

# Federation of Westminster Special Schools & Bi-Borough Inclusion Service



## Federation Business Manager Candidate Information Pack



## About the Federation

The Federation created in 2012 has two special schools College Park School and Queen Elizabeth II Jubilee School. College Park School is expanding and currently operates on four sites within Westminster. Queen Elizabeth II Jubilee School currently operates on one site but it is anticipated that a satellite at a nearby mainstream school will be developed. The Bi-Borough Inclusion Service provides specialist advice, support and training to mainstream schools in Westminster and Kensington and Chelsea. The service consists of specialist advisory, teachers, SEN occupational therapists and Service development Officer. The service is based on a separate site in Westminster. Both schools were inspected by Ofsted in 2022 and both were graded “Good”

We also have Kennet West Skills Centre which is located on the same site at Queen Elizabeth II Jubilee School. The provision at the skills centre is managed and delivered by Westminster Kingsway College as an extension of the college providing places for students with complex learning needs. The co-location of this provision provides a unique opportunity to work closely with the college so that students are provided with a supported pathway into further education with an appropriate curriculum that meets their needs. The skills centre has students from the Federation, Westminster and neighbouring boroughs.

The Federation provides high quality specialist provision for children and young people aged 4 – 19+. At College Park School we cater for children and young people with Autism. Queen Elizabeth II Jubilee School caters for children and young people with severe learning difficulties/Profound and Multiple learning difficulties.

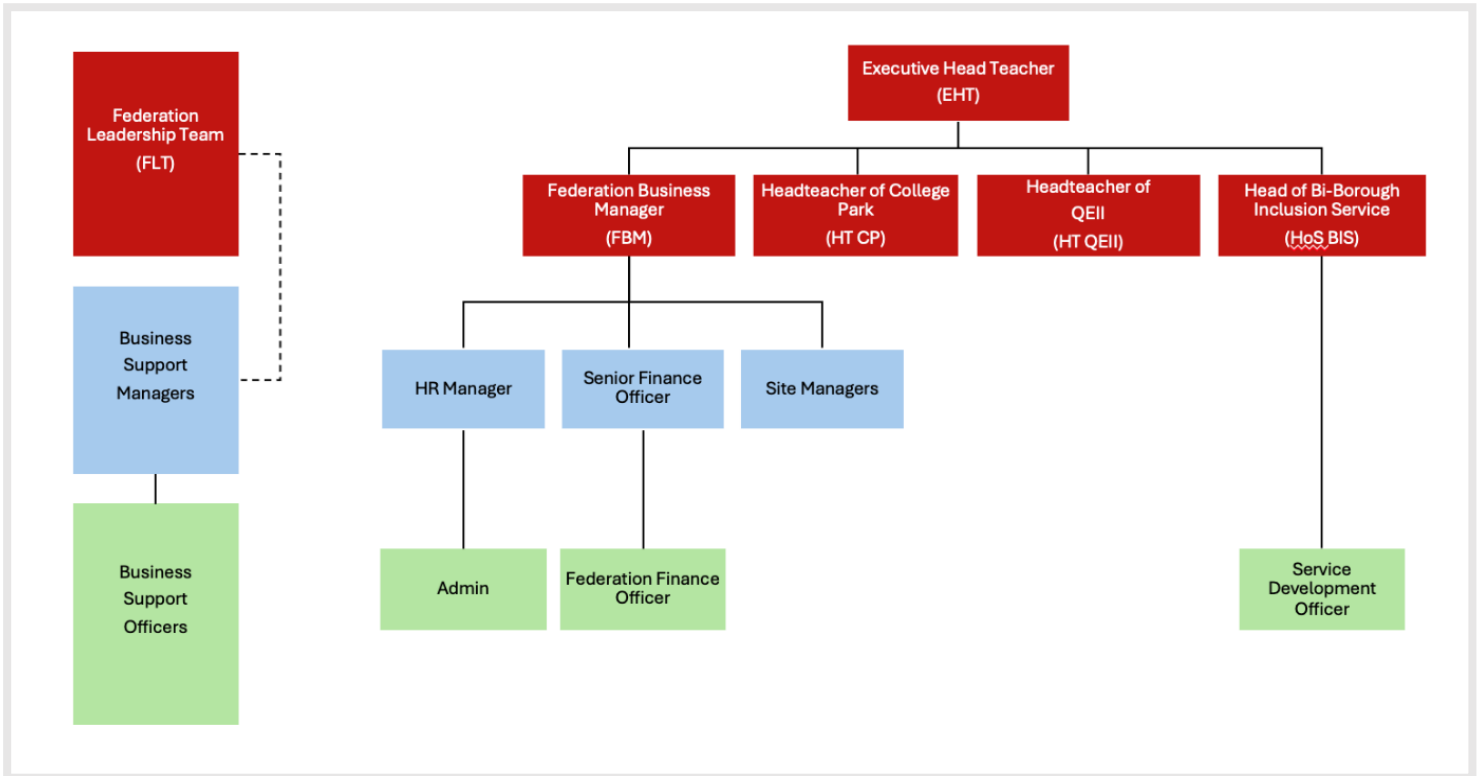
We are passionate about ensuring all our children and young people receive the best opportunities we can provide. All have their own personal learning programmes set within a needs-led, integrated curriculum. By using a primary model of delivery, our class-based staff are able to really get to know the children, young people and their families, enabling us to work effectively in partnership to support their learning needs.

