

**St. John's Church of England
(Voluntary Aided)
Primary School**

Ofsted & SIAMS Outstanding



**School Business Manager
Information Pack
2024/25**





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Welcome letter from our Head Teacher

St. John's CofE (VA) Primary School
Spring Park Road
Shirley
Surrey
CR0 5EL

020 8654 2260

Spring 2025

Dear Applicant

Welcome, and thank you for your interest in the School Business Manager vacancy here at St John's where I have been Head Teacher since 2006. We are a friendly, diverse school with a visible Christian distinctiveness and our ethos is key to all we do and achieve; we welcome applicants and pupils from all or no faith. Our vision and values truly reflect where we are and the direction we want to take and our School Business Manager has a key role in delivering on these aims by securing the necessary resources, overseeing our internal support staff team and being an integral part of our Senior Leadership Team.

We are a two-form entry primary school with high aspirations for our staff and children. We value and invest in professional development and have successful bespoke in-house training and development for our staff. The school was graded Outstanding by Ofsted in all areas again in September 2021 and Excellent in SIAMS in May 2023 and we continue to develop and progress to be leaders in the education field, sharing our successes with other schools.

Our classrooms are well-resourced, our buildings maintained to a high standard and we enjoy spacious grounds.

I am privileged to work with a committed and supportive school community who all invest in our children's learning and development. We have excellent, stable teams of teaching and support staff, a prolific school association and an ambitious, committed governing body, all of which are embedded in school life.

I hope that this pack and our website virtual tour gives you a good flavour of our school, although the best way to really get to know us is to come and visit. You will have a warm welcome and I would be delighted to meet you and show you around so that you have all the information needed to help you decide if this is the school for you.

This is a happy school where children are well-behaved, enthusiastic and excited by learning and I very much look forward to meeting you and receiving your application.

Martina Martin
Head Teacher



Our vision, values and school rule

Our Vision

Our vision for the school is

that all may

love learn and flourish

Our Values

We try to live out these **values** in our everyday lives:

peace

compassion

joy & wonder

trust

generosity

Our single School Rule

We only have one **school rule** as we believe that if we follow this rule, we will always do the right thing. Our Golden Rule is to

love one another



About our school

You are encouraged to browse our website where you'll find a wealth of information about us and get a good feel for what we are about. We are all very proud of our school; here are a few highlights.

The original school was housed in an old cottage in 1834. The current Noah building was opened in 1954 when St. John's was a one-form entry school - until September 2016, when we started to expand to two-form entry. We are a popular, oversubscribed school of choice and have ensured that the cherished feeling of 'St. Johns-ness' has not declined while expanding, and that our ethos continues to flourish.

We named our wonderful new building the Ark building: it includes a splendid outdoor area for our reception children, an amazing hand-crafted ark on the stairwell and an upper floor Wheelhouse complete with a ship's wheel. The well-maintained older building is named Noah and is the location of our school hall and dedicated music studio.

Our grounds have a huge and much-valued playing field, two large playgrounds, and a peaceful Spiritual Garden for quiet play and reflection. We have our own 'Olive Branch Café', which is popular with carers and parents before and after school. There is a public park and woodland walk just a few metres away from school and we have links with a local wilderness garden.

As a Church of England Voluntary Aided Primary School, we work in partnership with St. John's Church which is right next door – we even have our own entrance gate in our grounds. The Revd. Lu Gale regularly leads our worship and is a full member of our Governing Body. We also work closely with the Southwark Diocese Board of Education and are proud to have been graded Excellent in all areas in our last Statutory Inspection of Anglican and Methodist Schools (SIAMS); we also achieved the Gold Quality Mark for RE in 2015 and again in 2019.

Our Governing Body is very much a part of the school and our governors reflect the skills and expertise needed to lead and support us, with all governors engaging in relevant training and development. Our governors are not only spotted in our school regularly but also support other schools' governing bodies. We have a good balance of external, parent and staff governors who reflect our school community and we are fortunate that our parent governor elections usually have several candidates. As a VA school, the Governing Body is the employer.

Our children participate in a wide variety of popular and successful clubs and groups, including music, chess and sports, much of which is provided internally; we have a Breakfast Club and after school provision; and, as part of our Staff Wellness programme, we have held weekly fitness classes for staff here at school plus access to join the local Trinity Sports Club at reduced rates.

The St. John's School Association (SJSA) is thriving, and contributes tremendously to school life financially and socially, with numerous successful events throughout the year.

