
Moss Hall Schools Federation

Federation Business Manager Application Pack



Dear Applicant,

Thank you for your interest in applying for the post of Federation Business Manager at Moss Hall Schools Federation. We are 2 vibrant community schools, in the heart of West Finchley where the vast majority of our infant school pupils move onto our junior school. Like many London schools, Moss Hall has a richly diverse language, cultural and socio-economic make-up. I care deeply about developing children who are confident, articulate, knowledgeable and kind and who know how to use their gifts to make a positive contribution to society. All our strategic decisions link back to this intent and our 6 federation goals, which are ultimately to make a difference

for our children, staff and community

We are advertising for a Federation Business Manager to work across both schools, taking a leading and strategic role across our federation. We are seeking experienced, confident and ambitious professionals, who can see and articulate a vision for our schools. We are happy to consider either an all-year-round or term-time-only working arrangement. We would like the successful candidate to start working with us as soon as possible.

There is a huge amount of potential to be realised across our schools. Both schools have many brilliant features, not least our wonderful children and staff. Our sites and campus realise a good income from our established partnerships, our campus includes a small swimming pool and we have the potential to realise significantly more income whilst driving and serving our federation goals. Considerable financial prudence drives our decisions which requires rigour, nerve and strategic thinking.

The Governors and I see the FBM as a key leader in the future development and success of the federation. The post-holder will work closely with myself as the Executive Headteacher, our Federation leadership team and the Premises, Finance and Resources committee of the Governing Board to realise our ambitious goals and will be a key member of the Federation Leadership Team.

I would be pleased to talk to you more in person about the role and strongly encourage you to visit us to meet the staff and children and to understand the potential that lies in this role

Please get in touch

Laura Wynne
Executive Head teacher
May 2022

About us – our schools



Both Moss Hall Infant and Junior Schools are 4-form entry Schools, located in a residential area with the luxury of extensive outdoor space.

We are diverse and inclusive schools with a higher than average percentage of children for whom English is an additional language. Our children are kind, polite, well-behaved and excited learners with supportive parents.

Most of our children join us from the neighbouring Moss Hall Nursery and move through the infant to Junior school. The infant and junior federated in January 2020 with the ambition to provide a cohesive journey for children and families as they move between the 2 schools. We work closely with Moss Hall Nursery and there is enormous scope for further linking here.

Each school is situated on its own site and has its own staff team, though as a federation we share our vision, resources, organisational systems, policies, some staff, professional development (CPD). The leadership teams from both schools work collaboratively and systematically, supporting and developing each other. This is just one of the many strengths and benefits we have found as a federation. Through the lockdowns and challenges of the recent years – we have found opportunity to learn alongside each other to ensure children and families across our 2 schools are supported, included and provided for both emotionally and academically. This past year in particular has been a time of rapid development in both of the schools with increasing numbers of staff working across the federation..

Working together in 2020 the staff, children and parents agreed our vision for pupils and staff would be to:

Be kind ~ Work Hard ~ Make A Difference

This is what matters at MHSF and this intent underpins our organisation, our ways of working together and our curriculum.

Our federation development aims over the next 4 years are intended to drive our improvements in the macro and ensure through critical self-evaluation our vision is enacted. These are to

- Deliver an ambitious curriculum
- Ensure research driven pedagogy
- Create a culture of high quality professional learning and leadership development
- Raise standards for all children
- Develop communication that supports everyone
- Ensure every child is seen, known and safe.

Each school has a development plan to demonstrate how we will work to achieve these aims both individually but as part of the federation.

The schools are well resourced, with experienced and committed staff. We have easy access to the Northern Line which enables us to maximise opportunities for educational visits and enrichment activities, bringing real life learning opportunities for our children.

The Governing Board is very supportive and keen to build the school as a centre of excellence for the wonderful children, staff and community that it serves.

Our FBM will understand, the importance of increasing pupil numbers, through key decision making that will improve teaching and learning; marketing and branding; leading and developing the team, by setting clear objectives, coaching and holding to account.

Moss Hall Schools Federation

Job description: School (Federation) Business Manager

Salary: LB of Barnet Unified Reward Level 4, Grade K: £47,841 - £52,886 (Depending on Experience.)

Hours: 36hrs / week

Contract type: Permanent. Term time + 4 weeks / All year round (negotiable)

Reporting to: Executive Head

Responsible for: line management of premises staff team and administration staff team

Main purpose

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Executive Head Teacher in his/her duty to ensure that the school meets its educational aims.
- The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the schools.
- The School Business Manager promotes the highest standards of business ethos within the administrative function of the schools and strategically ensures the most effective use of resources in support of the federation's learning objectives.
- The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management across the federation.