Both of the schools are based in modern buildings. Being located in Westminster provides our pupils with a wealth of opportunities to experience and learn a range of life skills within busy communities. It also supports our SMSC curriculum by enabling access to a richness of cultures and diversity. All our staff are dedicated to ensuring the best for all pupils they work with and recognise that the Federation will offer pupils and themselves new opportunities to develop skills, experience and knowledge.

This is an exciting time to join the Federation. Business support plays a key part in supporting the Federation and the quality of the provision we provide for our children and young people



# Our Leadership and Business Support Structure



## Job Description

|                         |  |
|-------------------------|--|
| <b>Job Title:</b>       | Federation Business Manager                          |
| <b>School:</b>          | Cross-Federation                                     |
| <b>Pay range:</b>       | WCC Band 4 £65,853 - £72,669                         |
| <b>Responsible to:</b>  | Executive Headteacher / Governing Board              |
| <b>Responsible for:</b> | HR Manager, Senior Finance Officer and Site Managers |
| <b>Hours:</b>           | 36 hours per week all year round                     |
| <b>Holiday</b>          | 30 days annual leave                                 |

### Main purpose:

The Federation Business Manager (FBM) is a member of the Federation Leadership Team (FLT) and is responsible for providing an efficient and effective business support function aligned to the Federation's aims and strategic priorities, including financial management, premises and facilities, human resources, procurement and administration.

## Duties and Responsibilities:

### Leadership and Strategy

- Be responsible for the operation and the line management of the Business Support function including managing recruitment, appraisal and professional development.
- Work in close collaboration with the FLT, leading and providing support on all financial matters across the Federation to ensure financial performance and decisions are aligned to the Federation's strategic priorities.
- Ensure the Federation is supported to make the best possible use of resources through effective strategic planning.
- Lead a culture within the Business Support Team that reflects the Federation's vision, mission and values.
- Monitor and review technologies, systems and processes that can be used to enhance business practices and ensure value for money across the Federation.
- Manage and co-ordinate all Federation policies ensuring that they are reviewed, updated and communicated in a timely manner.
- As a member of the FLT, attend all leadership team meetings and present and report key information to governors as required

### Financial Management

- Produce and submit a 3 year budget plan in liaison with the FLT, to the Governing Board at least annually for approval.
- Develop the budget in line with Local Authority information and timelines, ensuring the budget has taken into account national and local changes
- Develop, improve and implement financial management and control systems across the Federation; providing training and guidance to budget holders.
- Manage and monitor the Federation's overall budget and all related finance matters

- Have an overview of Federation funding and monthly expenditure in liaison with the FLT.
- To work with senior leaders on the annual staffing structure and to oversee the monitoring of the staffing budgets and associated spend in liaison with FLT
- Comply with financial reporting requirements and other statutory returns required including DfE, ESFA, LA, TPS..
- Lead on and maximise opportunities for income generation across the Federation, including raising additional resources and funds through the submission of grant bids and working in liaison with the FWSS Charity.
- Draw up and monitor financial elements of Service Level and other Agreements including Memorandums of Understanding
- Work closely with the Senior Finance Officer to ensure that all financial functions are carried out efficiently and effectively in a timely manner that the needs of the schools and the Bi-Borough Inclusion Service

## **Human Resources**

- Provide strategic and operational leadership, to ensure that all HR functions are carried out effectively, including staff recruitment, contracts, pay and reward, wellbeing and other related HR matters.
- Promote Equality, Diversity and Inclusion across the Federation.
- Develop the Business Support team workforce with a coaching culture and ambitious CPD.
- Ensure systems, policies and procedures are robust, compliant and implemented effectively.
- Ensure that all recruitment, appraisal, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements in liaison with the HR Manager and external HR Provider.
- Oversee the management of the Federation's payroll provision ensuring partnership between the Senior Finance Officer, the HR Manager and Federation's payroll provider, including the effective management of pension schemes and associated services.
- Ensure all aspects of safeguarding administration including the single central record and safer recruitment are compliant in liaison with the HR Manager.
- Ensure "Keeping Children Safe in Education" is incorporated in practice and the Federation is compliant.

## **Premises and Facilities**

- Manage and supervise the work of the Site Managers in close liaison with the Federation Headteachers to ensure the safe maintenance and secure operation of all Federation premises
- Have regular oversight of all federation buildings, working with the Local Authority on capital works and ensure that all sites are maintained and continue to be well looked after buildings
- Ensure that the specialist facilities required for our children and young people are well maintained and keep up to date with requirements and developments for specialist facilities and resources
- Prepare and manage Health and Safety external Audits and ensure asset management maintenance processes are followed.
- 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 FLT on appropriate insurances for the Federation and implement and manage such schemes accordingly.

