



INFORMATION PACK

# School Business Manager

Thank you for your interest in The Swan School, part of the River Learning Trust.

The Swan became Oxford's first completely new secondary school for over 50 years when it opened in September 2019.

When full, we will have approximately 1,200 students on roll, of whom around 300 will be in the Sixth Form. Our students are drawn from a local catchment area and the school will be at the heart of the community.

Learning from the most successful approaches at the best schools, The Swan School provides a uniquely challenging and structured experience in a caring and disciplined environment.

The ethos is academic; we regard an excellent academic education as the entitlement of all young people, no matter what their background or previous experiences of learning. Our students are inspired and nurtured, acquiring the knowledge and skills to think critically and creatively.

They learn to be confident, resilient



and ambitious, and have high expectations in terms of their own achievements and their contribution to wider society.

To achieve these aims we draw on best practices proven elsewhere, including a longer school day and enrichment activities embedded in the curriculum.

Students read and are read to and we expect all students to work to the best of their abilities and have excellent attendance and behaviour. If you have any questions or would like to speak to someone about this post, please contact our school office via [office@theswanschool.org.uk](mailto:office@theswanschool.org.uk) or on 01865 416 070.

We very much look forward to hearing from you.

*Kay Wood, Headteacher*



## **A Unique Curriculum**

The curriculum at The Swan School is tailored to provide a rigorous academic education. We have the highest expectations of what students can learn and encourage them to learn quickly and securely, while being considerate of different starting points. We know that giving all young people access to knowledge through which they can be successful promotes social justice and ensures students have a full range of opportunities open to them.

The subjects taught are broadly traditional, but all students are motivated to stretch themselves beyond what is normally expected in English, mathematics, sciences, a modern foreign language, history, geography and religious education. Alongside this, and seen as of equal value, is their learning in art, design and technology, and music, in which they are taught to both appreciate the achievements of others and to develop their own creative abilities. In all subjects, the emphasis is on expertly-designed learning with high levels of structure.

There is absolute clarity for all on what students are expected to know and do at each point. No time is spent on tasks that don't move students on. This is also evident in the provision of independent work – some of which is completed during supervised study periods, and some at home. This is purposeful, clear and useful, normally involving practice or learning by heart of material taught in lessons.



## **Electives**

Our longer day also means time for 'electives' every week. Electives are timetabled slots in which students choose from a range of enriching activities alongside the main curriculum. Currently these include specialised sport, music, drama, additional languages and volunteering.

Electives are a chance for students to explore existing passions and discover new ones.

They are a compulsory part of school life so that enrichment is an entitlement for all, not an optional extra for a few.

Everyone at The Swan School works hard, guided by the belief that, through effort and dedication, wonderful things can happen. Students are expected to show commitment, self-discipline and responsibility in their studies. As a result, they produce work of the highest quality and learn to achieve more than they ever believed possible.

### **Co-curricular Activities**

Students at The Swan School are able to access a wide range of activities outside the curriculum, helping them to develop confidence, curiosity and resilience, and ensure their development into well-rounded young people.

Students will be active participants in the school, local community and beyond. They learn consideration and kindness, and contribute to society. Swan students have 40 minutes of tutor time every day where we focus on their personal and social development.

Tutors and co-tutors guide their tutees through a centrally planned 'pastoral curriculum' that includes PHSCE topics, values-based activities, and opportunities to debate topical issues in 'Thought for the Week'.

Tutor time also includes 'guided reading' where tutors read to their tutees for 20 minutes to help develop their literacy, love of reading, and cultural capital.

### **Support and Inclusivity**

The Swan School is an inclusive school, where all students learn well, no matter what their previous experiences of learning, background or circumstances.

Our experience in schools confirms that all young people can learn challenging content. Therefore, our approach to teaching students with SEND or other barriers to learning is to ensure that classroom delivery and organisation is of the highest standard, and to intervene immediately when evidence shows that a student is falling behind.

If a student demonstrates lower than expected levels of literacy or numeracy in the early years, intensive teaching will be provided to ensure that this is, where possible, remedied. An outstanding learning support team and the extra-flexibility provided by the extended day allow us to make sure that no student falls behind or does not make good progress. Good schools do not give up on students.

