



# School Business Manager Recruitment Pack

The Devonshire Hill Nursery & Primary School



Successful Learners

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Dear Applicant,

Thank you for expressing an interest in applying for the position of School Business Manager at The Devonshire Hill Nursery and Primary School. This is an exciting opportunity to work in a friendly and successful school, and to make a marked contribution to help shape its future and continue building on the successes of the previous School Business Manager.

Together with the newly formed Senior Leadership Team I am now looking to further develop distributed leadership across the school. I am looking for someone who ideally, but not necessarily, has previous experience as a School Business Manager with proven leadership skills. This person will be positive and innovative, with high expectations of themselves and others, to help lead the school improvement priorities continuing with the exciting developments, such as our Forest School, STEM provision and our newest exciting project, our performing Arts & Drama dedicated space and extended curriculum offer.

Devonshire Hill is in the heart of Haringey, an extremely diverse borough with high levels of economic polarisation. Our school community is made up of children from many different backgrounds and cultures. This enriches the school and the children's experiences, and also presents on-going challenges as we strive to create an environment that best meets the needs of all of our pupils. We value our community and work closely with families and the wider community to support and enhance the learning of our children.

The appointed School Business Manager will work closely with myself, the leadership team and Chair of Governors, be in a position to draw on their own areas of particular expertise, and develop professionally. At Devonshire Hill we value professional development and ensure staff are well-supported and developed. The successful candidate will line-manage our dedicated office team, premises team and be the point of contact for a number of consultants who work with our school, such as our IT specialists.

Devonshire Hill is a member of Haringey Education Partnership (HEP). We are committed to Teacher Training, developing and growing Future Leaders. The school runs a highly successful programme into teaching, working with TEACHFirst, and a range of Universities and career entry providers. We have accredited Specialist Leaders in Education (SLEs) at our school and have a solid history of working with and supporting other schools.

It is very important to us that you see the school before you apply, and I strongly encourage you to visit. The ethos of the school is built upon an enthusiasm for and commitment to the broad and balanced, long-term development of each child, and it would be useful for you to get a feel of how this looks in practice.

Please read the accompanying job description and specification.

I look forward to receiving your application.

Julie D'Abreu  
Headteacher

## About The Devonshire Hill Nursery and Primary School

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We are a Haringey Council Community School in Tottenham for children aged from 2 to 11. The majority of our families live locally, many in the White Hart Lane ward. We are a two-form entry primary school with a nursery that offers either 15 or 30 hours per week for children aged 2, 3 and 4.

Devonshire Hill is a successful school with a solid history of success, attaining Ofsted Good in October 2021. The staff and governors at our school are committed to providing the very best learning opportunities for children in a safe, secure and friendly community environment.

We provide very high quality education with a strong focus on teaching children key skills in English and mastery in mathematics. Alongside this, we teach an exciting curriculum including many learning opportunities to add depth and breadth to the children's experience. At our school, alongside the full statutory curriculum, children will have the opportunity to learn to speak Mandarin, learn to play an instrument, learn to swim and to visit many places of interest, including a residential trip to Pendarren House in Wales (Year 6).

We have a strong focus on using technology as a learning tool and children have access to a range of technology, including the use of laptops and tablets. All classrooms are equipped with touchscreen interactive boards which enhance the classroom experience by enabling the full use of audio-visual resources.

We have our established 'STEAM Engine' – a dedicated classroom for Science, Technology, Engineering, Maths and Art & Design work. This facility is well resourced with materials, tools and technology that enable children to explore ideas and experience exciting, practical learning. We also have a dedicated Music & Performing Arts space, and a well-resourced library. The school has extensive grounds, part of which is dedicated to our Forest School site, March Wood.

The school offers a range of extra-curricular activities before school, during lunchtimes and after school. We work in partnership with Tottenham University, Into University and the Brilliant Club. This offers our children the opportunity to visit high achieving universities and to undertake assignments and projects at a high academic level.

The school works with a range of organisations to promote careers and every year we have a work/careers week whereby every child has an opportunity to experience a range of different work places such as banks in the city, being a 'Chef' for the day, designing and running a fashion show, to what it would be like to be a Fire Fighter!

We have the highest expectations of all our children and we expect them to aim high and to achieve their full potential academically and with their personal social development both in and out of school. We have a strong belief in good behaviour and good manners with an emphasis on caring for each other and taking on responsibility, which is one of our eight House Characteristics. All staff and children from Year 1 to Year 6 are placed into one of our four 'Houses' and will be in friendly competition each week to score individual and team House points!

We want all our children to go onto secondary school ready to further develop their lifelong love of learning, with a solid foundation in the core skills enabling them to build upon these skills, and to become confident, successful and responsible citizens for the future.