Our most recent Ofsted Inspection in September 2021 resulted in us being graded Outstanding in all areas again. This was the result of a hardworking and dedicated school community, all of whom were thrilled and proud to be formally graded Outstanding. A few quotes:

- *Everyone at St John's is kind and respectful.*
- *Staff really care about and are extremely ambitious for their pupils.*
- *Pupils make excellent progress through the curriculum.*
- *Early reading is a strength of the school.*
- *Behaviour is exceptional.*

The full Ofsted report is on our website, so please do have a look (under 'About').



Our School Development Plan

Our School Development Plan is monitored and RAG rated by our committees, with a termly overview by the full Governing Body (FGB) who also have annual objectives.

Our distinctiveness

Our main success criteria is that our vision is clear and known by all our community. We are ensuring that the global and multicultural nature of Christianity as a world faith is celebrated and that our website presents a clear Christian message. We develop our children to be courageous advocates for local, national and global deprivation and provide our children with opportunities for their own spiritual development.

Our Governing Body Committees

Each autumn, committees suggest areas of development to the GB for ratification. In addition to the few examples of our current objectives below, our governing body is committed supporting staff and pupil wellbeing, achieving value for money and making decisions that enable staff and pupils to love, learn and flourish in our school.

These are some examples of past or present Governing Body objectives:

Policy & Finance Committee: to provide governors with a wide selection of training and development opportunities; and increase governor presence on the website and across the school community.

Personnel: to ensure we keep Equalities, Diversity and Inclusion to the forefront of all Personnel policies and procedures; and produce a Wellbeing Toolkit for staff.

Ethos: to ensure the distinctiveness and effectiveness of St John's as a church school is maintained and actively developed and that the Christian Vision and Values are lived out in all areas of school community life.

Premises: to ensure sustainability for the whole school site and to refurbish the demountable to the standard of the main building, prolonging its life.

Curriculum & Standards: to support and monitor progress of increased SEND knowledge and provision across the school.

There is a lot more information on our website for you to see.



Our welcoming Octagon Entrance



Advert

St. John's CofE (VA) Primary School
Spring Park Road
Shirley
Surrey, CR0 5EL

0208 654 2260

School Business Manager St. John's CofE (VA) Primary School

Full time, permanent, 36 hours per week (negotiable)

Tenure: As soon as possible

Salary £48,531 - £50,574, Grade 12, scp 36-38

Due to the retirement of our existing School Business Manager (SBM), there is an opportunity for you to come and work in our outstanding, vibrant two form entry C of E Primary School. We are looking to appoint a permanent SBM to join us; someone who is an enthusiastic and highly motivated team player with the right skills, experience and personality. We have a dynamic and supportive Senior Leadership Team (SLT) who with our staff, governors and wider school community work together to ensure that our children love, learn and flourish.

We offer

- An interesting and varied job working strategically and operationally, in which you won't become bored while setting standards and being a role model for excellence
- An efficient loyal administrative team together with a strong SLT and supportive Governors
- The opportunity to work in a culturally diverse and inclusive school; with a stimulating environment which enables our children and staff to thrive and enjoy their time here in our well-maintained buildings and grounds
- A school environment where children that are engaged, motivated, well-behaved – and happy
- Wellbeing for staff and children high on our agenda
- An appreciative and enthusiastic wider school community, with positive parents who care about our school
- A degree of flexibility regarding the hours/weeks worked/employed, particularly relating to annual leave and the school holiday periods
- Good public transport connections, a staff car park or free street parking

We'd love to hear from you if you

- Are an experienced School Business Manager or have had similar roles in operational and strategic management of finance, payroll, contract management/premises, H&S, HR
- Have competent financial skills to manage the school budget, and understand and analyse data to ensure financial stability of the school
- Have the ability and skills needed to manage a small team effectively
- Are a superb communicator with strong interpersonal skills who can foster productive relationships with a wide range of colleagues and stakeholders verbally and in writing
- Relish the challenge of working in a busy school environment, working flexibly across different areas to meet deadlines whilst tackling the unexpected



- Are in sympathy with the ethos of our school. You don't have to be Christian to work with us; we are a diverse and inclusive school with pupils and staff of other or no faith
- Have read the job description and person specification and feel you are well suited for this role

If working with us appeals to you and you have the skills, experience and personality we're looking for, you are encouraged to explore our website to enjoy a virtual tour of the school <https://www.st-johns.croydon.sch.uk/about/take-a-tour/> before booking an appointment on 0208 654 2260 to visit us in person. The visit will form part of our recruitment process.