### **Family Lunch**

Students and staff sit and eat together every day to promote healthy eating, caring for others, maturity and conversation skills. This communal approach helps all our students to learn good habits, consideration for others, and also how to engage in discussions with confidence. Breakfast and healthy snacks at break are also available.





# RIVER LEARNING TRUST

The Swan School is part of River Learning Trust (RLT), a multi-academy trust responsible for primary and secondary schools and a school-centred initial teacher training provider across Oxfordshire, Berkshire and Wiltshire.

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## OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone.

All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our shared principles. Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

Our 'Why?' is that children and young people 'only get one go' in school and our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils.

Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles. We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

## WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles.

These principles are:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

## THE POWER OF PEOPLE

High-performing organisations have the right organisational culture, effective processes and well-trained, motivated colleagues in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development.

# THE TRUST'S SCHOOLS

We currently educate around 14,500 pupils and have around 2,000 colleagues working in the trust. The SCITT trains around 110 trainees across some 40 schools in Oxfordshire, Berkshire and Wiltshire.

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## SECONDARY SCHOOLS

Cheney School  
Chipping Norton School  
Gosford Hill School  
Kingsdown School  
The Cherwell School  
The Marlborough CofE School  
The Oxford Academy  
The Swan School  
Wheatley Park School

## PRIMARY SCHOOLS

Barton Park Primary School  
Bayards Hill Primary School  
Beckley CofE Primary School  
Charlbury Primary School  
Cutteslowe Primary School  
Edith Moorhouse Primary School  
Garsington CofE Primary School

Horspath CofE Primary School  
Larkrise Primary School  
Madley Brook Primary School  
Middle Barton Primary School  
New Marston Primary School  
Rose Hill Primary School  
Sandhills Primary School  
Seven Fields Primary School  
Tower Hill Primary School  
Witney Community Primary School  
Windrush CofE Primary School  
Wolvercote Primary School

## SCITT

OTT

## TEACHER SCHOOL HUB

Oxfordshire Teaching School Hub



# JOB DESCRIPTION

**Title of Post:**

School Business Manager

**Contract Terms:**

Permanent

**Grade:**

Grade 15

**Accountable to:**

Headteacher

**PURPOSE OF THE POST**

As a full member of the School's Strategic Leadership Team, to provide overall leadership in all business and operational related aspects of the school with key responsibilities for finance, resources, site and premises management, health and safety, operations and compliance:

**KEY RESPONSIBILITIES**

- lead the financial strategic management of the school, identify opportunities to improve the financial strength of the school and ensure effective procedures and systems are in place;
- provide strategic advice and support to the school in terms of all budget and financial matters;
- ensure the school's financial procedures operate in accordance with statutory guidelines, Education and Skills Funding Agency (ESFA), financial regulations and guidelines set out in the River Learning Trust's (the Trust) policy and procedures;
- lead the strategic planning of capital projects and manage the short, medium and long term physical assets belonging to the school;
- be responsible for the school site and its buildings, their maintenance, development and efficient use;
- lead the Finance and Site teams to support the day to day activities of the school and secure delivery of the school's aims;
- lead on health and safety matters for the School;
- have responsibility for GDPR compliance and act as the Data Protection Lead (DPL) for school;
- line management responsibility for all Associate Managers and Staff involved in operational and administrative functions for the school.

*The postholder will report directly to the Headteacher, work closely with the Trust's Financial and Operations Directors, report to the Governing Body's Resources Committee and be a member of the Trust's Business Management network.*

