



HUJJAT PRIMARY SCHOOL

School Business Manager

Recruitment Pack

November 2021

Permanent, Full Time, January 2022

Scale G9 (£34,545- £37,350)

Are you an experienced and ambitious business leader looking to make a real impact in your next role?

If yes, then Hujjat Primary School might be just the challenge for you!

We are a new Free School that opened in September 2020. Nestled in the leafy London Borough of Harrow, our site is an awe inspiring 1930s built former grammar school which has undergone complete refurbishment to provide state-of-the-art facilities. At Hujjat Primary, you will have a career-defining opportunity to develop the business function of the school and be instrumental in planning its future direction to transform the lives of children in our community as we grow over the next 5 years. The position is full time for 36 hours per week.

The ideal candidate will:

- Be a financially astute leader with experience in an educational setting.
- Have well developed strategic planning, procurement, project management, analytical and organisational skills.
- Have a proven track record of managing Finance, HR and Estates
- Be experienced in getting the best from teams, motivating others and planning for improvement.

The role:

- Responsible for the management of Finance, Administration, ICT, HR, Estates, Health & Safety and Risk Management.
- Promote the highest standards and ensure the school makes best use of the resources available to support key objectives.
- Uphold and promote the vision, values and ethos of the school, acting with integrity at all times.

The school:

Hujjat Primary is Harrow's first Muslim faith Free School. Using a values-based education philosophy underpinned by faith, Hujjat Primary is a happy and inclusive school where children can indulge their curiosity, develop a lifelong love for learning and build the foundation from which they can grow to become ethical, responsible and inspirational members of society. Adherence to a particular faith is not a requirement for this role.

What can we offer?

- Local Government Pension Scheme
- A network of school business managers and CPD opportunities through both Harrow Local Authority and our education partner, The Elliot Foundation Academies Trust
- Support from experienced Trustees and a dedicated finance consultant
- Commitment to staff wellbeing



Ethos

Our faith designation is reflected in the values of the school, fostering cohesion and placing the school at the heart of the community.

The universally accepted human values and principles that are also cornerstones of the Islamic faith, are promoted and embedded into the fabric of the school through the curriculum and the behaviour policy, ensuring that everyone, adults and children, of all faiths and none, can identify with and benefit from them.



Curriculum

The Islamic philosophy of education emphasises that education must be for the holistic development of the individual and of society. At Hujjat Primary School, our commitment to outstanding academic achievement therefore goes hand-in-hand with the nurture of values, which underpin the development of good character.

The curriculum will grow mind, body and character through:

- A broad, balanced, vibrant and inclusive core curriculum that fosters curiosity and outstanding academic achievement;

*Successful learners,
able to think,
question and reflect
independently*

*Confident, respectful
and effective
communicators who
can express themselves,
make informed choices
and build positive
relationships*

- Experiential teaching, enrichment activities that are a feast for the senses, and focused time on health, hygiene, nutrition, personal and social skills;

- A values curriculum through which we will develop the virtues of good character, enabling our pupils to apply their knowledge and turn it into action for the benefit of our school and the wider community.

*Well-rounded and responsible
citizens with a respect and
appreciation for the rights,
views, values and property of
others, and who make a positive
contribution to the school and
the community beyond*

Hujjat Primary School embodies high expectations, high standards, and will enable children to extend their learning through initiatives that reflect the diversity in our community both within and outside the school.



How to Apply

Candidates of all faiths and none are very welcome to apply.

Please refer to the job description and person specification below for further details or visit our website: <https://hujjatprimary.org>

We hope that the information provided is useful and informative. If you wish to arrange an informal discussion or visit the school, please contact David Poole, Headteacher, on headteacher@hujjatprimary.org or 020 8189 9730.

Please apply using the online application form.

Closing date for applications: **Rolling**

Interview date: **Rolling**

Start Date: **January 2022**

Safer Recruitment

Hujjat School Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in a way that supports this commitment. Appointment to this post will be subject to satisfactory pre-employment checks including:

- Right to work in the UK
- Health
- Identity
- Relevant work qualification
- Disclosure and Barring Service Check
- References
- S128 Check
- Childcare disqualification declaration



School Business Manager Job Description

Reports to: Headteacher and Board of Trustees

Responsible for: All non-teaching support staff

Salary Scale: G9 (£34,545- £37,350)

Working time: 36hrs per week, full time

Core Purpose:

- As the school's leading support staff professional, the School Business Manager will work as part of the Senior Leadership Team to assist the Headteacher in his/her duty to ensure that the school meets its educational and operational aims.
- Provide professional leadership and management of school operational staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
- Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's objectives.
- Responsible for the Financial Management, Administration Management, Management Information and ICT, Human Resource Management, Facility & Property Management, Health & Safety Management of the School.

General Duties

Leadership & Strategy

- To provide strategic vision and leadership in all aspects of Finance, HR and Facilities management.
- Attend Senior Leadership Team, full Trust Board and relevant Committee meetings
- Support strategic decision making within the school's Senior Leadership Team
- Responsible for the overseeing of maintenance of the buildings, grounds and equipment.
- Monitor compliance with legal, regulatory, ethical and social requirements across the School.
- Contribute to the development of the school's values and vision and communicate these clearly and enthusiastically to all staff and other stakeholders.
- Give clear vision and direction and set high professional standards to monitor the work of the teams within the support structure.
- Promote and support academy events.
- To consult with colleagues and stakeholders in relation to key decisions and activities taking account of views, priorities, expectations and risks.
- Plan and manage change in accordance with the school development/strategic plan.
- Lead and manage all non-teaching support staff.
- Maximise the income generated by the school from short term investments, lettings and the attraction of external funding.