- Implement risk assessments and loss prevention strategies, including producing a comprehensive disaster and recovery plan.
- Lead on building projects and ensure delivery in line with contractual obligation
- Ensure in liaison with the Federation Headteachers that the Federation's Business Continuity Plan is kept up to date and clearly communicated to all Federation staff.

### **Procurement and Contracting**

- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring 'good value for money.
- Ensure all procurement, capital projects, service level agreements, IT licenses and other contracted services are effectively managed and compliant with necessary policy, best value requirements and protocols.
- Monitor, assess and review contractual obligations for any outsourced Federation services.
- Ensure ancillary services e.g. catering, cleaning, ICT etc., are monitored and managed effectively
- Report regularly to the Governors' Contracts Panel ensuring contracts remain current and continue to demonstrate good value for money and deliver effectively in line with Federation needs and priorities.

### **Administration**

- Ensure the delivery of effective whole school administrative function/cross federation and to provide strategic leadership for all business support staff in liaison with the HR Manager
- Supervise the work of the HR Manager in relation to admin and reception support across the Federation
- Be responsible for ensuring records are kept in accordance with the Federation's retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Ensure Federation information is up to date, and Federation websites are up to date and compliant
- Undertake all other duties within scope of the post.

### **Data Protection/GDPR**

Act as Data Protection Lead and liaise with the Federations Data Protection Provider overseeing the implementation of the Data Protection policy, monitoring the Federation's compliance with data protection law, leading on subject access requests and developing related policies and guidelines where applicable.

### **Safeguarding Children and Safer Recruitment**

The Federation is committed to safeguarding and promoting the welfare of children and young people as required by the Education Act 2002 and taking account of "Working Together to Safeguard Children" and "Keeping Children Safe in Education". The Federation expects all staff and volunteers to share this commitment.





## Person Specification

| <b>A.</b> | <b>Qualifications/Training</b>   | <b>Essential /<br/>Desirable</b> |
|-----------|--|----------------------------------|
| A1        | A relevant qualification (e.g. DSBM, CSBM, MSc School Business Management) or significant evidence of financial training and on the job training in a school or LA environment.    | <b>E</b>                         |
| <b>B.</b> | <b>Experience</b>  |                                  |
| B1        | Significant experience and a proven track record of working at a senior level in a school and/or Local Authority (LA) environment in the area of finance and resources management. | <b>E</b>                         |
| B2        | A proven track record of financial management experience, working to and achieving deadlines   | <b>E</b>                         |
| B3        | Experience of preparing and presenting clear accurate information and reports for governors, school senior leadership meetings and briefings in a school or LA environment.        | <b>E</b>                         |
| B4        | Experience of recruiting, managing and developing individuals / teams.   | <b>E</b>                         |
| <b>C.</b> | <b>Skills and Knowledge</b>  |                                  |
| C1        | Thorough knowledge and understanding of education finances and funding streams for maintained schools  | <b>E</b>                         |
| C2        | Detailed knowledge and experience of strategic and operational financial procedures.   | <b>E</b>                         |
| C3        | Knowledge of procurement best practice   | <b>E</b>                         |
| C4        | Knowledge and understanding of education HR processes and systems  | <b>E</b>                         |
| C5        | Knowledge and understanding of site and facilities management  | <b>E</b>                         |
| C6        | Working knowledge of employment law, policies and codes of practice consulting our HR provider as needed   | <b>E</b>                         |
| C7        | Strong working knowledge of Microsoft office applications and MIS systems e.g. SIMS and EVERY  | <b>E</b>                         |
| C8        | Strong interpersonal skills including the ability to influence and work collaboratively with internal and external stakeholders.   | <b>E</b>                         |
| C9        | Excellent verbal and written communication skills and attention to detail.   | <b>E</b>                         |
| C10       | Understanding of the role of governance within a federated school structure.   | <b>D</b>                         |
| C11       | Knowledge and experience SEND – Special Educational Needs and Disability   | <b>D</b>                         |



|           |  |          |
|-----------|--|----------|
| <b>D.</b> | <b>Personal Qualities</b>  |          |
| D1        | Commitment to the protection and safeguarding of children and young people.  | <b>E</b> |
| D2        | Commitment to valuing and respecting the views and needs of children and young people.                                 | <b>E</b> |
| D3        | Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.            | <b>E</b> |
| D4        | Ability to work under pressure and to prioritise effectively.  | <b>E</b> |
| D5        | Commitment to working within organisational procedures and processes and to maintain confidentiality at all times.     | <b>E</b> |
| D6        | Reflective practitioner and learns from past experiences committed to continual personal and professional development. | <b>E</b> |