

Colvestone Primary School

Colvestone Crescent, London E8 2LG

Tel: 020 7254 1143

www.colvestone.hackney.sch.uk

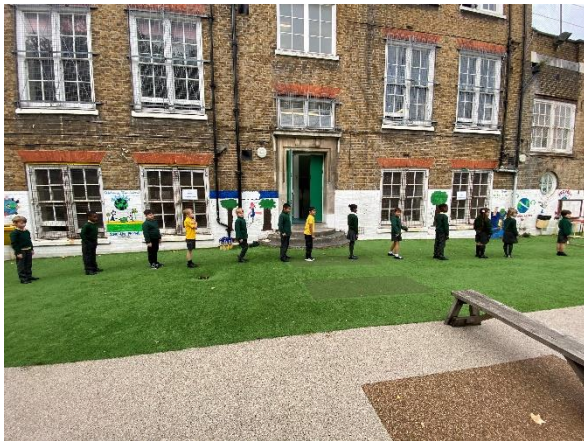


School Business Manager



Contents

Welcome from the Headteacher	3
Information about the school	3
Advert	6
The SBM job areas and focus	7
Person Specification	8
Selection process and how to apply	9



Welcome from the Executive Headteacher

Dear Candidate,

Thank you for your interest in our current vacancy, School Business Manager at Colvestone Primary School, required ASAP.

Our school, based just behind the busy Ridley Road Market in Dalston, is a close-knit and friendly one-form entry primary in the heart of a vibrant community. It has the feel and values of a village school, and I'm proud of the fact that every one of our dedicated and enthusiastic staff members knows each child by name and builds positive relationships with them and their families.

I'm proud of our performance, too. We have high expectations – both academic and social – for our pupils. Education of the whole child is at the heart of our learning community, helping our children to take their rightful place as confident, responsible and successful global citizens.

We are looking for a School Business Manager who has the passion and commitment to contribute to an enthusiastic and dynamic team. The successful candidate will have strong school experience as well as a high level of competency in Finance, HR, Premises and line management.

When completing your application, it is essential that you answer each point in the person specification (which may involve some repetition) for your application to be considered.

We hope that you will become as excited as we are about Colvestone and wish to apply. Visits to the school are most welcome.

With best wishes,

Miss Caroline King

Executive Headteacher



Information about the school

Colvestone Primary School and Nursery is housed in a wonderful grade II listed building, the school has dedicated creative hubs such as a music room, drama studio, art room, which houses a kiln, and clubs attached to all of these. We are a one form entry school.

Our newly built STEM room (Science, Technology, Engineering and Maths) ensures we are at the forefront of developing our children's skills as 21st century thinkers.

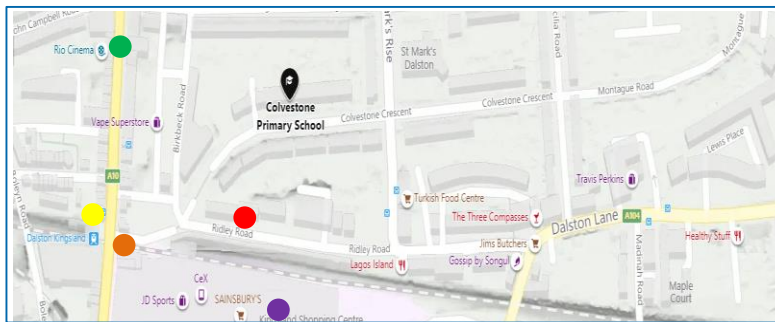
We also run an extended school provision comprising of a Breakfast Club from 7:30am to 8:45am and a Wraparound Club from 3:30pm to 6pm during term time. We offer a range of activities including Art, Music and Running Clubs.

School location map

Colvestone Primary School Colvestone Crescent,
London E8 2LG

Tel: 020 7254 1143

www.colvestone.hackney.sch.uk



Transport & POI nearby:

- Ridley Road Market
- Dalston Kingsland Overground
- Bus routes: 254, 253, 149
- Rio Cinema
- Kingsland Shopping Centre

Vision, values and priorities

Vision:

We will all work towards providing equal opportunities for all our children. Our positive learning environment promotes diversity.

We celebrate our cultures and our achievements. We will eliminate unlawful discrimination and advance equality of opportunity between different groups. At Colvestone, we are proud of our work with parent/carers, local partnerships and groups.

We have high expectations for our future citizens.

Colvestone is where everyone matters.

Ethos and Values

- We value all children as individuals and welcome them to our school, making every effort to meet the needs of children irrespective of ability or background.
- We are transformational and inclusive, seeing diversity as a strength.
- We expect our children to show mutual respect, care and be supportive of each other.
- Children will leave Colvestone as confident young people who move on to secondary education with determination, self-belief, enthusiasm and a hunger to learn.
- Our school works in partnership with community neighbours taking advantage of our location and local resources increasing learning opportunities for our pupils
- Our school is a safe and stimulating environment where a love of learning, and ambition can flourish so all children can excel.

Priorities

We have identified 5 strategic priorities:

1. Develop leadership at all tiers to build sustainable improvement.
2. Improve the quality of teaching and learning so that it is good or outstanding in all lessons taught by highly skilled committed teachers.
3. To improve outcomes for children in all year groups so that attainment is at least Good;
 - closing the gap between disadvantaged and non disadvantaged pupils to ensure that the outcomes for children will match the local national picture.
 - Ensuring high quality provision is in place for all children with SEND to enable them to make good progress or better progress from their starting points
- 4 To improve and further strengthen engagement between school, parents, governors and the community.



