



Chelmsford County High School for Girls A Grammar School with Academy Status



Appointment of Business Manager £51,639 to £57,077, 2018 pay award pending [L12-16]

Required: 1st January or 1st February 2019



We're working
towards Artsmark
Awarded by Arts
Council England





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October 2018

Dear Prospective Applicant

Appointment of: Business Manager

Thank you for requesting information about the post. Should you decide to apply and be successful you will be joining a school which, from your first visit, will strike you as vibrant, bursting with energy and enthusiasm, and above all a very happy school that celebrated its Centenary Year in 2007. You will also find it useful to visit the school website www.cchs.co.uk.

We are rated as an “outstanding” school, a badge we are proud to hold and which applies to all areas of the School’s activities.

Chelmsford County High School for Girls was the first secondary school in Essex to convert to Academy status in January 2011. The status affords us a range of opportunities which we pursue fully, not only academically but also in the running of the School as a limited company. The School expanded to 5 forms of entry in 2015 in response to increasing demand for grammar school places in the area.

Our school is led by a strong team of senior staff and governors who are constantly striving for excellence, seizing all opportunities for the benefit of our students and our staff.

We are seeking to appoint a person with the skills, knowledge and experience to complement the team of teachers and leaders. Above all, we are looking for a committed individual with a genuine interest in providing the highest quality in every aspect of the role. Our students deserve the very best we can provide. We believe in the importance of a collaborative approach and a commitment to the team. The successful applicant will benefit from a wide range of experience at our school and above all enjoy working with us.

Thank you for your interest. If you feel that Chelmsford County High School for Girls can provide the challenges and opportunities you are looking for then we would be delighted to hear from you.

Yours faithfully

Nicole Chapman
Headteacher



STUDENTS

Chelmsford County High School is a great place to work - our students are motivated, pleasant, courteous, well behaved and enormous fun! They like school, and enjoy learning, achievement is high, and almost all the students go on to Higher Education at the most competitive universities, including Oxford and Cambridge.

THE SCHOOL

Chelmsford County High School was founded in 1906 as one of the first girls' secondary schools in Essex. In an area where most other schools are all-ability comprehensives, it is a selective grammar school with academy status.

From September 2015 we expanded our intake for Year 7 and Year 12 admitting 150 students per year groups; Years 8-11 and Year 13 remain with 120 students. Nearly all students in Year 11 return for the Sixth Form, and some 30-40 students join Year 12 from other schools. Entry at Year 7 is competitive, with the top 150 students over 900 or more who sit the entrance test being admitted. The School has a large number of "feeder" primary schools, around 80 in any one year group! Entry into the Sixth Form is determined by a strong performance at GCSE which suggests good potential in the subjects chosen for A Level. At present there are 925 students on roll with 236 in the Sixth Form. Our students follow a broad curriculum with equal value attached to each area. We are a Artsmark Gold School working towards Platinum which celebrates the emphasis we put on creativity across the curriculum.

This is not a complacent school. We regularly review our practice, and ensure that classroom methodology is appropriate to the needs of our students. All staff have the opportunity to contribute to whole school planning for improvement through their subject and year teams as well as focus groups, each led by a member of the Senior or Middle Leadership Team.

This is a very busy school which places a strong emphasis on enrichment activities. There is a fine tradition of musical performance, and most students play at least one instrument. There are many orchestras, choirs and ensembles. Drama is also an important enrichment activity, with clubs, and major school productions involving many students. Our sports teams are very successful, as are our individual sportswomen. Our students are lively and talented, as well as being academically able, and we try to provide plenty of opportunities for them. They also run a wide range of clubs or societies such as the Law society and Medical society where they invite speakers or present papers themselves. House activities include some distinctly less serious events, which nonetheless challenge student ingenuity and team-working skills to the full.

In terms of resources and buildings, we have a fine mixture of "traditional", provided by the original main building, and a variety of buildings dating back to different decades of the 20th century together with some excellent modern facilities, such as the Music and Languages Centres, good computer provision, including Interactive whiteboards in every classroom. We have some dedicated Sixth Form facilities and a dance/drama studio, an all-weather artificial pitch. A hard working fundraising committee of parents and governors has raised funds for



much of the most recent buildings and we have long term plans for the development of our site.