Financial Resource Management

- Provide strategic leadership and management of the school's finances, advising the Headteacher and the Trust Board on all financial matters relating to the school.
- Have overall responsibility for the annual budget, advising the Headteacher and Trust Board/Committees on financial strategy.
- Ensure that financial standards are compiled in line with current legislation and the requirements of the Education and Skills Funding Agency (ESFA), Companies House, Charity Commission, HMRC, pension providers and other organisations as required.
- Collate information for the preparation of year-end accounts in liaison with external advisers.
- Present detailed financial reports on revenue and capital funds.
- Ensure that 'Best Value' principles are applied to all procurement.
- To be responsible for all insurance matters.
- Liaise with the Responsible Officer and external advisers on Internal Audit and Control.
- Ensure that monthly management accounts are prepared for Leadership Team and the Board's Finance Committee, showing performance to date against budget and explaining any significant variances in forecast income, expenditure, cash flow or financial position.
- Ensure that financial accounts are prepared in accordance with relevant accounting standards and legal requirements.
- Keep under review the Academy Trust Handbook and the Trust's financial regulations, reporting annually to Trustees.
- Ensure that finance procedures are understood and applied throughout the school, providing training and support as necessary.
- Ensure the operation of effective purchasing and procurement systems and procedures across the school.
- Ensure the safe custody of bank balances, fixed assets and stocks held by the school and the maintenance of an up to date inventory.
- Negotiate, manage and monitor contracts for services provided by third parties.

Administration Management

- Manage the school administrative function and lead all non-teaching support staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the ESFA, DfE, LA and other agencies and stakeholders within statutory guidelines.



Management Information Systems and ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
- Establish systems to monitor and report on the performance of technology within the school
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
- Ensure contingency plans are in place in the case of technology failure
- Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

Human Resource Management

- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- Ensure the school's HR policies comply with legal and regulatory requirements and are clearly communicated to all staff in school
- Manage recruitment, performance management, appraisal and development for all non-teaching support staff.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- Monitor the way policies and procedures are actioned and provide support where necessary
- Seek and make use of specialist expertise in relation to HR issues
- Work with the Headteacher to consider workforce and succession planning, taking into consideration trends and developments in education and budgetary implications.
- Ensure that accurate personnel records are maintained
- In collaboration with the Headteacher, ensure a full induction programme is implemented for all new staff

Facility & Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensure the safe maintenance and security operation of all school premises
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively



- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- To deal with all external agencies, delivering services to the School and deal with all aspects of tendering including compulsory, competitive tendering.
- Strategically plan for all assets and resources including maintenance and lettings ensuring high standards of cleanliness, security and catering.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

- To develop senior leadership commitment to risk management and a school culture in which staff are risk aware but also confident in taking acceptable risks in undertaking activities
- To formulate, monitor, implement and review the School's Health & Safety Policy including the development of Risk Assessment procedures
- To advise all staff as appropriate and provide training in Risk Assessment procedures including measures in the event of emergencies.
- To report to Governors on Health & Safety management and strategy.
- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Trustees and where appropriate the Health & Safety Executive
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs
- Any other duties which are required as part of the role

All Staff will:

- Support the aims and policies of the school.
- Keep up to date with current trends in education.
- Aim to foster good relations between the school and the community.

This job description will be reviewed as part of the Performance Management Process but may be changed at any time if necessary.

For further information about our school, please look at our website: <https://hujjatprimary.org>



School Business Manager Person Specification

	Essential/ Desirable
Qualifications and Training	
Recognised management/business degree or equivalent relevant professional qualification	E
Evidence of Continuing Professional Development and keeping abreast with changes in legislation	E
Excellent IT skills with a high level of proficiency in MS Excel and competence in adapting to unfamiliar specialist software	E
Diploma in School Business Management or other relevant professional qualification in financial management/HR at a minimum Level 5	D
Member of the ISBL or other relevant professional body	D
Experience and Skills	
Experience of working effectively at a senior level either in education, with a track record of delivering strategic goals	E
Experience of managing and presenting large budgets, strategic financial planning and forecasting	E
Good understanding of the development and implementation of policies, procedures and audit requirements	E
Experience of successfully leading and managing a team, directing and coordinating the work of others	E
Full working knowledge of relevant policies, codes and legislation across all areas of the business function including facilities management, HR, Health & Safety and Risk Assessment	E
Ability to strategically influence decision making and resolving complex issues by anticipating problems and recommending solutions	E
Ability to negotiate and monitor contracts in order to deliver best value	E
Financially astute, have attention to detail and able to demonstrate excellent accounting and finance skills	E
Knowledge of a range of ICT packages to support the delivery of services across the school	E
Ability to generate income and drive opportunities for successful fund raising	E
Monitor and evaluate procedures and policies effectively	E
Personal Qualities	
Ability to use initiative, prioritise work and have well developed problem solving skills	E
Able to remain calm, efficient and positive under pressure	E
Confident, enthusiastic and a positive outlook	E
High expectations and a commitment to raising standards of attainment of self and others	E
Good communication, planning and organisational skills	E
Act as a role model to staff and pupils	E
Effective team member and leader	E
Commitment to safeguarding procedures	E
Understanding of promoting positive relationships with the wider school community.	E