Julie D'Abreu | Headteacher

## School Business Manager

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<b>Responsible to</b>	: The Headteacher
<b>Pay scale</b>	: PO5 (spinal point 38-41): £43,860-£46,839 (pay award pending) Candidates may be considered for the post at a lower grade and trained up.
<b>Terms and conditions</b>	: 36 hours per week; 52 weeks

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The Headteacher and Governing Body invite applications from highly experienced, motivated and organised individuals with energy and vision to join our excellent and dedicated team as our new School Business Manager.

We are looking for a strong candidate who can provide strategic vision and leadership in all aspects of school administration; including finance, resources, HR, premises, Health and safety and income generation.

The successful candidate will be forward thinking and able to support the Headteacher and senior leadership team to develop school systems to enable us to deliver the highest quality education to children.

Applications from candidates who have recently completed or are in the process of completing their SBM qualification are welcome. Candidates who do not have the required experience at present may be considered for the post at a lower grade and trained up. Please note that previous applicants need not apply.

### **Our school can offer you:**

- An opportunity for you to make a real difference in the lives of young people
- A supportive school community
- A welcoming and enthusiastic environment with a talented and dedicated staff team
- Support/mentoring from a local SBM during the Induction period

### **The successful candidates will need to:**

- Ideally have experience of being a School Business Manager, but not necessary
- Have effective interpersonal skills and the ability to work as part of, and manage a team
- Have excellent organisational, analytical and problem solving skills
- Be able to adapt, design, develop or procure robust information and administration systems
- Be confident and capable with data analysis, and have clear written communication skills

The Devonshire Hill Nursery and Primary School is committed to safeguarding and promoting the welfare of children. Rigorous checks will be made of the successful applicant's background credentials, including enhanced DBS checks.

Visits to Devonshire Hill are warmly encouraged and can be organised by contacting Sylvia Chambers, Office Manager, on 0208 808 2053 or by emailing [admin@devonshirehill.haringey.sch.uk](mailto:admin@devonshirehill.haringey.sch.uk). Please visit [www.devonshirehill.com/vacancies](http://www.devonshirehill.com/vacancies) for further application documentation.

<b>Closing date:</b>	<b>12 noon, Wednesday 23rd February 2022</b>
<b>Shortlisting:</b>	<b>Thursday 24th February 2022</b>
<b>Interview date:</b>	<b>w/c 28<sup>th</sup> February 2022</b>
<b>Start Date:</b>	<b>March 2022 (or as soon as possible thereafter)</b>

**The Devonshire Hill Nursery and Primary School is an equal opportunities employer. Our environment is diverse in character and in its student population and we aspire to reflect this diversity in our staff. We positively welcome applications from minority groups. We are committed to safeguarding and promoting the welfare of children. This is reflected in our rigorous approach to the recruitment and professional development of staff. The successful applicant will be subject to an enhanced DBS check.**

## School Business Manager

### The Devonshire Hill Nursery & Primary School

#### School vision

- To provide children with an exceptional educational journey throughout their time at our school that will provide the right skills and knowledge to enable them to be Successful Learners.
- To teach an exciting and rich curriculum both inside and outside the classroom that allows children to develop physically, emotionally and academically, enabling individual success.
- To ensure we provide a safe and secure learning environment where children thrive.

#### We will achieve this by:

- Providing high standards in all National Curriculum subjects where children will be able to recall and apply their knowledge and their skills with increasing confidence.
- Delivering a range of learning experiences that are sequential, building on children's prior learning that are knowledge rich and allow for clear progression of skills.
- Providing an excellent team of highly skilled and trained Governors and staff who are committed to a shared sense of purpose.
- Building active partnerships with our parents/carers and the local community.

***When children leave our school at the end of Year 6, they will have been on a rich learning journey and will be well prepared for secondary school.***

## Employment details – Job Description

<b>Job title:</b>	<b>School Business Manager Leadership Team</b>
<b>Reports to</b>	<b>Headteacher</b>
<b>Main Purpose</b>	
<p><b>The School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration. They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.</b></p>	
<b>The role of School Business Manager</b>	
<p>Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.</p>	
<p>To give strategic vision and leadership to all aspects of budget, finance, premises and extended services.</p>	
<p>To ensure that the School uses its resources effectively and efficiently at all times.</p>	
<p>To lead, operate, maintain and develop the financial procedures and systems of the schools, in co-operation with the Senior Leadership Team (SLT) and the Governors, ensuring that legal and safety requirements with regard to people and property and functions of the school are maintained.</p>	
<p>To be responsible for the school site including maintenance, development and efficient use.</p>	
<p>To be responsible for the administrative functions of the schools as required by the Head Teacher and Governing Body.</p>	

