Abbey Court School

ABBEY COURT SCHOOL

'We grow people'

SCHOOL BUSINESS LEADER

Ofsted Outstanding 2009|2010

Ofsted Outstanding School 2012|2013

Ofsted Outstanding Provider 2017/2018

Primary Geography Quality Mark Gold 2013

ASDAN Centre of Excellence 2015/2016

British Council International School Award 2015–2018

Rights Respecting Schools unicef United Kingdom Gold – Rights Respecting

Abbey Court School

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September 2021

Dear Applicant

SCHOOL BUSINESS LEADER

Thank you for responding to our advertisement and requesting further details of this post.

Abbey Court has been rated 'outstanding' by Ofsted at the last three successive inspections.

This information booklet provides details about both the school and the position in question. Please find enclosed:

- Information about the school and post (including Job Description and Person Specification)
- Application form

The closing date for applications is 9.00am on 1st November 2021. Please note that we will follow up on references in advance of interview.

Due to the conditions and complex needs of the pupils at Abbey Court School, continuity and consistency of support is paramount and therefore candidates for all positions will need to commit to the full working hours of the post.

The school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of appointment for post is subject to a satisfactory Disclosure and Barring Service certificate.

(To view policies pertaining to the schools Safer Recruitment procedures (including Child Protection, Safer Recruitment and Confidentiality), and additional information, please refer to the school website (http://www.abbeycourt.medway.sch.uk/384/safeguarding).

I look forward to receiving your completed application.

Yours sincerely

Ms Karen Joy
Headteacher

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WORKING AS A SCHOOL BUSINESS LEADER AT ABBEY COURT

Abbey Court School is a special needs school catering for pupils aged 3 to 19. All pupils have either Severe Learning Difficulties (SLD), or Profound and Multiple Learning Difficulties (PMLD), and are referred from the Local Authority through their Education Health Care Plan. The school is currently located on two sites; Nursery and Primary School in Cliffe Road, Strood, and Secondary School and Further Education Department in Rede Court Road, Strood. The Medway Towns has excellent road and rail links with London and the Kent coast.

All employees are contracted to the school, and should be prepared to work at either site, as requested.

Please see pages 8 and 9 for Leadership/Senior Management Team organisation structures.

The successful candidate can expect to find: staff who are supportive and willing to share ideas and good practice, pupils who are keen to learn, and outstanding facilities and resources to make learning positive.

The school offers excellent opportunities for career development. The school moto, 'We grow people' applies not only to pupils, but to staff too.

Visit our website and view our recruitment video at….

https://www.abbeycourt.medway.sch.uk/1308/working-at-abbey-court-school

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Days and Hours

Daily working hours will be 8.00pm—4.00pm (3.30pm on Fridays). A flexible approach to each working day is expected by all postholders.

Salary

The successful candidate will be employed on Medway Scale PO2 (£35,745—£45,859).

Holidays

Please note that holiday leave must be taken during school breaks to ensure minimal disruption to school life.

Continuous Professional Development

In addition to a comprehensive induction programme, professional development and training will be provided to develop specialised skills associated with working with the pupils at Abbey Court School.

Start Date

It is hoped that the successful candidate will be able to take up post as soon as possible. after appointment, on completion of all checking requirements.

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The Governing Body

The Headteacher has responsibility for running the school supported by The Leadership and Senior Management Teams. The Governing Body is the statutory authority that has responsibility for the strategic governance and management of the school, and all Governors work on a voluntary basis. Governors, therefore, have a significant role to play in monitoring and evaluating the work and progress of the school. Full Governing Body meetings take place 6 times per year, with committee meetings being held in addition, attended by Governors holding the relevant responsibility.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school. Appointment to post will be based on the following checks:-

⇒ Enhanced DBS certificate

⇒ Qualification/ registration to professional body (if applicable)

⇒ Medical clearance

⇒ 2 x references

Interviews will take place on 4th November 2021, and the panel and details of interview format will be advised to invited candidates.