Advert

School Business Manager

Salary range: PO4, £43,599 - £45,594 pa

Contract: Full Time, Permanent, 36 hours per week, All Year Round

Required for: ASAP

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We want Colvestone to be a centre of outstanding academic achievement with a strong creative profile. To achieve this we need an experienced and proactive School Business Manager to effectively lead and manage the business functions of the school and staff. You will have a fantastic opportunity to make a difference and be part of the Senior Leadership Team.

The successful candidates will have:

- A certificate/diploma in School Business Management or be prepared to complete accreditation
- Leadership and management experience of areas including finance, HR and H&S
- Experience of premises, facilities and project management
- Excellent communication skills and the ability to present both written and verbal information for the Headteacher, Senior Leadership Team and Governors
- A genuine desire to involve yourself fully in the life of our school and to work as part of our forward-thinking team of professionals.

We offer:

- Inner London pay rates
- Engaging and highly motivated team
- A caring committed and inclusive ethos
- Further Professional Development

The staff benefits includes:

- Cycle Scheme
- Season Ticket Loans
- Free eye tests and glasses
- Employee Assistance Programme

Visits to the school are welcomed; please telephone to make an appointment on 020 7254 1143.

How to apply: For an application pack, please email: office@colvestone.hackney.sch.uk. Please return your application to office@colvestone.hackney.sch.uk

Shortlisting date: Tuesday 21st September 2021 Interview date: Friday 24th September 2021

Closing date for applications: Noon, Monday 20th September 2021

The school is committed to the safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS disclosure.

The SBM job areas and focus

- Lead, develop and manage support services and non-curriculum activities to support the best possible outcomes for pupils 0-11 years.
- To be an integral part of the Leadership Team of Colvestone Primary School.
- Formulate with the leadership team and governing body, in consultation with parents, staff and governors, the vision and overall aims and objectives of Colvestone Primary School, developing policies and procedures to support this.
- To have overall responsibility for management of all financial matters, including strategic planning, reporting, budgeting, systems and controls.
- Provide strategic leadership on other core business services including ICT, human resources, premises management, catering, lettings, extended day, security and health & safety, administration and operations in order to facilitate creating an outstanding educational environment for pupils.
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions.
- Lead a culture where Health and Safety are prioritised across Colvestone School's core and extended day services and lettings and informs strategy, planning and decision making.
- Lead and develop the finance, front desk, administration, premises and extended day teams to ensure they meet the needs and support the aims of the school. Manage and deploy these staff in the most effective and efficient way, setting objectives and leading on Performance Management.
- Provide management and business planning that delivers the best practice and best value through the establishment of effective systems of target setting, performance management and stakeholder feedback that encourages an innovative and creative approach to service delivery and meets the needs of the curriculum.
- Strategically lead the use of existing technology using innovation to enhance teaching, personalised learning and support business management processes.

- Leadership and Strategy
- Management
- Finance
- ICT
- Administration & Reception

- Human Resources
- Extended Day
- Premises
- Catering
- Health and Safety



A full and detailed job Description is available in addition to the information pack.

Person Specification

Person Specification	Essential	Desirable
Qualifications		
1) Professional qualification or equivalent experience in a relevant discipline; Business management , Accountancy or Human resources	A	
2) NVQ level 4, or Degree or equivalent qualification.		A
Experience		
E1) Significant experience of budget monitoring and account reconciliation.	A/I/T	
E2) Experience of producing a variety of financial reports for different audiences.	A/I/T	
E3) Experience of undertaking a range of administrative duties.		A/I
E4) Experience of working in an office or school environment at a senior level.	A/I	
E5) Experience of directing and co-ordinate the work of others building; supporting and working with high performing teams	A/I	
E6) Experience of line management including induction, appraisal, and leading professional development.		A/I
Skills		
S1) Ability to devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out.	A/I	
S2) Ability to seek advice and support when necessary.	A/I	
S3) Ability to deal sensitively with people and resolve conflicts.	A/I	
S4) Ability to communicate with a range of audiences including colleagues, governors, and officers of Local Authority.	A/I	
S5) Ability to develop and maintain efficient record-keeping systems.	A/I	
S6) Commitment to equal opportunities and anti-discriminatory practice.	A/I	
S7) Ability to work independently demonstrating initiative and proactivity to solve problems.	A/I	

S8)	Open minded and receptive to new ideas, approaches and challenges.	A/I	
S9)	Ability to set and maintain high standards and act as a role model for staff and pupils.	A/I	
Knowledge			
K1)	Full working knowledge of relevant financial policies/codes of practice/legislation.	A/I/T	
K2)	A good knowledge of a range computer applications and specifically financial management systems.	A/I/T	
K3)	Knowledge and understanding of facilities and premises management.		A/I
K4)	Knowledge of HR and employment law		A/I
A(Application) I (Interview) T(Test)			
<i>Please address each of the PS points providing clear examples to illustrate your knowledge, skills, abilities and experience.</i>			

Selection process and how to apply

Application deadline

Completed application forms must be received by noon, Monday 20th September 2021.

There are two available channels for application documents submission.

- Email documents to: office@colvestone.hackney.sch.uk;
- Fax your documents to Schools HR Team on 020 7249 7576.

Please note that application forms should not be returned to the school.

Completing your application

Completing your application Candidates are asked to complete all the standard information required on the application form. This includes a personal statement, which will be used for shortlisting. Which explains how you meet the requirements of the post as identified in the job description and personal specification.

Visits

Visits to the school are encouraged and are available by contacting the office on 020 7254 1143.

Selection procedure

- The selection will be by a panel of School Leaders. Candidates will be notified immediately after shortlisting has taken place on Tuesday 21st September 2021.

- Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.
- The selection process will take place on **Tuesday 21st September 2021**.

References

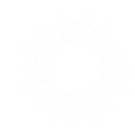
- Candidates are advised that references will be taken up immediately after shortlisting.
- Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.
- The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.



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Thank you for considering
our school