To function as a line manager for all administration and premises staff.
To oversee the quality of work of contractors, premises and cleaning staff, allocating work programmes and reporting standards to the Headteacher.
Management of major building projects and monitoring the work of on-site contractors, arranging for estimates of work.
To play a central role in the Senior Leadership Team and be responsible for: creating and delivering shared corporate strategic vision; raising standards of learning and teaching; building and sustaining effective relationships and communications strategies; working with the community and other services to improve the outcomes and wellbeing of pupils.
To ensure the schools are fully prepared to meet Ofsted and SFVS criteria and Local Authority (LA) Health & Safety inspections.
To liaise with relevant members of the Local Authority as required.
To actively model and promote the values and ethos of the school.
To generate and co-ordinate new income streams which are supportive of the ethos of the school.
<b>Basic Objectives of the Post</b>
To lead and advise the SLT and Governors on matters relating to premises, finance, personnel and Health and Safety.
To take delegated responsibility for premises and financial decisions following appropriate discussions with the Headteacher.
To help in the undertaking of and, where appropriate, take a specific lead on projects identified in the school's improvement plan under the direction of the Headteacher and Governing Body.
To provide support as relevant to the Headteacher.

## Finance

**To work with the Headteacher in preparing the annual budgets for the school to be submitted to the Governing Body and provide specific expertise in long term financial management. The Business Manager will be responsible specifically for:**

Work in collaboration with the school's Finance Officer on all matters of school finance.

Obtaining agreements of budgets and monitoring all expenditure by preparing regular accounts for budget holders.

Report on the current situation in terms of the budget to the governors by attending the Finance sub-committee meetings and, when necessary, the Governing Body meetings.

The management of the school's accounting function, ensuring its efficient operation according to the school's and the local education authority agreed procedures and to maintain those procedures by conducting at least an annual review.

Preparing the final accounts and to liaise with auditors and to ensure that the school's accounts comply with all necessary requirements.

Using financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.

Maintaining VAT and income tax returns, and submitting statutory returns.

Effective liaison with the payroll provider to ensure all staff are paid efficiently.

Preparing all financial returns for the schools, local authority and other government agencies within statutory deadlines.

Assisting in planning for the maximisation of income generation within the ethos of the schools.

Advise the Headteacher on investment and financial policy, preparing for appraisals for future projects and for the development of longer term financial strategy for the future development of the school.

Understanding the effects and implications of government policies, legislation and directives and developing effective strategies for current initiatives and long-term educational trends and developments.

<p>Preparing the final accounts for the Local Authority. Providing detailed accounts for the Headteacher and governors according to an agreed schedule. Reporting on the financial state of the School to the governors informing them immediately of any exceptional problems.</p>
<p>Attending and presenting to the Governors' Resources Committee.</p>
<p>Preparing for audits and preparing reports for the Headteacher and Governing Body regarding corrective action planning.</p>
<p>Planning for the maximisation of income generation through lettings and other activities within the ethos of the School.</p>
<p>Preparing appraisals/business plans for particular projects and the development of long term initiatives for the School.</p>
<p>Ensure financial management of the School meets SFVS standards and its own Scheme of Delegation.</p>
<p>Managing, maintaining and processing the School's petty cash.</p>
<p>Managing the system for invoicing parents on a monthly basis for any childcare fees.</p>
<p>Monitoring of the bank account to ensure fees are paid, reconciling parents' accounts and ensuring information is recorded onto the school's software.</p>
<p>Managing the process of debt collection.</p>
<p>Monitoring income targets.</p>
<p>Help to plan, prepare and liaise with the local education authority and other agencies with regards to grant applications, gifts and donations.</p>
<p>Securing bid-based competitive funds by effective use of bidding systems and contacts.</p>
<p>Negotiating, managing and evaluating contracts, tenders, and agreements for the provision of support services (including energy suppliers and catering), with a view to cost effectiveness and ensuring the schools maximises their potential from these services.</p>
<p>Promote arrangements and bookings for how the schools' facilities are used by outside agencies, groups and the wider community.</p>

<p>Seek the appropriate advice in terms of insurance matters and advise the governing body accordingly. Process and submit any such claims.</p>
<p>Oversee the ordering of all equipment, materials and services. To ensure regular stock taking of day-to-day resources for teaching and support staff, plus annual stock taking is undertaken.</p>
<p>Maintain systems and controls for the effective use of the school's bank accounts.</p>
<p>Operate and maintain the computerised accounts system and for the prompt and controlled payment of invoices.</p>
<p>Prepare invoices and organise collection of fees and other dues (e.g. trips, dinner money, breakfast club/after-school provisions) taking legal action with appropriate advice where necessary to cover bad debts.</p>
<p>Assist parents, or direct them to staff in the school who may help them, in securing the benefits to which they are entitled.</p>
<p>Have excellent and confident knowledge of using Google. Good understanding of Free School Meals Entitlement, schools management systems (Integris) Schools assessment and tracking software (Target Tracker) excel &amp; word programs. Other associated and common school programs.</p>
<p><b>Management of School Administration</b></p>
<p><b>Management of administration systems to ensure the efficient running of the School's administrative function including:</b></p>
<p>All aspects of data protection and Freedom of Information (Fol) issues, including advice to all staff, management of requests submitted to the school under the Data Protection Act and Freedom of Information Act and ensuring that the confidentiality of all sensitive and personal pupil and staff data is maintained.</p>
<p>Ensuring mechanisms are in place to ensure that feedback on the school's administration and support is collected regularly, analysed, and acted upon.</p>
<p>The provision of the best quality customer service to internal and external customers and stakeholders, including an effective, efficient and approachable front line reception service for parents, visitors and suppliers.</p>