Closing date: 9.00am Monday 31st March 2025

Interview/assessments: Thursday 3rd April 2025

Any queries you have should be emailed to recruitment@st-johns.croydon.sch.uk.

An Information Pack, which contains the Job Description, Person Specification and recruitment procedure is available from the school's vacancy page on their website www.st-johns.croydon.sch.uk or upon request by emailing recruitment@st-johns.croydon.sch.uk

The St. John's School application form must be completed and returned electronically to recruitment@st-johns.croydon.sch.uk.

CVs or agency enquiries are not accepted.

St. John's CofE Primary School is committed to safeguarding and promoting the welfare of children and to equality of opportunity.

St John's School is committed to safeguarding and protecting all our children by implementing robust safer recruitment practices. We identify and reject any applicants who are unsuitable to work with children. We will respond to concerns about the suitability of applicants during the recruitment process and about employees and volunteers once they have begun their role here with us.

All new staff and volunteers participate in an induction which includes child protection and are signposted to our supporting policies and procedures.

As this role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account. References for shortlisted candidates will be sought prior to interview and an Enhanced Disclosure via the DBS will be completed on the successful applicant.

Photographic identification and certificates of all relevant qualifications will need to be provided at the interview stage.

St John's School is committed to positively tackling discrimination in all its forms and works to ensure that all sections of the community have fair and equal access to and experience within employment. We welcome applicants from all backgrounds and communities, in particular those that are currently underrepresented in our workforce; we are respectful of all individuals' race, age, religion, gender identity, sexual orientation, caring responsibilities, disabilities and cultural background.

In line with the UK General Data Protection Regulation (UKGDPR) and the expected provisions of the Data Protection Act 2018 (DPA 2018) the school is responsible for holding and protecting personal data. The school is required to share some data with the Local Authority and the DFE. For further information on who we share data with please see our website for our Privacy Notices: <http://www.st-johns.croydon.sch.uk/>



JOB DESCRIPTION

Job title: School Business Manager

Salary range: Grade 12; scale point 36-38

Hours : 36 per week: permanent, full time, all year. Holidays taken throughout the year: a portion is directed in school breaks; the remainder may be taken during term time.

Location: St John's Church of England School

Reports to: Head Teacher

To be responsible for:

Caretakers (1 full time/1part time)
Administration staff (3, term-time)

General:

To assist the Head Teacher and the governors in their duty to ensure that the school meets its financial, educational, staffing and other compliance duties and commitments.

To promote the highest standards of behaviour as a consistent role model for all children, staff and the wider school community, upholding and modelling our school values.

To create and sustain an efficient and stimulating working environment for administrative and caretaking/site staff.

Key External Contacts

- Croydon Council/Croydon Education Partnership
- Contractors
- Suppliers
- Southwark Diocese
- School clusters and other schools/education services

Key Internal Contacts

- Head Teacher & Deputy Head Teacher
- Senior Leadership Team
- Chair of Governors
- All Governors
- All staff
- Parents and pupils

Financial Dimensions

Responsible for the administration of the school budget

Key Areas for Decision Making

Whole school administration

Other Considerations

Occasional evening work to attend Governing Body meetings and school events

Key responsibilities include:

- Delivery of services that support the smooth running of the school.
- Comply with the school's policies, including with regards to safeguarding and child protection, reporting all concerns to an appropriate person (Designated Safeguarding Lead).
- Champion the school's diversity agenda; be aware of and support difference and ensure equal opportunities for all.
- Report and be accountable to the Senior Leadership Team (SLT) and Governors for all financial and budgetary matters to support the school's vision, values and aims.
- Strategic planning and day to day operation of the business and support services, including managing and advising the Head Teacher and Governors regarding effective school budgeting to ensure efficiency and best value for money.
- Manage the school's budget, including 5-year budget planning, monthly monitoring and forecasting.



- Ensure policies, procedures and contracts are in place involving and/or informing Governors, staff and other stakeholders in a timely manner. Co-ordinate, draft and review School policies in liaison with the DHT and Clerk to the Governing Body.
- Management of administration, financial resources, contracts, information and ICT, Breakfast Club, HR processes, facilities & property, Health & Safety and contractors.
- Management and development of site and administrative staff.
- Compliance with Data Protection and GDPR.