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School Aims

- To know each individual child/pupil as thoroughly as we can, including any circumstances which might affect their well-being, behaviour and performance at any moment in time. This includes taking a long-term view of each child, visualising the best possibilities for each, and knowing when they are ready to take the next (challenging) step.
- To maintain high but realistic expectations for each pupil, enabling the development of independence.
- To ensure we always see, first and foremost, the child not the disability and to ensure that education (and not care) remains paramount. This will include identifying what motivates each child, and use the knowledge to encourage them to "have a go", "fail safely" and learn from their mistakes.
- To ensure that pupils feel safe, secure and comfortable to enable them to focus on learning, ensuring staff have clarity and act on policies and procedures.
- To give great emphasis to the celebration and communication of pupil achievements thus enabling a positive impact on pupils, parents and the local community.
- To have and realise a bespoke vision for each and every pupil and each and *every* member of staff.
- To do everything we can to ensure that people in the local community see our school and pupils in a positive and informed light in order to close the gap between the community's perceptions of the school and its pupils and what they are really like.

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- To enable our pupils to develop into good citizens and to participate actively in their local communities finding ways to encourage those in the wider community to notice what they have in common with the pupils as much as what makes them different.
- To offer opportunities and experiences for pupils to learn in a multitude of different ways and through a rich, varied and individualised curriculum.
- To give pupils an equal voice in and ownership of their education so that they are able to express opinions, choices and preferences, promoting their independence, confidence and self-efficacy.
- To use individuals' interests, skills and experiences to enhance the education of pupils and staff.
- To ensure that leadership is in the hands of as many staff as possible; to have high expectations of all staff and enable career progression.
- To learn and share information to the benefit of our pupils through mutually supportive relationships with parents, visiting specialists and outside agencies.
- Through self evaluation methodologies, and responding to external evaluations, seek to know our school better to inform focussed school improvement, and so that others can know us better.
- To function and be recognised as an authentically exemplary school in its field, sharing our practice with others to the benefit of pupils locally, nationally and internationally.

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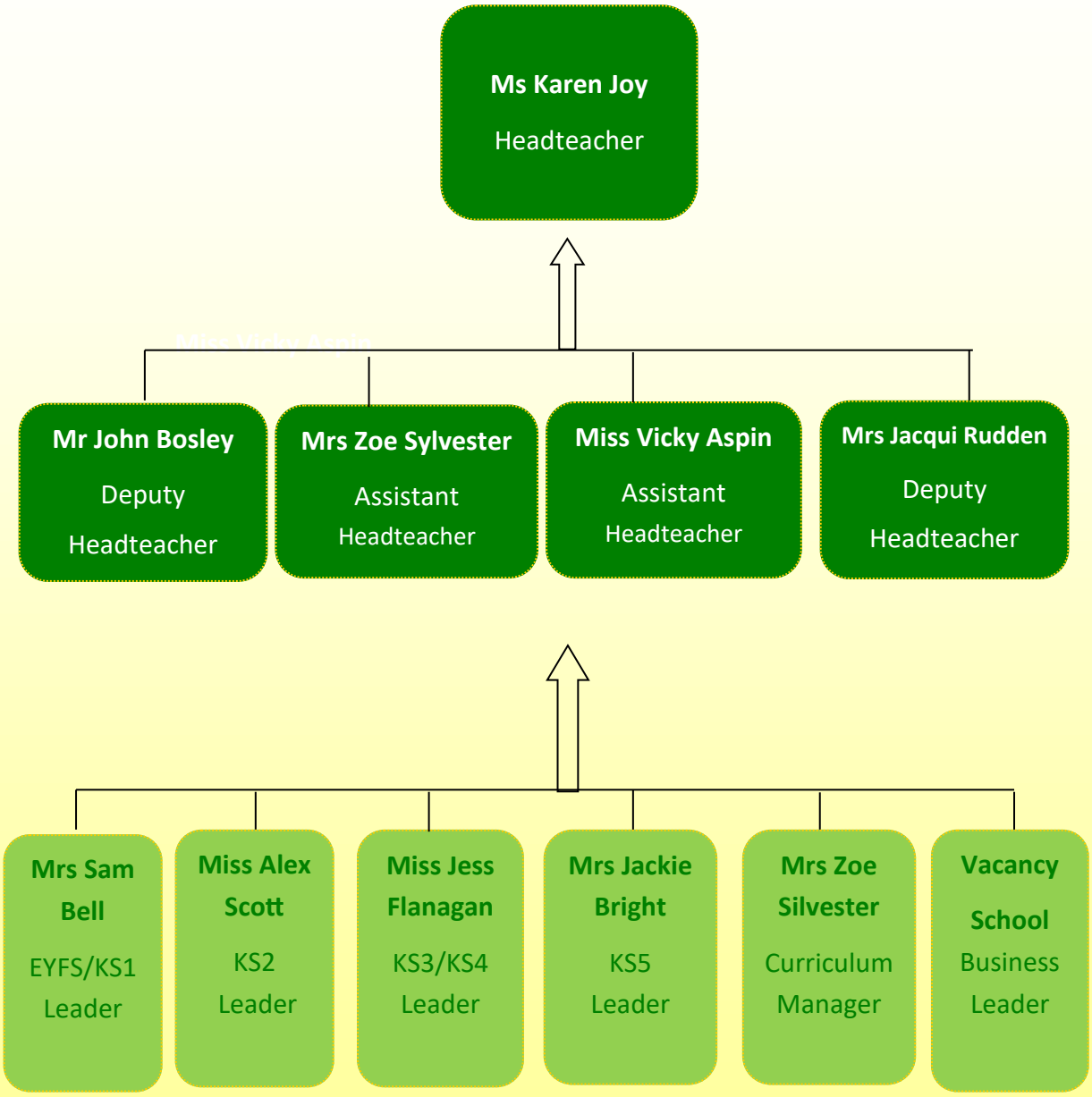
ADDITIONAL INFORMATION