<b>Human Resources</b>
Monitoring and reviewing the quality of service of the personnel services provider and work with providers to resolve problems, queries and complaints.
Responsibility for general personnel matters end-to-end, from recruitment to retirement/resignation.
Maintain a current overview of employment law, including equality and human rights legislation, and ensure that the School is in compliance.
The provision of routine advice to staff on terms and conditions of employment.
Payroll administration, monitoring the quality of the payroll services provider to make sure that payment and deductions are paid correctly and on time to the right location, and working with the provider (Local Authority) to resolve problems, queries and complaints.
Compiling and submitting the School Workforce Census, ensuring all data is collected from all staff in accordance with borough guidelines.
Overseeing the management of maintenance of central personnel records, including absences and training records, entering data on school management information system as appropriate.
Overseeing the management of the Criminal Records Bureau/List 99 checks on all staff including supply cover, parents and volunteers. Named lead officer responsible for the Single Central Record.
Provide leadership and guidance for administration and catering.
<b>Personnel</b>
To lead and manage the Single Central Record ensuring that all safeguarding procedures are in place in relation to staff and other adults who may have contact with children or will be on site.
To be responsible for general personnel matters relating to staff recruitment, ensuring procedures for clearance of new staff including references, medical checks, DBS checks and the issue of contracts are in place via the Local Authority. To set up staff records and ensure that staff records held by the school are kept confidential.
To ensure all statutory returns, including the Workforce Census, are completed and returned by the deadline.
Monitoring staff absence and providing regular statistics to the Headteacher and governors.

## Premises and Health & Safety Management

**The Business Manager will be responsible for the overall management and maintenance of the School buildings, facilities, grounds, fabric and furnishings, working with the Headteacher.**

Taking the lead on compiling and implementing a Premises Development Plan, including energy conservation.

Attending Governing Body meetings and reporting on Health & Safety.

Overseeing the quality of work of premises staff, allocating work programmes and reporting standards to the Headteacher.

Monitoring the 'maintenance log' ensuring all issues are resolved in a timely fashion.

Managing the purchase, repair and maintenance of all furniture and fittings.

Advising on the main health and safety requirements relating to the schools, ensuring that relevant risk assessments are carried out to an agreed schedule and pointing out any shortcomings to the Headteacher and governors.

Completing annual fire safety risk assessment with the site manager.

Keeping records and initiating regular fire practices.

Monitoring the site manager's schedule of safety testing for specific equipment.

Overseeing the school's safeguarding procedures with regards to access to the schools.

Management of the school in terms of letting out the premises to members and groups of the wider local community and to aid the schools' move towards implementing the core provision for extended services.

Liaising with the relevant project manager and site manager over the management of major building works and monitoring the work of on-site contractors and arranging for estimates of work.

Leading on development of the school's critical incident plan and Emergency Plan. Leading on the implementation of risk assessment and loss prevention strategies in the school to reduce possible insurance costs.

Ensuring that security, maintenance, heating, cleaning and other general site services within the premises are managed and monitored.
Working with the premises staff to implement the premises and site decisions of the Headteacher and Governing Body.
To take responsibility for the main health and safety issues specific to the school and how they relate to pupils, staff, visitors and contractors.
Attending and reporting to the Health & Safety/Premises subcommittee.
Overseeing the quality of work of premises staff, allocating work programmes and reporting standards to the Headteacher.
To provide and document effective risk management, for example, in Health and Safety and in the management of any third party service contracts.
To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
To manage the catering contracts, cleaning contracts, leasing arrangements, and asset register.
<b>Lettings</b>
Leadership and management of the school premises lettings to members and groups of the wider local community in order to maximise income and community use.
Promoting arrangements and bookings for how the school's facilities are used by outside agencies, groups and the wider community.
Ensuring all systems are working efficiently and reviewed annually.
Ensuring effective communication with the different teams is working effectively.
Working with all members of the team to prepare medium term projections and report to the Governors' Resources Committee.
Preparation and present quarterly report on lettings income and capacity utilisation for Governors.
Dealing with all complaints in line with school policy and practice.
Managing all marketing and publicity of premises.