Strategic Management in collaboration with the Governing Body and SLT

- Support the delivery of the School's vision for raising standards of teaching and learning by improving organisational structures and functions across the School.
- Ensure that the School meets its non-teaching and statutory legal responsibilities.
- Lead the development, drafting and presenting of all policies within the remit of the role, such as HR, financial, Health & Safety, Premises, Freedom of Information, Data Protection.
- Take responsibility for the strategic planning of the budget (current year and up to a five-year period), with resources targeted at improving standards.
- Pro-actively identify and achieve new funding streams; co-ordinate and secure all streams to ensure maximum funding for school development and teaching & learning.
- Advise and challenge SLT and Governors using analysis data, such as benchmarking tools and performance reports, to ensure the best possible use of resources across the school. Attend relevant SLT and Governing Body (GB) meetings.
- Provide direction and leadership in the planning and management of effective operations across all site and administrative services.
- Support and promote the reputation of the School.
- Build effective networks with relevant schools, liaise with and develop cluster arrangements and effective partnerships with all stakeholders.
- Forward planning of support processes to improve efficiency and service across the School and to meet future changes and demands.

Managing Administrative Services

- Manage the Caretakers and Administrative/Finance staff effectively to ensure an outstanding support service.
- Manage the Breakfast Club to ensure it is administered in line with relevant statutory guidance and local procedures, ensuring a financially secure provision.
- Use data analysis, evaluation and produce reports to present information to the Head Teacher, SLT, GB and committees.
- Inform SLT, Head Teacher, GB and committees of decisions taken and making informed recommendations for approval.
- Draft amendments to School policies and write policies for GB approval.
- Responsible for delivering key objectives within the School Development Plan.
- Project manage non-teaching projects, such as building works or IT installations, and oversee projects carried out by other members of administration staff.
- Responsible for ensuring that complex administrative tasks and reporting are completed in an accurate and timely manner, for example the School Census.
- Responsible for ensuring consistent and robust operation of administrative services, for example during peaks and troughs and staff absences.
- Monitor and review the office staffing structure/hours/tasks to ensure that resources are effective.
- Producing and responding to complex and sensitive correspondence.

Financial Management

- Formulate the annual and three/five year budget strategies for review and approval by the Head Teacher and Governing Body.
- Provide regular detailed financial reports to the Head Teacher and Governing Body.
- Responsible for the timeliness and accuracy of the School's Year End Accounts and Consistent Financial Reporting (CFR) report.
- Responsible for producing an annual Cash Flow forecast and review it on a monthly basis to ensure there will be no overspend.
- Manage procurement processes and continuously reviewing contracts and SLA's to achieve best value for money.
- Responsible for budget lines delegated by the GB.



- Responsible for compliance with external audit.
- Responsible for asset management.
- Identify the need and be responsible for securing appropriate licences, insurances and registrations, for example data protection.
- Responsible for ensuring that all finance processes and returns are completed in a timely and accurate manner, including the Local Authority and Government agencies.
- Responsible for the collection and recording of donations to the Governors Development Fund, recording of Gift Aid Declarations on such donations, and annual Gift Aid Claim to HMRC.

Contract management

- Develop work specifications for services.
- Lead negotiations with suppliers to ensure that contracts for supplies and services deliver best value for money.
- Management of contracts, for example catering, IT, sports providers, cleaning, premises.
- Monitor, review and evaluate all contracts.

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 to deliver administration, payment and communication 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 Resources Management

- In collaboration with the Head Teacher and Governing Body, ensure that appropriate policies are in place to meet regulations in relation to all personnel and payroll matters relating to staff.
- Manage the recruitment process of all staff and volunteers in line with Safer Recruitment and other relevant guidelines, advising the Head Teacher and Governors to ensure an affordable effective workforce.
- Ensure that effective induction, probation, appraisal and training & development processes are in place for all support staff. Monitor the implementation of these procedures by SLT for other staff.
- Support the Head Teacher to ensure that HR policies and procedures are implemented consistently and effectively across the School.
- Manage the School's payroll service to ensure the timeliness and accuracy of salary payments and contributions. Ensure timely and accurate payments to agency workers.
- Ensure the maintenance and secure retention of confidential staff records.
- Seek and make use of specialist expertise in relation to HR issues.
- Evaluate the school's strategic objectives and obtain and produce information for workforce planning in respect of the school's administrative services and premises.