Duties and responsibilities**Leadership and strategy**

- Be responsible for the leadership of and for line-managing designated support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the Executive Headteacher, lead on all financial matters in the federation, to ensure each school's successful financial performance and to ensure financial decisions are clearly linked to the federation and individual school's strategic goals
- As a member of the Federation leadership team, attend relevant leadership team meetings and report to governors where appropriate
- lead on implementation of school-wide changes and allocate resources in line with the federation and individual school improvement plans, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the federation, and encourage others to do the same
- Implement a marketing plan for the federation, which utilises the federation website, signage, the prospectus, and communications with current and prospective parents. In particular, this is in reference to our 2 admissions points (Reception and Year 3)
- Monitor developments in technology and strategically consider how it can be used to enhance the federation's business processes, teaching and learning, and staff wellbeing

Financial management and fundraising

(NB. It is our intent that the budgets of the 2 schools will be merged in the next 2 years. Until that time the post holder will manage 2 separate budgets)

- In partnership with the Executive head teacher and external financial support, manage each school's (or the combined federation) budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget(s) to the governing board and LA
- Monitor the budget (s) all year round, advising the executive headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Executive head teacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns including SFVS
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Develop and implement the school's fundraising and income generation strategy, including lettings strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage and develop the school's lettings offer
- Ensure the effective and efficient operation of the finance department, training staff, delegating tasks to finance/office staff where appropriate

Human resources

- Manage the federation's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Advise on HR issues within school and liaise with the external HR provider
- Conduct reviews of the federation's staffing structure to ensure effective deployment of staff and financial efficiency, leading on change processes as they emerge
- lead the federation premises and Administration teams
- Ensure the SCR is up to date at all times in both schools

Health and safety

- lead on and be responsible for the management of the site
- Supervise the premises team in the maintenance of the federation site reporting to Executive head teacher
- lead on the federation's compliance with health and safety regulations including GDPR and put in place processes and procedures to ensure the safety of all in the school
- Create and monitor the effectiveness of relevant policies, keeping all under routine review
- lead on the organisation of health and safety training for staff

Compliance

- Manage the federations 's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all federation policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register for the federation
- Develop a system to and keep all risk assessments up to date.

Administration

- Keep records in accordance with the federation's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the Executive Headteacher and governing body
- Be the federation's data protection officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues

Person specification

CRITERIA	● QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● A degree - ideally in accountancy, business management or a related discipline ● An advanced school business management qualification (ADBSM or equivalent level of knowledge) & willingness to work towards advanced level.
Experience	<ul style="list-style-type: none"> ● Significant and successful leadership and management experience in a school, or in a relevant field outside education ● Involvement in school self-evaluation and improvement planning ● Significant Line management experience including coaching and improving performance ● Experience of change management ● Contributing to staff development ● Significant and successful expertise across a range of finance activity including procurement, budget setting, monitoring, reporting, auditing; staff management, premises management; fund raising; marketing ● Explicit successful experience of strategic planning to generate income working in partnership with stakeholders
Skills and knowledge	<ul style="list-style-type: none"> ● Expert knowledge of financial management and MS Office and related software packages (RM unify/ Capita software/ HCSS or similar) ● Evidence of ability to learn quickly ● Excellent attention to detail, able to produce accurate financial information to stakeholders quickly ● Effective communication and interpersonal skills ● Ability to communicate a vision and inspire others and put that vision systematically into action ● Ability to build effective working relationships with staff and other stakeholders implementing systematic operational approaches ● Ability to delegate, coach and hold others to account with clear goals ● Knowledge of the governing board and how to work in partnership with them including the SFVS ● Expert knowledge of health and safety; security, IT procurement and management, Risk assessment, safeguarding, facilities management including legal compliance/ codes of practice ● Detailed knowledge of relevant statutory regulations such as Ofsted, SEN code of Practice, Government policies, Data Protection
Personal qualities	<ul style="list-style-type: none"> ● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils, staff and the federation. ● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ● Highly organised ● Ability to work under pressure and prioritise effectively ● Commitment to ongoing professional learning for self and your team – leading by example ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality

Notes:

This job description may be amended at any time in consultation with the post holder.

Last review date: May 2022

Next review date:

Executive Headteacher/line manager's signature

Date:

Post holder's signature:

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow Federation or individual school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher

How to apply



All applicants are strongly advised to visit the federation before applying for this post. You will meet the Executive Head and have a tour of the school.

If you choose to apply, please do so by completing the application form which accompanies this pack. Your personal statement should be no more than 2 sides of A4, font size no smaller than pt 11. **CVs in any form are not accepted.**

Your full application can either be returned by post to Ms Amina Zaki c/o Moss Hall Infant School, via azaki6.302@lgflmail.org

Visits: visits should be booked via Amina Zaki

closing: Tuesday 14th June 2022 @9.00am

Shortlisting: Tuesday 14th June 2022

Interviews: Monday 20th June 2022

Start date: As soon as possible/ 1st September 2022