<b>ICT Systems Management</b>
Having overall responsibility for the wide range of ICT resources required by teaching staff in order that they can meet curriculum targets for attainment and achievement (ICT and non-ICT).
Having overall responsibility for the school ICT network.
Leading on liaison with external providers and contracted technicians.
Continuously review the quality and efficiency of all ICT systems including the School's management information system.
<b>Catering</b>
Ensure that the company supplying the catering for the school works as part of the school community, adding to the provision with a very high quality service and wider engagement programme as part of the Healthy Schools agenda.
Liaise directly with the catering providers and liaise directly with the catering staff as and when required.
Continuously reviewing the quality and efficiency of the catering service provided.
Ensuring the catering company is working within the school's Vision & Ethos.
<b>Marketing</b>
Work closely with the school's Communications Officer to market the school and increase numbers of pupils on roll.
Promote the school to different audiences, including the press, and raise its profile within the local and community.
Develop systems to ensure that all parents, pupils and visitors to the school are provided with relevant support and information on all aspects pertaining to the life of the school.
Liaise with local businesses for fundraising, arranging vocational experience and joint projects.
Where appropriate, ensure effective liaison with visiting professionals to the school.
Advise on and support the creation of an effective Parents/Staff Association. Liaise with staff and parent members advising on fund raising activities.

<b>Procurement and Contracts</b>
Negotiate, manage and evaluate contracts, tenders and agreements for the provision of support services (including energy suppliers and catering), with a view of cost effectiveness and ensuring the school maximises its potential from these services.
Responsibility for the efficient maintenance and administration of ICT systems and facilities (such as reprographics, telephones, computer networks and Management Information and Accounting System software) including, where applicable, monitoring the service of providers.
Monitor the performance of external providers and review contracts periodically, ensuring best value is achieved and report annually to Headteacher and Governors.
Maintain a Contracts and Service Level agreement register. Monitor performance and prior to renewal carry out a Value for Money evaluation.
Ensure principles of best practice are applied to procurement of goods and services throughout the school.
Ensure all staff are following the correct procedure for purchases.
Liaise with the School Finance Officer and Budget Holders to ensure that outstanding orders are reviewed and outstanding issues are dealt with as appropriate.
Liaise with the School Finance Officer and Budget holders & suppliers to ensure processes and procedures are adhered to.
<b>Whole School Administration</b>
Manage the administrative function including the administrative ICT facilities
Provide for the preparation and production of all school records and publications
Interpret matters of policy / procedure and local guidelines/policy/statute
Ensure that the school website is compliant and that all relevant policies and documents are relevant and up to date.
Ensure fair and efficient elections for staff and parent governor vacancies as they arise, in accordance with local authority procedures.
Ensure that all aspects of data protection and freedom of information issues, including advice to all staff, management of requests submitted to the school under the Data Protection Act and Freedom of Information Act and ensuring that the confidentiality of all sensitive and personal pupils and staff data is maintained.

Ensure that mechanisms are in place to ensure that the feedback on school administration and support is collected regularly, analysed and acted upon.

### Compliance

Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.

Track all school policies and ensure they are updated in accordance with the policy review schedule.

### Line Management

**The post holder will be required to lead and manage the administrative and premises staff and will be responsible for their efficiency and effectiveness in meeting the needs of the schools within the changing educational environment.**

To manage and complete performance management reviews for all administration and premises staff.

Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.

Manage administration and premises staff attendance and leave to ensure a continuous service throughout the year.

### Other Duties

To keep all policies and procedures relating to finance, administration and premises/Health and Safety under review and recommend improvements.

To assist the chair of the Staff Pay and Conditions subcommittee as required.

To access training relevant to own professional development.

To ensure confidentiality is maintained.

To undertake any other temporary duties consistent with the basic objectives of the post.

To represent the school at relevant staff meetings.

To participate as part of the Senior Leadership Team and to minute meetings as required.

To access training relevant to own professional development.

**In addition a high level of knowledge in the areas of Finance, Education Policy, Premises, Personnel and IT will be required as the post holder will have full responsibility for the administrative functions of the school as required by the Headteacher and Governing Body.**

(Candidates who do not have the required experience at present may be considered for the post at a lower grade and trained up)

**To undertake any other duties as appropriate to the grade of the post as required by the Headteacher.**

**The above duties may alter from time to time in accordance with the schools' future needs. However, any changes will be undertaken in full consultation with the post holder.**

### Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• A good degree</li> <li>• A certificate, or diploma, in School Business Management or suitable experience;</li> </ul>	<p>Post-graduate qualification, e.g. master's degree</p> <p>Leadership qualification</p> <p>Member of Institute of School Business Leadership</p>
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> <li>• Leadership and management experience of areas including finance and health and safety;</li> <li>• Experience of premises and facilities management;</li> <li>• Making a positive impact as a leader.</li> <li>• Successful implementation of a project with impact on sustained improvement</li> <li>• Promoting highly effective communication within an environment.</li> <li>• Promoting positive collaboration focussed on raising standards.</li> <li>• Managing and developing strategic financial plans.</li> </ul>	<p>Successful tendering in more than one area.</p> <p>Working in a diverse community/organisation</p> <p>Managing within an Educational environment.</p> <p>Managing at a Senior Management Team level</p>