Facility and Property Management

- In collaboration with the Head Teacher and Governing Body, ensure that the School complies with its statutory duties.
- Oversee planned and reactive maintenance, emergency works and projects.
- Liaise with the Premises Committee Chair and caretaking staff to prioritise all maintenance and repairs, for example of grounds, buildings and equipment. Manage work to be undertaken by, and maintain good working relationships with, third party contractors.
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
- Develop and maintain the school's Maintenance Development plan.



- Ensure security of the site is maintained and make recommendations to GB for improvements where necessary.
- Ensure procedures are in place to ensure that contractors and suppliers who access the site comply with the School's policies, for example Health & Safety and Safeguarding.
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

Health & Safety

- Responsible for the efficient and effective maintenance of the school's site, buildings, grounds and equipment, the preparation of maintenance schedules and the efficient operation of all facilities on the site.
- Ensure provision for cleaning, including additional cleaning for lettings and events.
- Enable regular consultation with staff and stakeholders on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments and effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive. Oversee a programme of risk assessments in accordance with the School's Health & Safety Policy. Identify, develop and review risk assessments.
- Ensure the safe maintenance of all the school buildings.
- Responsible for the security of the school site including alarm systems, CCTV, gate security and site access control systems.
- Ensure the maximum level of security consistent with the ethos of the school.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Develop appropriate policies, for example relating to health, safety, security, confidentiality, first aid and medicine.
- Complete first aid training and undertake first aid as required and in accordance with the School's policy.
- Assist with the support of pupils with medical conditions, including administering medication in accordance with school policy. Attend appropriate and relevant training, for example Epipen training and Epilepsy awareness where required.

Data Protection

- Ensure the school handles and processes data in accordance with the General Data Protection Regulation (GDPR).
- Foster a culture of data protection throughout the school.
- Key contact within school for the Data Protection Officer (DPO).
- Promptly report (within 24 hours) any data breaches within school to the DPO.
- Assist the DPO with reporting data breaches to the Information Commissioner's Office.
- Develop an ethos and culture within school for best practice around data protection.
- Regularly review GDPR information, guidance and resources on ICO website, oversee and distribute information and training around GDPR.
- Ensure records are kept in relation to GDPR training for staff.
- Ensure relevant Privacy Notices are issued to individuals as necessary (staff, parents, etc.).
- Identify and monitor the data processors at work, ensuring that they deal with data in a manner consistent with data protection principles.
- Monitor data management procedures within school, ensuring compliance with GDPR.
- Lead on the response to requests for information by data subjects, ensuring they are addressed within legal timeframes.
- Ensure data is destroyed when necessary in line with published guidelines.
- Perform regular audits and spot-checks to ensure procedures are compliant with regulations.
- Deal with freedom of information requests and subject access requests in line with legislation, including the Freedom of Information Act 2000, keeping the Head Teacher and Chair of Governors updated if appropriate.
- Develop and maintain accurate records of all data processing activities, detailing the purpose of the activity and making these records public upon request.
- Act as the first point of contact and undertake and provide relevant training and advice on data protection legislation and guidance to the school community.



General Responsibilities

- Contribute to the overall aims and values of the school.
- Share expertise and skills with others.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintaining records and archive systems, in accordance with the school's procedure, policy and statutory requirements.
- Treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Development

- Participate in training and other learning activities and performance development as required.
- Undertake research, training and development as relevant to the role to keep abreast of recent legislation and developments relevant to the role.
- Attend, contribute to and lead relevant meetings, as and when appropriate; for example meetings with staff, SLT, governors, parents/carers, service providers and contractors.
- Work under the direction of the Head Teacher and to undertake any other reasonable duties as may be allocated by the Head Teacher or Deputy Head Teacher.
- Develop and encourage positive relationships with children and staff, treating all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Be proactive within the role, seeking to develop and maximise the administrative and organisational support to the school.
- Participate in training and other learning activities and performance development as required.
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and within the duties of this role, ensure all pupils and staff have equal access to opportunities to learn and develop.
- Continue to support the school in its quest to become carbon neutral.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.



Please address the points below when completing your personal statement in the application form. Naming and numbering your paragraphs would assist the shortlisting panel who will take into account that this role encompasses a number of different areas and therefore applicants may not have experience in all areas.

