



**THOMAS ALLEYNE'S
HIGH SCHOOL**



**INNOVATE2EDUCATE
Partnership**

"Progress Opportunity Individuality"

Business and Facilities Manager Application Pack



**INNOVATE2EDUCATE
Partnership**

"Inspiring Teachers, Inspired Children and Young People"

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"Inspiring Teachers,
Inspired Children and Young
People"

Introduction

An opportunity has arisen for an enthusiastic, outstanding Business and Facilities Manager to join our senior team. The successful candidate will have the necessary financial experience, skills and personal qualities and the capability to lead the support team effectively.

Thomas Alleyne's High School is a 13—18 school at the heart of its community, committed to excellence and to providing a broad and balanced curriculum for students.

We are committed to ensuring that every child has access to an outstanding education. Our successful track record of ensuring students make excellent progress has ensured improved outcomes for young people.

We are passionate about staff development and are looking to develop future leaders, and have a proven track record of appointments to leadership positions. We offer a comprehensive CPD programme to support emerging leaders, both through internal development and external training programmes.

For an informal, confidential discussion regarding any queries, please contact: Julie Rudge Headteacher on 01889 561820. Site visits can be arranged.

We look forward to hearing from you.



Advert

About the role:

Business and Facilities Manager

Permanent, Full-time

The post is offered as Grade 10 £43,693 to £47,754 to be negotiated depending upon experience.

If you would like to discuss the role please contact Julie Rudge at headteacher@tahs.org.uk or for more information and an application pack:

Visit our website: <http://www.thomasalloyes.uk/vacancies>
or **The TES, WMJobs or SOTCC jobs**

e-mail: personnel@tahs.org.uk
Telephone: 01889 561820

Closing Date: Monday 3rd February 2025 at 9.00am

Interviews will be held: Thursday 13th February 2025

Please email applications to: personnel@tahs.org.uk

Innovate2Educate Partnership is committed to safeguarding and promoting the welfare of young people and expect all staff and volunteers to share this commitment. This position is subject to a criminal record check from the Disclosure and Barring Service (DBS, formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form. All staff are also required to complete safeguarding training.

Thomas Alleyne's High School

'Progress Opportunity Individuality'

Thomas Alleyne's High School is a successful and popular 13 – 18 school serving children from a broad geographical area. Our school is genuinely comprehensive in its social academic mix and has an established reputation for the quality of teaching and learning it provides and the strong pastoral system that supports students during their academic journey.

In 2019, Thomas Alleyne's High School's commitment to excellence, and track record of strong academic progress, led to us being selected to become a national teaching school, taking a leading role in recruiting and training new entrants to the profession and in training experienced teachers. Whilst the teaching school model changed in 2021, we continue to be committed to ensuring effective professional development for all our staff.

We are also a member of the innovate2educate partnership working with Oldfields Hall Middle School, Ryecroft Middle School, Windsor Park Middle School, Picknall First School, Hutchinson Memorial First School, Richard Clarke First School, Bramshall Meadows First School and All Saints Church Leigh. The aim of our multi-academy trust is to provide the most effective quality of education and transition for students from the age of 3 to 18.

A school at the Heart of its community

Thomas Alleyne's High School is a successful and popular 13-18 school serving the local community. This school is genuinely comprehensive in its social academic mix and has an established reputation for allowing individual talent to flourish and for ensuring the highest pastoral care for students.

We pride ourselves in offering a broad curriculum which meets the needs of all our learners and ensures students have the qualifications and skills for the next stage of their lives - whether it is post -16 study in 6th form, college or an apprenticeship.



Thomas Alleyne's High School September 2024

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In 2019, on average students made more progress at Thomas Alleyne's High School than at 90% of schools in Staffordshire. A unique feature of our school is our House system which underpins our strong academic performance and enables all students to feel part of a thriving, busy community from their first day.

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A hallmark of Thomas Alleyne's High School is the quality and dedication of the whole school staff. Both are important in ensuring the high standard of service we offer and we are proud of the strong reputation that we have within the local community. The school occupies a site between the centre of the market town of Uttoxeter and the open fields of the Dove Valley. The school buildings are in a rich variety of styles and periods and include two Georgian listed buildings, grassy areas and courtyards. They provide excellent facilities for our young people.



Aims and Objectives of our Trust

Our aim is for our schools, to share good practice, meeting the needs of our young people, our communities and our global society.

Our objectives are to:

- Cultivate and value the achievements and positive attitudes of our young people whilst keeping them safe and well, ensuring equality and celebrating diversity.
- Use expertise across the School to innovate teaching and learning to be at the forefront of educational practice and a self-improving organisation, preparing pupils for the changing world of work.
- To continue to develop our school community through dissemination of good practice and interdependence.
- Develop a central team that offers expertise in many areas, supporting schools to build on their performance and ensure accountability and value for money.
- Strengthen partnerships with external agencies, charities, local communities, and business to ensure that the education within the School is supported by a broad curriculum offer which promotes STEM as well as creativity, languages and humanities, and narrows the performance gap between groups of students.
- Develop and retain strong leadership through on-going professional development, succession planning and addressing workload and the well-being of our workforce.