	<ul style="list-style-type: none"> <li>● Managing budgets, financial reporting, procurement and fixed assets.</li> <li>● Managing change projects.</li> <li>● A proven track record of managing a significant budget, including accounting, monitoring and reporting at an executive level in line with the school financial handbook and procedures within.</li> </ul>	<p>Fundraising and/or preparing and submitting grant applications</p>
<b>Knowledge and skills</b>	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> <li>● Be committed to improving the educational outcomes for pupils in a primary school.</li> <li>● Show an understanding of relevant legislation and educational developments.</li> <li>● Demonstrate how school business management can be used to raise pupil attainment and achievement.</li> <li>● Demonstrate effective leadership methods and strategies.</li> <li>● Demonstrate effective strategies for inspiring and motivating staff to achieve their best.</li> <li>● Demonstrate how strategies for motivating staff contribute to raising standards and school improvement.</li> <li>● Show how data analysis can be used to inform future teaching and learning, and reduce attainment gaps.</li> <li>● Show how resources can be managed and deployed effectively.</li> <li>● Show an understanding of the important role of parents and the community in school improvement, and how this can be developed.</li> <li>● Able to deliver services and systems applicable for effective School management.</li> <li>● Able to strategically influence decision making within the school.</li> <li>● Able to use a range of ICT packages.</li> <li>● A working knowledge of the law.</li> <li>● With regard to staff contracts, leasing of School properties and landlord responsibilities, employment legislation, commercial law covering such matters as contracts, copyright and data protection.</li> </ul>	<p>Working knowledge of the school financial handbook.</p> <p>Knowledge of NOVUS</p> <p>Knowledge of regulations relating to management of school premises.</p> <p>Knowledge of personnel law and procedures</p> <p>Understanding of educational enterprise issues.</p> <p>Understanding of promoting positive relationships with the wider school community.</p>

	<ul style="list-style-type: none"> <li>● Able to work to schedules, manage and control budgets and ensure sufficient attention is paid to detail and quality in all areas of one's work.</li> <li>● Able to develop strong professional relationships, work effectively within a team and actively support others.</li> <li>● Basic knowledge of building materials and of the details of construction of buildings and the causes of, and remedies for, defects in buildings. Planning permission procedures for alterations and new buildings.</li> </ul>	
<b>Personal qualities</b>	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>● An enhanced DBS certificate.</li> <li>● A good attendance and punctuality record.</li> <li>● Excellent verbal and written communication skills.</li> <li>● Excellent time management and organisational skills.</li> <li>● Enthusiasm, determination and drive to inspire others and achieve high standards.</li> <li>● A personable nature to allow them to build effective relationships with all members of the school community.</li> <li>● High expectations of self and professional standards.</li> <li>● A commitment to Continuous Professional Development (CPD).</li> <li>● The ability to work as part of a team and independently.</li> <li>● The ability to maintain successful working relationships with other colleagues.</li> <li>● The ability to plan and resource effective interventions to meet curricular objectives.</li> <li>● High levels of drive, energy and integrity.</li> </ul> <p>The successful candidate will be:</p> <ul style="list-style-type: none"> <li>● Confident in a leadership role, and be able to show a high degree of resilience.</li> <li>● Able to implement and lead whole-school initiatives and manage change.</li> <li>● Committed to protecting the welfare of pupils.</li> </ul>	<p>In addition to English the ability to speak in one or more of our community languages</p>

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|  | <ul style="list-style-type: none"><li>● Dedicated to promoting their professional development, and that of others.</li><li>● Able to effectively support colleagues in raising standards in a primary school</li><li>● Able to plan and take control of situations.</li><li>● Committed to contributing to the wider school and its community.</li><li>● Able to effectively promote the school's ethos and vision.</li><li>● Capable of handling a demanding workload and successfully prioritizing work.</li><li>● Professionally assertive and clear thinking.</li><li>● Able to work flexibly, attending morning and evening meetings, in addition to managing a demanding workload.</li><li>● Willingness to constructively challenge the work of self and others to continually improve on own and team performance</li><li>● Able to work from home as and when required.</li></ul> |  |
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# Guidance Notes to completing your application form

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## HOW TO COMPLETE YOUR APPLICATION FORM

The application form plays an essential part in choosing the right person for a job. It is the information contained in your application and supporting statement that will decide whether or not you are invited for an interview or to the next stage in the selection process.

### 1. PERSONAL DETAILS

Where it says 'known as', this is for example if your official documentation shows you as 'Elizabeth', but you like to be known as 'Liz'.