1. Line Management Structure

Leadership & Senior Management Teams



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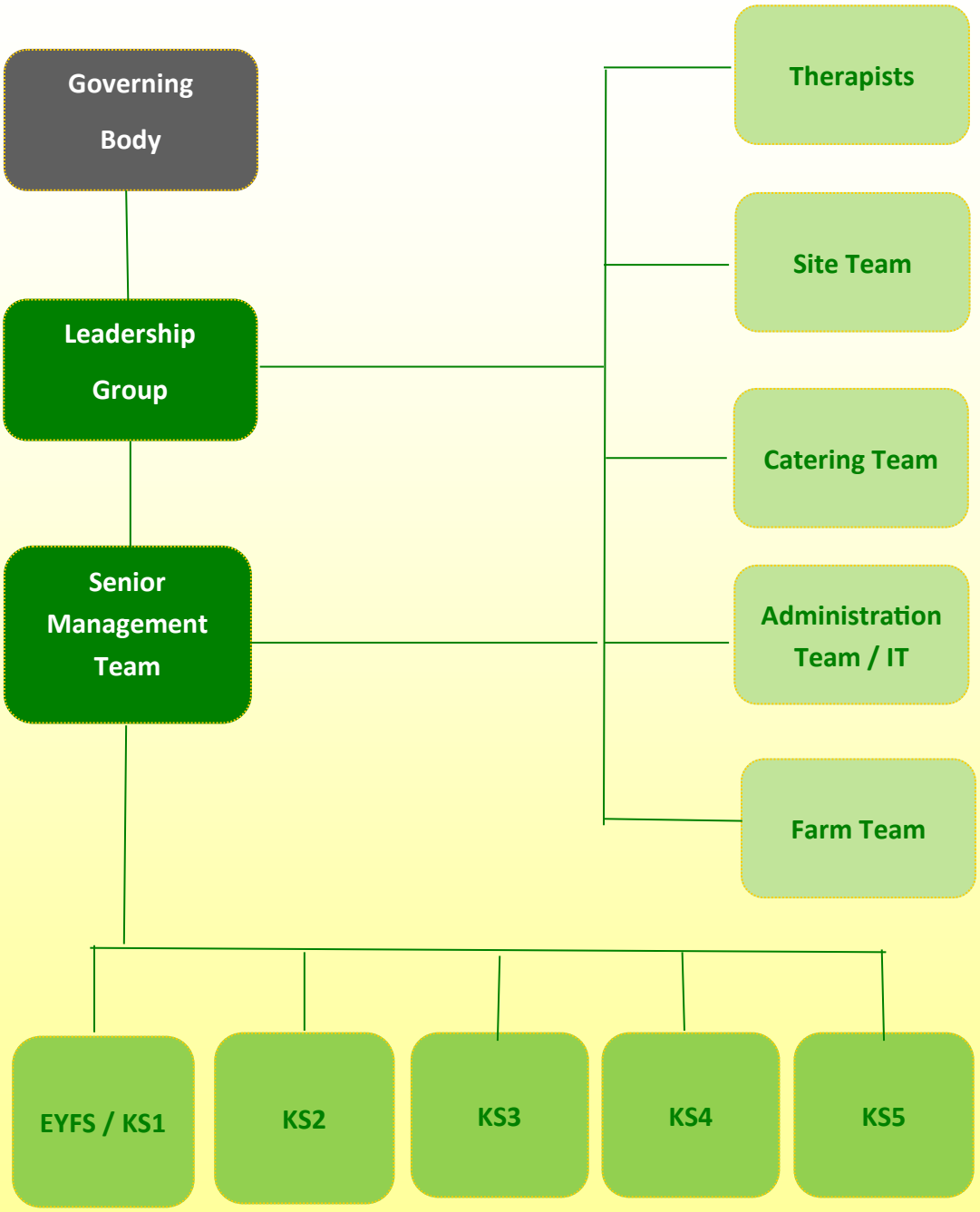
Whole School



