision of 'Excellence for All.'
- A highly committed and engaged governing body, staff, and parent community who are all strongly focused on the success of our school
- An ethos of valuing and caring for all members of our school community
- A commitment to continuous improvement and your professional development





A guide to Wokingham

Wokingham has plenty to offer. Our historic market town is by no means standing still. We are coming to the end of a £100m town centre regeneration and the population continues to grow. We are often found at or near the top of surveys for the best place to live and the best place to raise a family.

There are plenty of options for being active in the great outdoors – we are in close proximity to excellent mountain bike trails, water sport centres, play areas, skateboard parks, dry slope ski slope, golf courses and bridle paths. We have lots of other ways to keep busy with nearby cinemas, ice skate rink, ten pin bowling and theatres.

Wokingham has a strong community spirit which is highlighted by the fabulous May Fair, International Street Concert, Food and Drink Festival and Winter Carnival. The town truly comes alive during these events to celebrate living in Wokingham. There are also plenty of community events, concerts and performances throughout the year.

We are lucky to benefit from transport links by road and rail to key towns such as Reading, Bracknell, Windsor, Basingstoke and Guildford as well as being just 40 miles from the centre of London and 25 miles from Heathrow Airport. Reading is an award-winning shopping destination in the Thames Valley region and is perfect blend of luxury and more affordable brands. Windsor is the home to world famous and official Royal residence Windsor Castle. Bracknell has just completed a multi-million pound regeneration to create a shopping and leisure destination.

Our region is home to many exciting events including world class racing at Ascot, family fun at Legoland, Championship Football at Reading and our neighbouring town of Windsor was the host of two Royal Weddings in 2018!

We love our town and we look forward to welcoming you.



WOKINGHAM
BOROUGH COUNCIL

Job Description

Salary	Grade 8
Contract:	Term Time only +10 days
Hours per week:	37
Hours of work:	8.30am – 4.30pm (1/2 hour lunch and attendance at special events/Governor meetings outside of normal working hours)
Notice period:	Two months
Probationary period:	Six months from start date

Aim and main purpose of the job

To support the Headteacher, Local Advisory Board and The Circle Trust in providing a high level leadership in all school key management systems of Finance, Premises and Support Staff including Personnel and Administration.

General Accountabilities:

- To act as a role model in leading all support staff in own excellent leadership, delivery of school systems, professional development and presence in the school
- Advise the Headteacher and Local Advisors and take responsibility for the effective implementation on all matters of:
 - Budget, finance and business operations
 - Personnel
 - Premises and facilities
 - Administration
- To have oversight of all support staff including day to day deployment, recruitment and performance management unless otherwise delegated to other leaders (e.g. SENCO to line manage LSAs) by the Headteacher
- To be part of the Senior Leadership Team and attend SLT meetings as determined by the Headteacher
- To follow statutory guidance and The Circle Trust policies including child protection and safeguarding
- To carry out tasks as reasonably required by the Headteacher

Finance Specific Accountabilities:

- Compile detailed budgets and estimates for all funding and official and private income and expenditure, in line with the needs of the school improvement plan
- Contribute to long-term financial planning, draft financial policies and procedures, and advise on current and projected financial positions and the options available for variance

Job Description continued

- Manage, develop and monitor internal financial processes and systems, including Capita-SIMS FMS. Maintain accurate records of all income and expenditure, ensuring the application of audit, OFSTED, The Circle Trust and Best Value guidelines, taxation rules and policies
- Provide regular accurate and up to date school accounts, reconciled with official accounts and including projections. Use PS Financials and its links with other SIMS.NET modules to monitor the financial effects of staff appointments and to check the accuracy of all payroll reports
- Report on internal budget accounts and produce annual outturn statements of these and the school's private accounts
- Liaise with Chief Finance Officer of The Circle Trust, the Headteacher and Local Advisors in the planning and implementation of major projects including, if appropriate, participating in and advising on the tendering process
- Attend Local Advisor Committees as required, specifically preparing and providing appropriate reports, information and advice for the Resources Committee
- Attend Big Fat Meetings of The Circle Trust

Personnel and Administration Specific Accountabilities:

- Manage the administration of all staff appointments, contracts and salary assessments, and the maintenance of personnel records
- Maintain and be responsible for the Single Central Record ensure the accurate completion of all safeguarding procedures with regards to personnel, including DBS checks, proof of identity, ensuring safeguarding induction procedures are discharged and level-one training completed in first term of appointment
- Maintain the Capita-SIMS Personnel database within SIMS.net, and use this data to produce staffing reports and analyses as required
- Ensure that all DFE and The Circle Trust returns relating to school staff are completed and returned as required
- Lead and participate in the support staff system of Performance Management

Premises Specific Accountabilities:

- To organise and manage all aspects of the school site
- To advise the Headteacher on all site and contract issues, including all health and safety. To lead all operations regarding building work and premises contracts for the school. To manage school site staff, including co-ordination and delegation of relevant activities

Job Description continued

- To be responsible for the implementation of all health and safety in terms of the school site, all building works and contractors: act as Health and Safety Officer for the school; carrying out health and safety checks of the site on a regular basis according to the requirements of LA and government legislation write and keep up to date risk assessments
- Prepare work schedules for all major building work, obtaining the necessary estimates and quotes, and managing any approved contracts by following all Circle Trust policies relating to procurement
- Manage and monitor other school contracts including
 - Catering
 - Cleaning contract
 - Grounds maintenance contract
- Approve and order all furniture and fittings, and services and equipment for minor building projects
- Direct the carrying out of minor maintenance work around the site on a regular basis, and managing the work of other premises staff to ensure that:
 - Heating, lighting, security, safety and other systems are effective;
 - Day to day maintenance is carried out regularly;
 - Arrangements for the use of the site (including lettings) are adequate
- Take responsibility for managing the use, maintenance and safety of the school minibus.
- To be a key holder and named on the security system able to attend night and holiday call outs if required
- To maximise the revenue from other bodies including the hire and use of school premises.

Details of Line Management

- The post of Business Manager is line managed by the Headteacher
- This description only contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All members of senior staff are expected to be flexible to ensure the most effective organisation and delivery of learning in the school.



Person specification

Key Criteria	Essential	Desirable
<p>Qualifications and Training</p>	<p>NVQ 4, degree or equivalent qualification or experience.</p> <p>e.g. Diploma in Management studies, Accountancy qualification, HND Business studies.</p> <p>Excellent numeracy and literacy skills.</p> <p>Extensive experience in a management role.</p>	<p>An experienced School Business Manager</p> <p>NCSL Business Management level 5 or the willingness to complete this qualification in post</p> <p>Appropriate health and safety training or the willingness to complete qualifications in post</p> <p>Formal accountancy qualification – CIPFA, ACA, ACCA</p>
<p>Competence Summary (knowledge, abilities, skills, experience)</p>	<p>Proven experience record in finance including in the development, management and operation of financial management systems.</p> <p>Ability to absorb complex financial data, identify out of line situations and provide concise summaries for the Headteacher and Governing Body.</p> <p>Experience of budget management and preparation in a learning environment or similar.</p> <p>Experience of procurement.</p> <p>In depth knowledge of school financial, personnel and administrative systems associated policies and codes of practice and an understanding of relevant legislation.</p> <p>Knowledge of HR management issues and ability to find solutions and provide advice.</p> <p>Management of administrative systems.</p> <p>Ability to manage, lead, organise, deploy and motivate a multidisciplinary staff team.</p>	<p>Experience of working in a school environment.</p> <p>Experience of premises and facilities management</p> <p>Understanding the process of Academy conversion</p>

Person specification

Key Criteria	Essential	Desirable
	<p>Management of facilities and contracts.</p> <p>Skills to use and manage ICT systems and resources effectively.</p> <p>Ability to relate well to children and adults and demonstrate very good communication skills both verbally and in writing.</p> <p>Ability to manage a variety of competing priorities and meet deadlines.</p> <p>Ability to formulate ideas and solutions and present them effectively to the Headteacher/Local Advisory Board and possess high level decision making skills.</p>	
<p>Work related personal requirements</p>	<p>Committed to equality of opportunity.</p> <p>Able to respond flexibly and adapt to changing and challenging circumstances.</p> <p>Able to persuade, negotiate and influence others.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role</p>	
<p>Other work requirements</p>	<p>Attend meetings of the Local Advisory Board.</p> <p>Ability to evaluate own development needs and those of others and seek learning opportunities to address these, share knowledge with others and encourage their development.</p>	

Recruitment process

Safer recruitment:

St. Crispin's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references.