Governors are highly committed individuals who are generous with their time and the expertise they bring to the School. Parents are very supportive individually or through the Parents' Association, and have, obviously, very high expectations of the School. We have a strong school community which is friendly and welcoming. We trust our students to behave well, and the atmosphere in the School reflects our high expectations of them in this respect.

STAFF

- ❖ The School currently has a teaching establishment of 68 teachers full-time and part-time staff.
- ❖ There is a non-teaching establishment of 34 Support Staff most of whom are part time, who support teaching and learning in various capacities.
- ❖ The school operates a no-smoking policy.

WE OFFER:

- ❖ a warm and friendly atmosphere with excellent staff-student relationships
- ❖ the opportunity to work with able and well-motivated students
- ❖ a well-established programme of staff induction and CPD support
- ❖ a flexible environment in which innovation is encouraged

WE ARE LOOKING FOR:

- ❖ an outstanding teacher at all levels
- ❖ ambitious for the highest standards possible
- ❖ committed to developing the subject beyond the curriculum
- ❖ innovative and forward looking
- ❖ willing to contribute to the life of the school



The Senior Leadership Team

The current structure consists of:

❖ **Headteacher: Mrs Nicole Chapman**

❖ **Deputy Head**

Curriculum Planning and Staff Development – Mr Stephen Lawlor who has responsibility for developing the curriculum, exams and the international dimension, staffing, and oversight of a selection of curriculum areas.

❖ **Assistant Headteacher**

Head of Sixth Form – Dr Michael Palmer who is Head of Sixth Form and line manages the Deputy Head of Sixth Form and Assistant Head of Sixth Form and oversight of curriculum areas.

❖ **Assistant Headteacher**

Pastoral – Mrs Maria French - who has responsibility for student care and guidance at KS3 and 4, SENCO and child protection and oversight of a selection curriculum areas.

❖ **Assistant Head Teaching & Learning**

Mr Nicholas Minnican who has responsibility for teaching, learning, monitoring, staff development and the oversight of a selection of curriculum areas.

❖ **Business Manager**

Mrs Susan Hoefling who has responsibility for administration, premises, personnel, payroll, marketing, finance and oversight of support staff.



Role Description

Post Title: Bursar/Business Manager
Status: Permanent, Full Time
Line Manager: Headteacher and School Governors
Salary: L12-16

PURPOSE OF THE ROLE

- Provide strategic vision and leadership to all aspects of ICT, Finance, Premises and Administration
- Lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the SLT and Governors, ensuring that legal and safety requirements with regard to people, property and function of the school are maintained
- Have a strategic overview of the school site and buildings
- Function as Line Manager for support staff managers
- Advise the SLT on issues relating to areas of responsibility
- Liaise with relevant members of the ESFA, DfE and Local Authority as required

DUTIES

- Be an active member of the Senior Leadership Team (SLT)
- Oversee GDPR compliance
- Service Finance and Premises Governors' Committee Meetings
- Take delegated responsibility for financial and premises decisions following appropriate discussions with the Headteacher and Governors
- Support the work of the Better Buildings Appeal Committee

HEALTH & SAFETY

- Formulate, monitor, implement and review the school's Health & Safety Policy including all Risk Assessment procedures
- Advise staff as appropriate
- Take charge of Health & Safety throughout the school including emergency procedures

PREMISES

- Oversee the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school.
- Take the lead in compiling and implementing a Premises Development Plan, including energy conservation
- Through regular contact with the premises staff ensure the proper maintenance of the school
- Ensure the appropriate placing and monitoring of all service contracts.



FINANCIAL

- Formulate short & long term budget strategy
- Working with the Headteacher and SLT to prepare the annual budget for the school to be submitted to the Governing Body.
- Ensure the school has appropriate financial systems to manage all funds with accurate financial records maintained, and reported on a regular basis to the Head teacher and Governors
- Ensure that the financial transactions in the school are carried out in an appropriate manner and that the school financial regulations are observed
- Prepare for approval by the Governors annual estimates of income and expenditure. The provision of detailed management accounts for the Governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems
- Oversee the operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
- Prepare for financial returns for the ESFA within statutory deadlines
- Lead on writing the financial section of capital bids as required by the the school
- Oversee the tendering for and managing of all service contracts; monitoring all insurance policies with a view to cost effectiveness
- Support staff responsible for delegated budgets with procedures which enable them to monitor these budgets
- Oversee the effective management of the payroll service.