Business and Facilities Manager: Job Description

Statement of Purpose

Under the overall direction of the Headteacher, to take the delegated responsibility for the following:

Support Financial Management

- Advise the Headteacher and Governors on financial policy and business plans
- Prepare annual estimates and regular reports upon income and expenditure, monitor accounts against budgets and report on the financial state of the school to the school governors
- Provide financial management information to and directly advise the SLT
- To advise the Headteacher and governors on planning the school's five-year budget planning process annually, including preparing the preliminary annual budget plans
- Monitor all accounting procedures and resolve any problems, including the ordering, processing and payment of all goods and services, the operation and regular reconciliation of bank accounts, the maintenance of an assets register, preparation of invoices, collection of fees and other dues, and recovery of bad debts
- Managing school fund or similar budget
- Prepare financial returns for the LA and other central and local government agencies within statutory deadlines
- Prepare final account for auditors
- Monitor closely all financial records
- To complete annual Benchmarking and prepare a report for Governors.

Job Description (continued)

Support to Other Staff

Human Resources

- Maintain confidential staffing records
- Completion of appropriate forms to ensure contractual and payroll information is produced and accurately maintained
- Report absences
- Monitor and check claims for employment eg additional hours, casual/supply claims, travel claims, etc
- Assist with the arrangements for cover
- Liaise with HR service on specific HR issues
- Liaise with payroll administration as appropriate.

Support HR Management

- Line management responsibilities for:
 - Administrative and Finance Staff
 - Site Supervisors/Site Technicians
 - A team of a Cleaning Supervisor and Cleaners
- Create and implement recruitment/induction/appraisal/mentoring systems for support staff.

Support Organisational Management

Facilities Management

- Purchase, repair and maintenance of furniture and fittings
- Oversee the school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing
- Make recommendations to the Headteacher and governors on the spending of repairs and capital budgets, according to an agreed development plan wherever possible and once authorized, oversee the spending of these funds, consulting heads of department to ensure both repairs and improvements are fit for educational purpose
- Liaise with contractors in connection with major building works proposed for the school including quotations and/or site visits
- To monitor and manage the school's contracts and to assist the Headteacher in tendering for new contracts
- Undertake risk assessments
- Manage the school lettings arrangements

Job Description (continued)

Administrative Management

- Management of all administrative systems and functions
- Undertake general clerical duties as and when necessary eg switchboard, reception duties

Health and Safety

- Monitor all school trips and ensure appropriate documentation is completed and submitted
- Ensure emergency evacuation procedures, tests and records are in place and recorded
- Responsible for the day to day operation of the school's Health and Safety policies and procedures, including liaison with the Site Supervisor, co-ordination with governors, and ensuring that appropriate reporting and record keeping is maintained.
- Completion of the annual Health & Safety premises checklist.

Professional Accountabilities

The postholder is required to 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. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with

Financial Management

- Personally accountable for delivering services efficiently, and effectively within budget and to implement any approved savings and investment allocated to the service area

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices as necessary.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the school's Health & Safety Policy.

Person Specification

Key Criteria	Essential
Experience	<ul style="list-style-type: none"> • Several years' experience working in a business environment at a management level. • Demonstrate experience of schools' financial management.
Qualifications / Training	<ul style="list-style-type: none"> • Degree Business and Administration, NCSL Diploma in School Business Management, or equivalent qualification or experience in relevant discipline.
Knowledge / Skills	<ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice/legislation. • Ability to interpret advice/statute and to devise policy/practice in the light of these. • Detailed working knowledge of health and safety policies and practice. • Detailed working knowledge of educational visits policies and practice. • Robust understanding of facilities management issues and solutions. • Ability to manage a multi-disciplinary team effectively. • Ability to relate well to children and adults. • Ability to persuade, motivate, negotiate and influence. • Excellent communication, organising, planning and prioritizing skills. • Methodical with a good attention to detail.
Behavioural Attributes	<ul style="list-style-type: none"> • Identifies the service needs of the students, parents, community and other stakeholders by proactively gathering feedback to ensure service delivers the needs of its customers and encourage social inclusion. • Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities. • Helps others to find value for money ways to continuously improve the service. • Anticipates the need for change and proactively introduces systems to ease and support transition. • Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process. • Creates a sense of self belief, energy and pride in others about what the school is setting out to achieve. • Plans communication effectively and acts as a role model in providing open, honest communication. • Ensures teams are focused on the contribution they must make. • Handles sensitive issues constructively to resolve conflict. • Manages demanding workloads and meet commitments. • Ensures the team receives sufficient resources and backing to deliver against objectives. • Manages performance robustly within an inclusive working environment that values everyone's contribution, coaches others in developing and maintaining effective relationships and team working. • Overcomes obstacles to achieve team's objectives. • Takes considered risks using initiative and flexibility to deliver. • Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring. • Promotes a culture of trust, where honest and constructive feedback is sought. • Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success. • Develops and nurtures networks within and outside the organisation.

How to apply

Salary package - Grade 10 £43,693 to £47,754

Contract type - Permanent Full Time

Closing date – Monday 3rd February 2025 at 9.00am

Our ambition is to appoint a candidate starting the spring term or as soon as practicable.

How to apply

Please register your interest in applying for the post no later than **9.00am on Monday 3rd February 2025**. Your registered interest should be accompanied by the completion of an application form. Your application form should be supported by a separate personal statement saying in no more than two sides of A4 why you think you are the person we need to ensure that all pupils at Thomas Alleyne's High excel, relating this to your current experience, skills, and knowledge. Your registered interest and accompanying application form and statement should be emailed to Julie Titterton at personnel@tahs.org.uk

The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.



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Registered address:

Thomas Alleyne's High School

Dove Bank

Uttoxeter

Staffordshire

ST14 8DU

Company number: 10547353