School visits:

We welcome and encourage visits to the school. Please contact Mel Knight—PA to the Headteacher to make an appointment. Email knightm@crispins.co.uk or Tel: 0118 978 1144.

Application form:

Please complete the application form available at www.crispins.co.uk/vacancies. If you have any queries please contact Mel Knight (details above.)

References:

We require two references from all candidates, one of which must be from your most recent employer. If you are short-listed, the school will contact your referees without further reference to you.

Closing date:

The closing date for applications is Monday 18th November at 9am.
Please email your application to knightm@crispins.co.uk.

Short-listing and interviews:

All applications received by the closing date of 9am on Monday 18th November will be reviewed and those applicants that best meet the Person Specification will be invited for interview at St. Crispin's School on Friday 22nd November. Unfortunately, due to the volume of applications we will only be able to respond to candidates who have been shortlisted.

Checks:

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

Offer of employment:

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer. Any offer is made subject to satisfactory references, satisfactory DBS clearance, and any other safeguarding checks required and a satisfactory health check.

Unsuccessful candidates:

Unsuccessful interviewees will be notified by telephone.

Data protection:

Please see our Policy statement (on our Vacancies webpage for full details.)



The Circle Trust, established in 2018, was created to serve the area of Wokingham and be geographically committed to surrounding area. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

The Circle Trust is a community of schools that have shared values and an essential common ethos and vision for education and learning. At the centre of our work together is improving the educational outcomes for our pupils. We deliberately use the term “educational outcomes” to highlight that we value education in the widest sense whilst balancing our ambition to seek the highest academic performance. Currently, the Trust is made-up of three schools: St. Crispin’s Secondary School (neighbouring school to Westende), Nine Mile Ride Primary School and Shinfield Infant and Nursery School and continues to grow.

In the early days, we spent hours debating our name! We chose “The Circle Trust” as it symbolically reflects our approach, our way of working and indeed the ethos of how we operate. It is a name that is deliberately neutral and without association of a specific school. In our Trust, we know it is important to treat every school as individual and unique and feel strongly that a name shouldn’t be connected to a single institution. One of our core values is that of being inclusive and so we wanted our name to encapsulate all sorts of schools whatever their type or phase.

Collaboration is important to us. Being part of our multi-academy trust does not mean working exclusively within the Trust. We encourage schools to retain their relationships with other local and national partners. The Circle Trust is not, and will never be, a franchise model requiring schools to work in a regulated and specific way. We understand how to manage the balance between effective and efficient common systems whilst ensuring that the individual character and ethos of different schools is maintained.

We work in a very transparent way, where schools have the opportunity to influence and their views are taken into account. We don’t want to change schools, we want to help them be better. As a Trust we take this aligned approach and our ambition is clear, to improve the educational outcomes for children and young people.

Our Trust provides the support and infrastructure that schools need to enable them to develop and improve, and for the school leadership and their local governance to achieve their objectives for their school. At the heart of our Trust is access to school improvement advice and guidance. We call this package of support “The Learning Curve!” As an all-through Trust (5 years – 18 years) The Circle Trust is able to provide school improvement advice and strategy based on consistency and fluency in education.

The
Learning
Curve



We are able to create and promote an educational environment for the 21st century with wide-ranging opportunities for our students; accommodating a wider breadth of activities for the more able pupils as well as enabling primary age pupils to access the secondary phase specialist teacher, resources and facilities more easily. Bespoke strategies to address the 'dips' in learning usually associated with transitions and transfers from school to school which begin with the opportunity for mixed age work, stage not age and learner mentoring and exploits distinctive opportunities for flexible deployment for staff. Simply put, we promote the potential to stimulate the development of imaginative approaches, which focus on achieving high levels of success for all.

If you want to know a little more about The Circle Trust, some more information can be found on the Trust's website www.thecircletrust.co.uk

Ginny Rhodes, Executive Headteacher



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