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JOB DESCRIPTION

HOURS:	37 hours per week, 52 weeks/year Details of hours and working week to be agreed with the Headteacher
SALARY SCALE:	Medway Scale PO2, points 32 - 42
LOCATION:	Primarily based at one site but location will depend on the needs of the school.
REPORTS TO:	The Headteacher, who has overall responsibility for the school and /or her deputies.
RESPONSIBLE FOR:	All non-teaching support staff.

GENERAL DUTIES/RESPONSIBILITIES FOR ALL SCHOOL STAFF:

Safeguarding and promoting the welfare of children is employee's responsibility. Everyone at Abbey Court School has a role to play in safeguarding pupils. In order to fulfil this responsibility, all staff should make sure their approach is always child centred. Staff will follow school policy with regard to all safeguarding matters at all times.

1. To carry out school policy as documented and/or as directed by the Headteacher.

2. To present the school in a positive way in the community.

3. To respect the confidential nature of all information acquired in the performance of the job either verbally or in writing.

4. To work in a responsible and safe manner, paying attention to all Health and Safety procedures operating within the school.

5. To assist in the provision of a high quality educational experience for all children.

JOB PURPOSE

1. The School Business Leader is the school's leading administration professional and works as part of the Senior Management Team to advise and assist the Headteacher and senior team to ensure that the school meets its educational aims.

2. The School Business Leader is responsible for providing professional leadership and management of all non-teaching school support staff, to enhance their effectiveness in order to achieve improved standards in the school.

3. The School Business Leader promotes the highest standards of business ethos across the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

4. The School Business Leader is responsible for overseeing the Financial Resource Management, Administration Management, Marketing Management, IT Management, Catering Management, Site Facilities Management and the administration of Human Resource Management of the school.

FINANCIAL RESOURCE MANAGEMENT

1. To lead the whole school finance function and oversee the work of the Finance Manager, working with them on:

a) Submitting the proposed budget to the Headteacher and Governors for approval and to ensure the successful management of the overall financial planning process.

b) Use the agreed budget allocations to actively monitor and control performance across the organisation in order to achieve value for money.

c) Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.

d) Propose revisions to the budget if necessary, in response to significant or unforeseen developments.

e) Provide on-going budgetary information to relevant people.

f) Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.

g) Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.

h) Identify additional finance required to fund the school's proposed activities.

i) Make use of specialist financial expertise.

j) Maximise income through lettings and other activities where appropriate.

k) Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.

l) Present timely and fully costed proposals, recommendations or bids.

m) Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.

n) Monitor the effectiveness and implementation of agreements.

2. Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity with the assistance of the school Finance Manager.

3. Review and update finance related school policies.

4. To promote the development of the finance function at the school.

ADMINISTRATION MANAGEMENT

1. Lead and manage the whole school administrative function and lead all administrative support staff.

2. Design and maintain administrative systems that deliver high quality outcomes based on the school's aims and goals.

3. Lead and manage systems and link processes that interact across the school to form complete systems.

4. Define responsibilities, information and support for staff and other stakeholders.

5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources.

6. Establish and use effective methods to review and improve administrative systems.

7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.

8. Benchmark systems and carefully interpret information to assess trends and make appropriate recommendations; to the senior leadership team/governing body.

9. Ensure the school office continues to develop and move forward so that it effectively meets the needs of the school and key stakeholders as it evolves.

MARKETING

1. Oversee the production of high quality school publications, including prospectus, policy handbooks, website updates and other publicity literature on request.

2. Prepare information for publications and returns for the DfES, LA and other agencies and stakeholders within statutory guidelines.