### WORKING IN THE UK

Under the Asylum & Immigration Act 1996, you will be required to provide proof of your eligibility to work in the UK.

We always need to see original documents. You will only be able to work for us once we are sure that you are eligible to work in the UK. If you are unsure about your status, then you should contact the Home Office.

### 2 to 3. PRESENT OR MOST RECENT EMPLOYMENT/ PREVIOUS EMPLOYMENT

We need you to provide us with your complete employment history, and any gaps in your employment history of more than one month should be explained – for example, carers and childcare responsibilities. \*We may ask for references to cover a full five-year history, which may include time spent at school/further education. For this five-year history please provide full postal addresses, including postcodes.

If you were employed by an agency during that time we need to know the agency details and the companies that you were placed at.

If you have been self-employed during the last five years, this means that we will need to see your tax returns for that period if you are successful.

If you have been claiming benefits in the past five years we may contact the Benefits Office to verify this if you are successful.

### 4. QUALIFICATIONS & TRAINING/ PROFESSIONAL QUALIFICATIONS

Please give details of your education, qualifications and training, starting with secondary school.

#### PROFESSIONAL QUALIFICATIONS

If we have requested that you have a professional qualification for this job (like QTS, HLTA status), you will need to provide us with the relevant original certificates/registration documents.

### 5. TRAINING COURSES ATTENDED IF RELEVANT

Mention any short courses that you have attended, including dates that are particularly relevant to the job you are applying for.

## 6. SUPPORTING STATEMENT & ACHIEVEMENTS

This section is your opportunity to tell us how you meet the criteria in the person specification. Take each relevant item and tell us about your skills, experience, knowledge and achievements.

Give specific examples of what you have done which prove your ability. If the person specification says, 'able to organise activities', you must do more than say, 'I am an organised person'. Give an example by describing something that you have done which tells us about the skills that you used and the steps that you took.

You can use examples from your home life, time spent in education, voluntary work or from your hobbies/interests if you do not have any formal experience.

## 7. REFEREES

You should provide the names and the addresses of two people who know you and who are able to comment on your suitability for the post. One of these should be your current or most recent employer. If you are a school or college leaver, give your head-teacher's or your tutor's name. It is always advisable to make sure that your referees know you have used their names before we contact them. The appropriateness and accuracy of references will be checked. You are also advised that any previous employer may be contacted to verify the details you provide.

## 8. REHABILITATION OF OFFENDERS ACT / DECLARATION

Please read this carefully before completion.

The DBS an Executive Agency of the Home Office, provides wider access to criminal record information through its Disclosure service. This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involving children or vulnerable adults. The DBS was established under Part V of the Police Act 1997 and was launched in March 2002.

Our borough's DBS & Rehabilitation of Offenders Policy is available upon request.

You can get more information about the DBS at [DBS Online](#)

Please make sure that you read and sign/positively tick the declaration.

All applicants are required to complete the online DBS form even if you do not have a criminal record.

We do not exclude people who are related to, or have a close personal relationship with our councillors, employees or school governors. We will make sure that they do not take part in the selection for this post.

## MONITORING

This Authority has an Equal Opportunity in Employment Policy, which we ensure that we monitor to ensure that our employees reflect the community that we serve. The information provided will be treated in strictest confidence, is never available to the recruiting manager and will only be used for monitoring purposes.

## APPLICATION DEADLINE

Completed application forms must be received by noon, **Wednesday, 23rd February 2022**. There are three available channels for application documents submission. Email your application form and other supporting documents to:

- [recruitment@devonshirehill.haringey.sch.uk](mailto:recruitment@devonshirehill.haringey.sch.uk) with your initial, Surname and the position you're applying for in the subject line; e.g. JBloggs – Teaching Assistant;
  - Post application form and other supporting documents to: **Headteacher, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB**;
  - Hand deliver application form and other supporting documents to: **Headteacher, The Devonshire Hill Nursery and Primary School, Weir Hall Road, London N17 8LB**.
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## Equality Objectives Statement

**Under the Equality Act 2010, the school's general duties, with regards to equality are:**

- Eliminating discrimination.
- Fostering good relationships.
- Advancing equality of opportunity.

**We will not discriminate against, harass or victimise any pupil, prospective pupil, or other member of the school community because of their:**

- Sex.
- Age.
- Race.
- Disability.
- Religion or belief.
- Sexual orientation.
- Gender reassignment.
- Pregnancy or maternity.
- Marriage and civil partnership.

We aim to promote pupils' spiritual, moral, social and cultural development, with special emphasis on promoting equality and diversity, and eradicating prejudicial incidents for pupils and staff. Our school is committed to not only eliminating discrimination, but also increasing understanding and appreciation for diversity.

### **Aims to eradicate discrimination**

We believe that a greater level of success from pupils and staff can be achieved by realising the uniqueness of individuals. Creating a prejudice-free environment where individuals feel confident and at ease is a commitment of the school.

