

WALTON LEDALE
HIGH SCHOOL



School Business Manager

Application pack



School Business Manager

Thank you for your interest in the post of School Business Manager at Walton-le-Dale High School. I hope that our website www.wldhigh.co.uk will give you a good overall “flavour” of the school.

Walton-le-Dale is a relatively small school which gives us a distinctive atmosphere. Many visitors comment on the warmth and friendliness of the school. It is a school where the students and staff know each other well. Our smaller size allows us to see each child as an individual and to cater for them individually. We are proud to be one of only a few secondary schools in Lancashire with the Inclusion Mark, achieved in 2008 and renewed many times since. We currently have Flagship status for the Inclusion Mark, and this reflects the importance of this to our ethos.

This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. The strengths of Walton-le-Dale lie in the relationships within the school. Our challenge is to ensure that we make use of these strong relationships to get the best out of our students in terms of achievement. A great education is more than exam results and I believe our success is also reflected in the way our students turn out after 5 years at Walton-le-Dale. Everyone in the school works hard to make this happen.

Our students come from a wide catchment area. Around a third of the students come from the Blackburn area, whilst the rest are local or from the Preston area. We have a large number of feeder schools. We are truly a comprehensive school, with a mixed ability intake. It is noticeable that we have a significant number of students who join the school late. These are often vulnerable students with a wide range of educational, social, and emotional needs. We believe they are attracted to us because of the quality of care and learning support that we offer. We place a strong emphasis on trying to deliver a curriculum which is relevant and appropriate to our students. The school offers Key Stage 4 students a wide variety of options for a relatively small school. These curriculum developments are matched by a very strong focus on teaching and learning as part of our current school improvement plan.

There is a strong team of staff across the school – all staff, not just teachers. They are incredibly supportive of each other, both in a personal and professional sense. Lesson planning is often shared and cross-department sharing of expertise is also common. Our team of pastoral and learning support staff is exceptionally strong, with HAL's responsible for our Houses across the school. We have a team of 10 teaching assistants at various levels and we are extremely proud of the work that we do to support our students based on need. Individual continuing staff professional development is a strong focus for us, underpinned by a core belief that individuals matter and that the strength of any school is based on the quality of its staff.

I have been recently appointed as Headteacher and have found the students and staff most welcoming. The school really does have a family feel, with a very supportive staff team and has great capacity for further improvement. This is a school where you can make a real difference and have a significant impact. If you believe you have the energy and drive to help us improve our provision further, we would love to hear from you.

Best wishes

A handwritten signature in blue ink, appearing to read 'Paul Lamoury', written over a light blue horizontal line.

Paul Lamoury
Headteacher



School Business Manager



Dear Candidate,

Thank you for showing an interest in this vacancy at Walton-le-Dale High School. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

Parklands is the founder school in our trust, which opened in February 2023. Balshaw Lane Primary School and Highfield Community Primary School joined us at Easter 2024 and Walton-le-Dale High School joined on 1st June 2024. Soon to join us later this year Gillibrand Primary School and as a newly established trust, we are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development, underpinned by research, for our staff. We aim to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- a culture that actively promotes a positive work-life balance
- a culture that promotes well-being initiatives
- access to UK Healthcare (<https://www.ukhealthcare.org.uk/>) helping staff with the cost of everyday health expenses such as visiting the opticians, paying for glasses, dental treatment and even paying for prescriptions, up to agreed policy limits. Employees can also claim an allowance for hospital admissions, whether NHS or private, access telephone counselling services and receive a discount on gym membership to keep them fit and motivated for work.
- opportunities to participate in extra-curricular activities and school trips
- an open-door policy, allowing any colleague to speak with a member of the Senior Leadership Team without an appointment
- excellent relationships between the Trade Unions and the trust schools

Staff at Walton-le-Dale High School benefit from:

- Free access to our state-of-the-art gym before and after school, as well as during school holidays.

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,

Steve Mitchell
Chief Executive Officer



School Business Manager



Required: ASAP

REPORTING TO: Headteacher
CLOSING DATE: 12noon on 27/02/2025
INTERVIEW DATE: Friday 7th March 2025
ACTUAL SALARY: £35,235 - £39,513 = Grade 8 points 25–30, full time 37hrs per week - (8am – 4pm; 3.30pm finish Friday)

Walton-le-Dale is a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff. Our smaller size allows us to see each child as an individual and to cater for them individually. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. In order to make the best provision for our students we recruit and develop exceptional staff.

How to Apply

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Completed application forms should be submitted via: [School Business Manager Application](#)

Interviews are scheduled to take place on Friday 7th March 2025

Please note, we reserve the right to withdraw this vacancy at any time and regret we are unable to contact individual applicants who may be unsuccessful.

Job title	School Business Manager
Responsible to	Headteacher
Contract	Full time
Salary	Grade 8 (£35,235 – £39,513)
Key relationships	Chief Finance Officer (CFO) Chief Operations Officer (COO) Trust HR Manager Trust Network Manager

To be responsible for the planning, development, and implementation of financial and administrative services within the school.