3. Establish and develop working relationships with stakeholders (eg. Attendance Advisory Practitioner service).

4. Extend networking opportunities and undertake research in order to review and

In liaison with the Leadership Team, co-ordinate school closure processes; ie due to inclement weather with direct responsibility for communication with the site and transport teams.

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.

HEALTH & SAFETY

To work with the Leadership Team and Site Team on Health & Safety matters, ensuring compliance.

Ensure systems are in place for effective monitoring, measuring and reporting of Health & Safety issues to the Leadership Team.

With the designated member of the leadership team, co-ordinate all health & safety audit visits, review results of audits and safety reports, including playground equipment, manual handling equipment and pupil mobility equipment, to ensure they have been properly completed and remedial works actioned.

Supervise the planning, instigating and maintaining of records of fire practices and alarm test, asbestos, water testing/legionnaires and PAT testing with the Site Manager.

To assist in the investigation of all accidents and dangerous occurrences, and reporting any accident/occurrences to the HSE that fall under RIDDOR.

Ensure H&S Policy is clearly communicated, co-ordinate H&S training and maintain H&S training records.

Lead on evacuation and lock down procedures in the case of emergency situations.

With the designated member of the Leadership team, ensure appropriate Risk Assessments are made and followed for all school operations.

Oversee the first aid provision and maintain records of staff working ensuring all remain up to date and that designated first aiders are clearly communicated across the school.

IT and CATERING

Line manage and support the IT manager in developing and maintaining effective IT systems and telephones and monitor the growth and maintenance of the school's website ensuring it is compliant with statutory regulations.

Line manage and support the Catering team across both sites. Liaise with external Catering Auditor and monitor compliance with hygiene standards, training requirements, legislation and H&S. Collaborate with developments in catering and monitoring finances.

OTHER RESPONSIBILITIES

Be the Data Protection lead for the school to ensure compliance with GDPR and Freedom of Information requests.

Line management of key support staff involved in operational and administrative functions of the school.

Manage the record retention process in accordance with the school's retention schedule and data protection law, ensuring information security and confidentiality at all times.

PERSON SPECIFICATION

A EDUCATION, QUALIFICATIONS & TRAINING

Good general level of education. GCSEs in Maths and English (or equivalent) (Essential)

Hold or be studying for Level 4 Diploma in School Business Management (formerly CSBM) or Level 5 Diploma in School Business Management (formerly DSBM), or a recognised qualification in school business management or leadership, or financial management (Desirable).

Degree level (or equivalent Level 6) in business management, leadership or financial management, or be studying for Level 6 Chartered Manager Degree Apprenticeship (CMDA) for Schools. (Desirable)

B EXPERIENCE

Previous experience of school office work is desirable

Previous supervisory/management experience is essential

Previous leadership experience is desirable

C KNOWLEDGE

Excellent keyboard and IT skills (including all Microsoft Windows packages)

An understanding of the education system and schools.

D APTITUDE

Excellent organisational skills, attention to details and high professional standards

Ability to communicate accurately, clearly and effectively, both verbally and in writing

Ability to remain calm under pressure

Excellent interpersonal skills

Ability to prioritise and manage workload

E SKILLS

Ability to lead and motivate others

Ability to analyse data effectively

Ability to manage the work of all other office and finance staff and to lead a busy office to ensure the highest quality of outputs

Ability to lead others to meet agreed objectives

Negotiating skills in order to resolve problems and achieve satisfactory solutions

F PERSONAL BEHAVIOURS

Has a professional approach and high professional standards

Ability to work collaboratively

Ability to work flexibly and lead and manage change

Ability to make appropriate and timely decisions after clearly considering options

Be resourceful

Work with integrity and in accordance with the 7 principles in public life

Well presented with a welcoming, friendly manner

Demonstrates enthusiasm, motivation and flexibility and is able to motivate others

G EQUAL OPPORTUNITIES

A commitment to the Council's Equal Opportunities policies and the ability to understand and implement the policies in relation to the job

Abbey Court School

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Cliffe Road
Strood
Kent
ME2 3DL

Secondary School & Further Education
Rede Court Road
Strood
Kent
ME2 3SP

Tel: 01634 338220

Website: www.abbeycourt.medway.sch.uk

E-mail: office@abbeycourt.medway.sch.uk

"I am incredibly overwhelmed with the amount of training offered at Abbey Court School."

"Team work, training and quality of resources are strengths."

"The moment I stepped inside the school, the atmosphere was positive."

Staff Survey