Person Specification

Education/Qualifications

1. Educated to A level standard; numerate and literate commensurate to this role
2. Certificate of School Business Management or an appropriate accountancy qualification or equivalent (e.g. NVQ). Relevant job-specific qualifications, e.g. IOSH, COSHH, CIPD
3. A commitment to ongoing professional development.

Experience

1. Budget management, resource planning, financial reporting, procurement, income generation and payroll; using Management Information Systems, e.g. SIMS, FMS etc, preferably in an education setting.
2. Managing and implementing HR procedures, e.g. sickness and other absence management, with an understanding of the link to financial management.
3. Managing the delivery of support services; and contract and project management
4. Premises/site management/security.
5. Writing/reviewing policies.
6. Working effectively and inclusively across different teams and with a wide group of stakeholders
7. Leading and developing an efficient and successful team.

Knowledge, Skills and Aptitude

1. Knowledge of safeguarding, with a clear understanding of the related responsibilities of this role.
2. Excellent ICT, numeracy and literacy skills to undertake a wide range of tasks, including budget management, financial procedures and forecasting, personnel, payroll, premises, policy management, with appropriate and accurate verbal and written communication skills to ensure successful outcomes.
3. Excellent analytical skills, with the ability to find solutions and present data clearly to a variety of audiences.
4. Excellent interpersonal skills, with the ability to relate well to children and adults in order to achieve good working relationships and successful outcomes. To influence and build effective working partnerships and resolve any conflict effectively. The ability to empathise with, to inspire, motivate and drive team members to deliver outstanding support services.
5. Knowledge of Data Protection and GDPR legislation and in practice, with the ability to work in a confidential and professional manner.
6. Knowledge of the application of Health & Safety, including a thorough understanding of risk assessment.
7. Prioritising to meet own and others deadlines, with the ability to work in a constantly changing and demanding environment; organising own workload while leading, developing and motivating the administration and caretaking teams.
8. Ability to plan and develop systems and processes in all areas of work.
9. Ability to work constructively as a member of different teams, understanding school roles and responsibilities, the links between these, and your own position within these.
10. Ability to self-evaluate learning needs and actively seek learning opportunities for self, and others.

Personal Qualities to align with our Ethos

1. Supportive of our Christian-based ethos; working with children, staff and our wider community of Christian faith, other faith, or of no faith.
2. Demonstrates integrity; being truthful, trustworthy and dealing fairly with people and situations while being sensitive to difference.
3. Role models and promotes inclusivity and opportunity of equality.
4. Committed to the Nolan Principles of Public Office and have high expectations of self and others.
5. Flexible, with a positive approach to continuous improvement of standards; and has a can-do and creative approach with an ability to think laterally.
6. Has a good understanding of school life and educational issues.

Essential checks

1. Enhanced DBS Check; prior to appointment and ongoing
2. Valid visa/Right to Work in UK; confirmed at interview and on request if required.



Our recruitment process

Application

Closing date: 9.00am Monday 31st March 2025

Interview/assessments: Thursday 3rd April 2025

Candidates should read the job description and person specification carefully and then complete the application form available from our website. CVs are not admissible and will not be read by the short-listing panel.

The overall quality of each application will also be assessed as part of the shortlisting process. Please read the application guidance below, ensuring you set out clearly **how** you meet the criteria in the person specification in your personal statement, as these are the defined criteria the short-listing panel will use to assess each application. Naming and numbering your paragraphs would assist the shortlisting panel, who will take into account that this role encompasses a number of different areas and therefore applicants may not have experience in all areas.

Applicants must ensure that the information provided on the application form is correct. By submitting the application form electronically, you are assumed to be declaring this. Please note that if you provide false information or deliberately omit any relevant details, your application will be withdrawn from the recruitment process. You will be asked to sign the form at interview if you are shortlisted.

Applications must be completed electronically and submitted by email to the address on the School's application form.

Application Short-listing

Short-listed candidates will be contacted directly. Applicants not short-listed will be informed by email. The data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed.

Shortlisted candidates

Shortlisted candidates will be invited for assessment and interview. References will usually be sought prior to interview.

Please note: All candidates are asked to bring original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the UK.

Outcome and feedback

The successful candidate will be made a verbal offer as soon as possible.

Unsuccessful candidates will be informed as soon as possible and offered an opportunity for feedback.

Pre-employment Checks

All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications and a Disclosure & Barring Service Check. As this role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account.

Verbal offers of employment will be confirmed in writing once all pre-employment checks have been carried out; that application form will be retained on the personnel file.