**AREAS OF RESPONSIBILITY****FINANCE**

- To be accountable to the Headteacher, Governors and Trust for all aspects of financial management in the school and specifically to :
  - maintain the school's accounts in accordance with financial regulations, statutory guidelines and procedures of the Trust;
  - plan, monitor and oversee the school budget and strategic financial planning in consultation with the Headteacher;
  - oversee statutory reporting obligations are being met for Pupil Premium funding;
  - produce period end reports for the Headteacher, Governors and the Trust;
  - work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources to ensure value for money;
  - monitor financial issues relating to all internal businesses eg catering, reprographics, cleaning, premises hire and Community Learning;
  - manage the payroll administration services for all school staff including staff pensions and associated services;
  - seek opportunities for generating revenue for the school;
  - manage and monitor the investment of school reserves to ensure efficient use;
  - provide statistical information and statutory returns as required by the ESFA, the Trust, other funding providers and the Headteacher;
  - construct, operate and review annually the school's agreed policies and procedures charging;
  - manage the school's asset register, risk register and business continuity plan;
  - ensure robust disaster recovery processes are in place;

- in conjunction with the Trust's Financial Director liaise with the auditors and respond to audit reports, implementing actions;
- be a signatory for transactions, a credit card holder and a financial systems processor;
- attend meetings of the Governors' Resources Committee and offer advice and support to the Headteacher and Governors on financial issues;
- Line manage and performance manage the associate staff responsible for financial systems and processes.
- be accountable for the oversight of the security and safety of the buildings and site;
- Your monitor, assess and review contractual obligations for outsourced school services including the management of grounds contractors;
- be accountable for the upkeep of school minibuses and for negotiations around, and oversight of, transport contracts and the school's bus services;
- be responsible for all matters related to insurance of the school and handle any claims that arise;
- to report to the Governors' Resources Committee on premises issues and development;
- have budgetary responsibility for all budgets including energy, building maintenance, contracts;
- oversee statutory access and safety obligations are being met for pupils with special educational needs;
- maintain awareness of changes to current and announcements of new educational policy as they relate to or impact upon the use of the school's fabric and structure;
- line manage and performance manage the Site Management team including grounds maintenance and cleaning;
- monitor the workload and quality assure the work of the individual teams and prioritise the work within these teams;

## **HR MANAGEMENT**

- in conjunction with the Headteacher and HR Manager, have responsibility for employee relations in cases involving disciplinary, safeguarding or long-term absence issues;
- attend RLT HR and SBM briefings and refer to the RLT HR Advisor when appropriate;
- in conjunction with the HR Manager have responsibility for the recruitment of all Associate staff;
- in conjunction with the HR Manager have responsibility for the SCR;
- Absence Management : Provide support to the Cover Manager in arrangements for supply cover;

## **SITE MANAGEMENT and RESOURCES**

- To work with the Headteacher, Governors and Trust's Operations Director to develop a long term strategic building and maintenance plan to assist in the delivery of its core purpose, quality education across the age range 11-18, and specifically to :
- produce and monitor the implementation of the school Asset Management Plan and Capital Development Plan and with the Site Manager ensure continuous premises repair, maintenance and improvement;
- maintain awareness and understanding of the latest legal and operational requirements of all matters relating to buildings;
- project manage all initiatives relating to facilities;
- oversee the Site Manager in his management of all capital/building projects;
- lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money;
- manage the maintenance of the school site including the purchase and repair of all furnishing and fittings;

## **HEALTH AND SAFETY**

- act as the school's Health and Safety Coordinator in conjunction with the Trust's lead for Health and Safety;
- supervise the planning, instigating and maintaining of records of fire practices and alarm test with the Site Manager;
- lead on evacuation and lock down procedures and in the case of any emergency situations;
- ensure the Health and Safety policy is clearly communicated and available for all staff;
- ensure systems are in place to enable identification of hazards and risk assessments;
- ensure accurate records are kept, in particular, asbestos; water testing/legionnaires; PAT testing; fire equipment and alarms;