Accountabilities/Responsibilities – appropriate for this post:

Section 1: Finance

In collaboration with the trust Chief Financial Officer:

1. Monitor and administer the school's budget.
2. Undertake the business and financial management transactions (Access) relating to school resources
3. Manage procurement within the school, including compliance to contractual conditions.
4. Keep a record of service level agreements, agreements and contracts with external suppliers.
5. Perform weekly checks of FSM pupils on the schools' portal and update the school's MIS.
6. Implement and monitor the internal financial procedures and all policies and procedures relevant to the finance function.
7. Work with the SLT and the trust to ensure that correct and robust financial controls and procedures are in place and the school complies with all financial regulations and procedures, including audit reports.

Section 2: HR

In collaboration with trust HR Manager:

8. Manage the administration of human resources processes.
9. Manage recruitment, such as placing adverts, employment checks, new employee information.
10. Manage personnel files & the school's MIS.
11. Oversee safeguarding & maintain the Single Central Record.
12. Manage sickness absence.
13. Manage payroll: collate & submit additional hours, leavers, starters, sickness absence etc, submit to payroll provider within specified timescale and then check reports.

Section 3: Premises

In collaboration with the trust Chief Operations Officer:

14. Oversee the premises management function and on-site cleaning arrangements
15. Oversee contractors on visits booked by the school or COO.
16. Act as H & S Officer onsite dealing with urgent issues and informing/seeking advice from COO.
17. Report urgent H & S or maintenance issues to the COO.
18. Report compliance issues with the contractors - e.g. waste removal, grounds maintenance etc.

Section 4: School Office

19. Manage the day to day running of a busy school office, supporting the Headteacher in delivering an efficient and effective administration service.
20. Manage the school's administrative function (SIMS) through planning, developing, designing and monitoring administrative systems and procedures.
21. Identify and raise opportunities for improving procedures and processes within the team or work area, to support the continuous improvement of services.
22. Act as a technical reference for the school, monitoring and providing guidance on escalated issues.
23. Train others in the use of equipment, systems or work methods in order to support the development of the school.

24. Assist the Headteacher with communication to parents and carers.
25. Line management of the support staff across the school
26. Coordinate staff cover arrangements.
27. To implement all of the school's health and safety policies and be responsible in managing health and safety across school. (1st Aid, fire safety, premises compliance, risk assessments).
28. Production of all school censuses, including the Workforce Census.
29. To act as the school's Data Protection Officer (DPO).
30. Facilitate governors' meetings.

Additional supporting information specific to this post

Indicative knowledge, skills and experience

- Experience in administrative / finance roles in a primary school.
- Working at or towards the Certificate of School Business Management (CSBM) or equivalent qualification.

Knowledge

Need to be authoritative on methods, systems and procedures. Co-ordination of a team of employees whose tasks are broadly similar in basic objective, attendance/administration. Planning typically weeks to months ahead. Skills of persuasiveness or assertiveness as well as sensitivity to the other person's point of view are often required to influence behaviour, change opinions or turn situations around, but debates can be won by presenting fact or evidence. This job will have a role in dealing with parents and pupils.

Problem solving

Because of changing priorities and differing situations the jobholder has the latitude to consider which among many procedures should be followed. Differing situations requiring the identification and solution within the area of expertise and acquired knowledge.

Accountability

Working closely with the headteacher and trust.

Working within already established precedents, policies and procedures.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

School Business Manager Person Specification

Qualifications	Essential	Desirable	How identified
GCSE English and Maths Grade C or above or equivalent	✓		AF
School Business Management Qualification e.g. (CSBM), diploma		✓	AF
Experience and knowledge	Essential	Desirable	
Being responsible for the business and financial management of resources.	✓		AF, I
To have experience in financial budget preparation and planning		✓	AF
Managing the procurement process, including securing appropriate service contracts, licences and insurance.	✓		AF
To have experience in school finance systems e.g. FMS		✓	AF, I
To manage HR requirements (staff contracts, payroll, personnel files)	✓		AF, I
To be familiar with school management systems e.g. SIMS		✓	AF, I
To maintain confidential staff records e.g. single central record	✓		AF
Manage and implement health and safety policies	✓		AF, I
Managing a support staff team e.g. welfare team, site staff, ICT team, admin team	✓		AF
Managing the facilities, including premises, lettings and liaising with external contractors		✓	AF
Attendance and contribution at senior leadership meetings		✓	AF
To have experience for managing the ICT provision of a similar size organisation		✓	AF
Skills	Essential	Desirable	How identified
To act as the School's Data Protection Officer.		✓	AF, I
To be proactive, methodical and organised with an ability to reach appropriate solutions	✓		AF
To have the ability to plan, organise, prioritise work and meet tight deadlines ensuring the smooth running and professional practice of the school office	✓		AF, I
To manage the administrative function through planning, developing, designing and monitoring administrative systems and procedures.	✓		AF, I

To work within school policies and procedures		✓	AF, I
To have the ability to be flexible and adaptable to challenging and changing circumstances	✓		AF, I
To arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies	✓		AF
Excellent communication and interpersonal skills e.g. dealing with parents and pupils, as front of house at times	✓		AF, I
Operate calmly and effectively under pressure		✓	AF, I
To be open minded and receptive to new ideas, able to use own initiative to proactively seek improvements to current systems	✓		AF
Have experience in managing staff absence and record keeping			
Other	Essential	Desirable	How identified
Commitment to safeguarding and protecting the welfare of children and young people		✓	AF
Commitment to equality and diversity	✓		AF, I
Commitment to health and safety		✓	AF
Commitment to sustaining regular attendance at work		✓	AF, I

Key

AF = application form

I = interview