

# School Business Manager

## Information Booklet



## Introduction

Thank you for enquiring about our School Business Manager position. We hope after reading the information in this pack, you will be excited by the prospect of joining our team and will submit your application for this post.

Vandyke is a convertor academy (established in 2011) and we are in the process of establishing a Multi-Academy Trust (MAT) with our two main partner middle schools (Brooklands Middle School (also an academy) and Gilbert Inglefield Academy). This is an exciting development that will support our work to improve continuity and transition for students and to improve still further the quality of teaching and learning and student outcomes across the three schools.

Whilst remaining as Headteacher at Vandyke, Tim Carroll, will become the Executive Headteacher for the MAT. It is the intention that Vandyke's School Business Manager will take on the role of Director of Operations for the MAT. This work across the three schools is anticipated to be for 2 days per week and will attract an enhanced salary.

While our MAT application is awaiting approval by the Regional Schools Commissioner (RSC) it is our wish to appoint a candidate to this role who has the requisite knowledge, skills and experience to take on the Director of Operations role at an appropriate time.

Vandyke is a good place to work, with high expectations and a caring ethos. "Everyone Matters" here at Vandyke and our Annual Survey consistently shows that staff feel well supported and are supportive of one another and that students enjoy coming to school. We often find that competition for posts at Vandyke is strong and the experience colleagues gain here can be a stepping stone to further promotion.

## The School



Our students achieve very well, making strong progress in all year groups and achieving good outcomes at GCSE and A Level. In 2016, 63% of students achieved A\*-C in English and Maths with 99% of students achieving 5+ A\*-G. 30% achieved the EBacc which is well above the national average. Progress 8 in 2016 was +0.07. A Level outcomes were impressive with a 99% pass-rate. ALPs score for A2 was '3' and at AS Alps also '3' i.e. sixth form students make excellent progress. Value added in the post-16 DfE performance tables is Sig<sup>+</sup>.

The ethos of Vandyke is based on strong, positive relationships between staff and students. The atmosphere is a "college" one whereby we seek to allow students autonomy and independence. Students respond very well to this creating a "special" atmosphere around school. Staff enjoy working here

and go out of their way to provide great teaching and additional learning opportunities for students. Parents are supportive of the school and feedback from parents is always that the school is welcoming and friendly.

On 10/11 March 2015, we had an Ofsted inspection that judged Vandyke overall to be a “good” school. The report states “students are very proud of their academy. They behave well and display highly constructive attitudes to their learning.”

Vandyke is a Challenge Partners School. The February 2017 Quality Audit Review judged the school to be “good” and identified geography and history in particular as areas of excellence. Our commitment to high standards and to regularly reviewing,



evaluating and improving our practices is recognised in the many awards we hold. We are proud to hold Sportsmark and Artsmark Gold awards, in recognition of our commitment to Sport/PE and our outstanding programme of extra-curricular sport and performing arts activities. We also hold the International School Award, which recognises the depth and breadth of our commitment to the international dimension of our curriculum. We have just joined PiXL (Partners in Excellence) which marks a further exciting development.

Facilities at Vandyke are excellent and include recently refurbished and developed areas such as a Theatre, Drama Studio, Dance Studio, Sports Hall, Sports Activity area, Music suite, Café, and Library/Study facilities.

As a successful and popular school, Vandyke was requested by Central Beds local authority to expand to accommodate additional students. This expansion programme has added a further 10 new classrooms and PE changing rooms increasing capacity to 1200 students. With new housing growth planned nearby, a further programme to provide a new Sixth Form centre and 12 new Science Labs is also planned and will bring the number on roll to 1500.



## **The Role**

This is a crucial appointment at an exciting point in the school’s development.

Our current School Business Manager is Dave McMillan who has been in post for four years. He will be leaving to take up a similar post in a larger school and his decision to leave is in part due to family and geographical reasons. Dave will leave with the school in a very good place in terms of finance, HR, premises and the systems and procedures that ensure the school operates efficiently and smoothly.

The role is a wide-ranging one but its focus is on leading our finance and HR team, our site agent team including health & safety, managing transport and catering contracts and ensuring the efficient and sustainable operation of the school.

Experience in strategic budgeting and finance management and an accountancy qualification are essential prerequisites.

The School Business Manager plays a full part in the senior leadership of the school including working with governors. The school's extended Leadership Group comprises Headteacher, Deputy Headteacher, School Business Manager, three Assistant Headteachers (Directors of Year), Director of Sixth Form, professional Tutor (part-time), Head of Student Support and from time to time invited staff members (who normally serve a 12 month term as a professional development opportunity).

## The Recruitment Process



To apply, please complete the application form in full in accordance with the accompanying guidance notes. CV applications will not be accepted as the information provided on a CV may not be consistent with the information we require.

The closing date for applications is **midday on Wednesday 2 August 2017**. Candidates will be shortlisted against the criteria set out in the person specification for this post. The

selection process will be held on **Monday 21 August**.

Vandyke is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All shortlisted candidates will be required to bring proof of identity to the interview. The successful candidate will be required to complete an application for an Enhanced Disclosure from the Disclosures and Barring Service (DBS). Please refer to the separate information contained in this pack about the process and acceptable forms of identification.

All applicants are also required to confirm their eligibility to live and work in the UK. Please ensure one of the documents you produce to support your DBS application is also listed on the enclosed list "Asylum and Immigration Act 1996" to satisfy this requirement.