- coordinate health and safety training and maintain health and safety training records;
- ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the School Leadership Team, Governors and Trust's Health and Safety Lead;
- co-ordinate the health and safety audit visits by the external advisor and monitoring visits by the Governor with responsibility for health and safety;
- review the results of audits, safety reports and risk assessments to ensure that they have been properly completed and actioned;
- Assist in the investigation of all accidents and dangerous occurrences, and reporting any accident/occurrences to the Health and Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided;
- oversee first aid and medical provision;
- ensure appropriate risk assessments are made and followed for all school operations.
- in liaison with the School's Strategic Leadership Team, co-ordinate school closure processes ie school closure due to inclement weather with direct responsibility for communication with the grounds maintenance teams (both external and internal) and bus companies;
- liaising with bus companies and parents and other stakeholders over all issues related to school transport;
- support the IT Network manager in developing effective use of IT systems, maintenance and development of the telephone system and monitor the maintenance of the school's website ensuring it is compliant with statutory regulations;
- have line management responsibility for the Catering Department; monitor compliance with hygiene standards, training requirements, legislation and health and safety; support with recruitment and HR issues; collaborate with developments in catering and monitor finances;
- draft the weekly Operational Report with the HR Manager for the Leadership Team Operational Meetings and attend the meetings;

## **OPERATIONS AND COMPLIANCE**

- be the Data Protection Lead for the school and work with the Trust's Data Protection Officer to ensure compliance with GDPR and Freedom of Information;
- manage the record retention process in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times;
- be the first point of contact for legal issues;
- lead on the drafting, construction and publication of the annual whole school calendar;
- oversee the setting up of events, including exams, assemblies and whole school photographs, with the Site Management team;
- as the schools Educational Visits Coordinator (EVC) be responsible with the Deputy Head in agreeing trips and events, then oversee the planning and logistics with the Trip Coordinator;
- Oversee the publication of the weekly Bulletin with the HR Manager and attend the weekly Bulletin preparation meetings;
- have line management responsibility for Community Education ensuring the programme of activities operates within the bounds of safer recruitment, safeguarding and health and safety regulations and remains viable;
- oversee the lettings of school premises; drafting, updating and implementing the school's lettings policy
- to be a presence around the school, supporting the behaviour policy and undertaking leadership duties;
- review and update the relevant policies.

**Special requirement of the role:** To work flexibly, including some evening work, and to travel, as required to meet the needs of the role

## **LINE MANAGEMENT**

Responsible to the Headteacher

Line Management Responsibilities: Finance, Catering, Community Education and Lettings, Site Management, HR Manager & PA to the Headteacher, IT and Resources.

## **General responsibilities as part of the Trust**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

# PERSON SPECIFICATION

## Qualifications

- A professional qualification in Business Management, Accountancy or Human Resources.

## Experience

- Considerable experience of budget monitoring and account reconciliation.
- Experience of project management.
- Experience of producing a variety of financial reports including detailed management accounts.
- Experience of undertaking a range of administrative and technical duties.
- Experience working within an educational setting.

## Skills & Knowledge

- A sound knowledge of the financial workings of a school.
- A sound knowledge of budget management and accounting techniques.
- A sound knowledge of a range of computer applications including financial management systems.
- Knowledge of facilities and premises management.
- Knowledge of employment law
- Ability to work independently demonstrating initiative and proactivity.
- Ability to contribute to school business planning.
- Ability to act as Systems Manager for the school.
- Ability to develop and maintain efficient record keeping systems.
- Ability to analyse and interpret complex information and make recommendations.
- Ability to problem solve.
- Ability to line manage other employees including responsibility for allocation of work, induction, appraisal, development etc.
- Ability to negotiate 'best value' with suppliers.
- Ability to communicate with a range of audiences including colleagues, governors, officers of the County Council and suppliers.
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date.
- Ability to show sensitivity and objectivity in dealing with confidential issues.
- Ability to deal sensitively with staff when resolving HR issues.

## Personal qualities

- A fundamental belief that all children can achieve great things, no matter what their background or prior experiences.
- An ability and willingness to empathise and listen, and to be self critical and reflective.
- Enthusiasm, hard-work, integrity, creativity, flexibility, and resilience.
- Interest in developing own personal skills.
- An understanding of, and commitment to, equal opportunities in its widest sense and a commitment to inclusive education.
- A sense of fun as well as the ability to work hard and calmly under pressure.
- A commitment to child protection in its broadest sense to empower learners and prevent harm.



The Swan School Sixth Form, Marston Ferry Road, Oxford, OX2 7WP. Tel: 01865 416070.

[www.theswanschool.org.uk](http://www.theswanschool.org.uk)