

CANDIDATE INFORMATION PACK: Business Support Officer (Finance and HR Admin) (Grade 7)

Closing date: 3rd February 2025 (12Noon)

Interviews: 10th February 2025

Start Date: ASAP / 15th April

Contract Details: Permanent 37 hours (part-time will be considered)
All Year Round



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1. Letter from Headteacher - Mrs Joanna Griffiths

Dear Potential Colleague

Thank you for your interest in Alder Grange, and the role of Business Support Officer (Finance & HR Administration). This role is a new role in school which has come about due to the resignation of our former SBM and the subsequent restructure within our administration teams, this sees us separating finance and HR into a distinct role.

The role is offered on a permanent basis, and we will consider full time or part time (4 days per week) - please indicate your preference when applying. If full time the successful role holder will also undertake some Governance support work (reviewing and updating policies in consultation with members of the Senior Leadership Team). The role is all year round.

The role will evolve over time; however its primary function will be:

- To set and manage the School Budget, whilst maintaining sufficient reserves
- Monitor DfE changes to understand changes in future funding rates and impact on spending plans
- Complete the monthly reconciliations(HR and Financial)
- Provide timely reports to SLT and Governors regarding finance
- Authorise invoices in line with LCC policies
- Support Cost Centre Managers in managing their budgets
- Undertake the weekly Catering Income reconciliation
- Undertaking HR administration (absence reporting; contract changes; HR queries)

Ideally we are looking for a person who is already experienced in school finance in the maintained sector, including use of FMS, and who has an ability to take on additional responsibilities and to deputise for the SBM as required.

You will find Alder Grange to be a great place to work: despite being constantly busy we enjoy each other's company and always seek to be a warm, friendly, and welcoming team. Well-Being of pupils and staff is our number one objective.

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. Full references and checks will be completed prior to appointment.

As an equal opportunities employer, we intend that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability, age or sexual orientation, nor be disadvantaged by any other conditions or requirement which cannot be shown to be justifiable.

Yours sincerely



Joanna Griffiths
Headteacher

2. School Information

We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

The school has approximately 60 teaching staff and 60 of non-teaching staff -including teaching assistants, admin staff, catering/welfare, pastoral, and site.

The Senior Leadership Team is led by the Headteacher Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does and focuses on leading the school's work on strategic planning, self-evaluation and leadership development, school effectiveness and oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises the Head Teacher, Mrs Joanna Griffiths; three Deputy Heads: Mr Simon Varley, Mr Kenny Riddell, and Mr Adam Good; and the School Business Manager, Mr Paul Seery

The wider Senior Leadership Group also includes the Assistant Head Teachers, Leading Practitioners (Associate Assistant Head Teachers), and Business Managers (non-teaching).

Our commitment to all colleagues' professional development is an important part of our school culture. The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no smoking area. All appointees are required to respect this.

3. The Admin and Student Services Function

The admin and student services functions are led by the School Business Manager, who also leads the IT, site, catering, and welfare teams. The SBM sits on the School Leadership Team.

There are 7 members of admin and student services, including a Finance Officer who undertakes the administration of all orders, invoices, and the school private fund. The finance officer would report into the Business Support Officer for Finance.

4. Person & Post Specification – Business Support Officer, Finance & HR

The ideal candidate will be enthusiastic, committed, confident, and well organised. You will have a strong understanding of schools finance and proficient in FMS

The ideal candidate will have strong communication skills - both oral and written - with confidence to debate and challenge.

We seek a person who believes that education is the key to enabling the best possible future and is passionate about working with young people.

Essential Requirements

1. Candidates must hold GCSE English and Maths at Grade 5 or above – evidence will be required at interview
2. Candidates must be able to work independently whilst being part of a wider team
3. Candidates must be able to provide 2 employment references, and must have a passion for safeguarding and child protection
4. Candidates must have experience of working in school finance
5. Working at or towards the Certificate of School Business Management (CSBM) or equivalent qualification.

Interviews will be prioritised based upon essential and desirable requirements

5. Post Specification –Business Support Officer (Finance & HR)

Post Title:	Business Support Officer
Salary Scale:	Grade 7 (FTE Salary)
Terms and Conditions:	NJC - Lancashire County Council

Responsible to:

School Business Manager and Head Teacher

Purposes of the Post:

Responsible for the planning, development, and implementation of financial and HR administrative services, as a support role in school. Line management of a required support staff. Monitor and advise on the whole school budget.

Ensuring best value on all expenditure whilst ensuring maximum income on all school generated income

Duties and Responsibilities:

To work under the guidance of SBM, and within an agreed system of supervision:

Key duties:

1. Monitor and administer the whole school budget
2. To undertake all business and financial management transactions relating to school resources, and prepare reports to Headteacher/SLT and Governors as required.
3. To support the management of the schools administrative function through planning, developing, designing and monitoring administrative systems and procedures in consultation with the SBM
4. To support the management of the administration team, acting as deputy for the SBM as required, including actioning appraisals, recruitment and selection.
5. To assist the Headteacher and governing body with income generation activities and in promoting and marketing the school, including lettings
6. To arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies
7. To manage the administration of human resources processes.
8. To assist in the procurement process, including securing appropriate service contracts, licences and insurance.
9. To support the implementation of the school's health and safety policies as directed.

Individuals can be also be required to:

1. Undertake a PA role to the Headteacher or other senior member of staff.
2. Coordinate staff cover arrangements
3. Facilitate governors meetings

The role profile sets out the area of work in which duties will generally be focused, and gives examples of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

This Post Specification is subject to annual review, and may be changed at any time in consultation with the post holder and any other interested parties.

Other Information

Attendance Policy Statement | This School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

Child Protection Policy Statement | This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Equality of opportunity | Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition. We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Medical Clearance | Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

Policies | Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to

acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.