### **This environment will be achieved by:**

- Being respectful.
- Always treating all members of the school community fairly.
- Developing an understanding of diversity and the benefits it can have.
- Adopting an inclusive attitude.
- Adopting an inclusive curriculum that is accessible to all.
- Encouraging compassion and open-mindedness. We are committed to having a balanced and broad curriculum.

We believe that our pupils should be exposed to ideas and concepts that may challenge their understanding, to help ensure that pupils learn to become more accepting and inclusive of others. Challenging and controversial concepts will be delivered in an age appropriate way that prevents discrimination and promotes inclusive attitudes. We will also respect the right of parents to withdraw their children from certain classes which pose conflicts to their own beliefs. Dealing with prejudice. We do not tolerate any form of prejudice-related incident. Whether direct or indirect, we treat discrimination against all members of our school with the utmost seriousness. When an incident is reported, through our reporting procedure, our school will ensure appropriate action is taken and a fair resolution is put into place.

### **Our pupils are taught to be:**

- Understanding of others.
- Celebratory of cultural diversity.
- Eager to reach their full potential.
- Inclusive.
- Aware of what constitutes discriminatory behaviour.

### The school's employees will not:

- Discriminate against any member of the school community.
- Treat other members of the school community unfairly.
- The school's employee's will:
- Promote diversity and equality.
- Encourage and adopt an inclusive attitude.
- Lead by example.

### Equality and dignity in the workplace

We do not discriminate against staff with regards to their:

- Age.
- Disability.
- Gender reassignment.
- Marital or civil partner status.
- Pregnancy or maternity.
- Race.
- Religion or belief.
- Sex.
- Sexual orientation.

Equality of opportunity and non-discrimination extends to the treatment of all members of the school community. All staff members are obliged to act in accordance with the school's various policies relating to equality. We will guarantee that no redundancy is the result of direct or indirect prejudice. All disciplinary procedures are non-prejudicial, whether they result in warnings, dismissal, or any other disciplinary action.

Prejudice is not tolerated and we are continuously working towards a more accepting and respectful environment for our school community. Equality permeates all school policies and practices, however, this statement operates in conjunction with the following policies in particular:

- Equality Information & Objectives Policy
- Complaints Procedures Policy
- Equal Opportunities Policy
- Grievance Policy
- Disciplinary Policy and Procedures
- Anti-bullying Policy
- Safeguarding Policy and Procedures
- SEND Policy
- Family Friendly Policies
- Data Protection Policies

## Safeguarding Written Statement

The Devonshire Hill Nursery and Primary School is a safe place for children, where our responsibilities for safeguarding children are taken seriously.

Through our curriculum we teach the children about personal safety, and how to keep themselves safe from harm.

There is a strong anti-bullying ethos evident throughout the school. We teach our children how to recognise bullying, how to keep themselves safe from bullying behaviour and how to report it. We listen to our children.

Our curriculum includes opportunities to discuss feelings and emotions, and helps children to think about their own personal safety and their rights as individuals to be kept safe from harm.

We teach our children about the uses and misuses of drugs, at an age-appropriate time and level.

Our relationships, sex health education programme teaches children about keeping themselves safe from harm, at an age appropriate level.

We have clear guidance to help children to use the Internet safely.

Our policies and agreed practices for child protection, health and safety, behaviour management, attendance and looked after children all comply with the recommendations of safeguarding children at school. We have a trained and designated child protection officer and deputy officer, and a designated governor with responsibility for child protection practices at the school.

We have policies to manage potential allegations against staff, whistleblowing and the use of physical intervention.

Our staff recruitment policies and practices are rigorous and comply with safe recruitment and selection requirements. We always pursue identity checks and qualification checks and we take up and scrutinise written references before employment.

We require evidence of enhanced Disclosure and Barring Services (DBS) clearance before employing any staff, in addition to pursuing List 99 checks.

All governors, voluntary helpers, supply teachers, agency staff, and outside club and coaching staff are required to provide evidence of enhanced DBS clearance.

The governing body is regularly updated about child protection, anti-bullying and safeguarding policies and practices by the Headteacher.

It is the responsibility of every adult in the school to ensure that we maintain the highest level of awareness about possible unsafe practices and deal with any issues immediately and appropriately.

This Safeguarding Statement should be read in conjunction with the following policies:

- Safeguarding and Child Protection Policy and Principles;
- Health and Safety Policy;
- Online Safety Policy;
- Disclosure and Barring Services Checks Policy;
- Anti-Bullying Policy;
- Supporting Pupils with Medical Conditions Policy;
- Lettings Policy.
- Relationships, Sex, Health Education and Relationships Policy;
- Attendance and Truancy Policy;
- Drugs;
- Safer Recruitment Policy;
- Whistleblowing Policy;
- Pupil Behaviour and Discipline Policy;
- Staff Handbook;