GENERAL

- Engage actively with the student body through Student Voice, assemblies, and supervision duties.
- Participate in the performance management process
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade



Person Specification

EXPERIENCE

- Proven track record of leadership and senior management in a complex professional structure.
- Experience of financial management and budgeting.
- Experience of briefing and monitoring the performance of property professionals on a range of building projects.
- Evidence of planning and thinking strategically and contributing to discussions on strategy and priorities.
- Business acumen to be able to assist the Governors and the Head to develop a vision of the School's future.
- Track record of working successfully with a diverse range of stakeholders.
- Computer literate and a confident user of IT for communications and management purposes

PERSONAL ATTRIBUTES

- Develops and maintains strong and positive relationships with Governors, the Head, other staff and parents.
- Is willing to collaborate and support fellow senior members of staff
- Has strong listening and communication skills, both written and oral.
- Demonstrates personal dynamism, energy and enthusiasm, with a positive outlook.
- Demonstrates a commitment to sound principles of management through the establishment of clear standards and expectations of performance management and through delegation and time management.
- Exercises discretion and maintains confidentiality and professionalism at all times.
- Pays a great deal of attention to detail, is efficient and works effectively to deadlines.
- Has strong people management skills.

DELIVERING RESULTS

- Has a proven ability to translate strategic objectives into clear priorities for their team.
- Has managed complex projects and led multi-disciplinary teams to successful outcomes on time and to budget.
- Is focused on solutions and is commercially minded.
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TRAINING & QUALIFICATIONS

- Educated to degree level or equivalent qualification.



Application Process

To apply for this role, please submit a completed application form supported by a letter addressed to Mrs Nicole Chapman, Headteacher, outlining what you would bring to the post, addressing the Person Specification and the Role Description.

Please give the names, positions, organisations and telephone contact numbers of two referees, one of whom must be your current or most recent headteacher. Referees will be contacted prior to interview, unless you specifically state otherwise.

Please also complete and return the Equal Opportunities Monitoring Form, which is included with the Application Form. This will help us to follow the recommendations of the Equal Opportunities Commission, the Commission for Racial Equality and the Disability Rights Commission that employers should monitor selection decisions to assess whether equality of opportunity is being achieved. The information on this form will be treated as confidential and used for statistical purposes only. This form will not be treated as part of your application, and will not be seen by anyone involved in the selection process.

Finally, please ensure that you have included work, mobile and home telephone contact numbers and an e-mail address. Please also indicate any dates when you will not be available for interview.

Applications should be sent to Mrs Hazel Bates, **for the attention of Mrs Chapman by email: hbates@cchs.essex.sch.uk**



About Chelmsford

From villages in the heart of the Essex countryside to a bustling town centre offering first class shopping and cricket, the Chelmsford area really does have great deal to offer!

Explore the heritage by visiting Chelmsford's 15th Century Cathedral and our two museums in Oaklands Park. Treat the children to a day out at Marsh Farm Country Park and Tropical Wings Butterfly and Bird Gardens in South Woodham Ferrers, simply relax and unwind on the Chelmer and Blackwater Navigation, or dine in one of our many fine restaurants.

From a bustling town centre with excellent shopping and eating facilities to tranquil villages and unspoilt countryside, Chelmsford has the perfect combination of city and country, with a whole host of places to visit for young and old alike.

THE CITY TODAY

Chelmsford was awarded City status in March 2012 as part of the Queen's Diamond Jubilee and in 2005 it was granted Fairtrade Town status. It has good links with East Anglia and London and is convenient for Stansted Airport, the sea ports of Harwich and Felixstowe.

Situated just 30 miles north east of London, Chelmsford is the perfect base. With excellent road, rail and air communications Chelmsford is well connected to the rest of the UK and Europe. The A12 road runs to the east of the town, meeting the M25 London Orbital near Brentwood. London's Liverpool Street rail station is just 35 minutes away. Despite redevelopment in the past 30 years, Chelmsford retains many glimpses of its past including the old buildings around the cathedral. Established Farmers' Markets and Continental Markets in the High Street bring something a little different to the town.

HISTORY

The name Chelmsford is Saxon in origin. The town is also mentioned in the Census of 1086 as two settlements beside the River Can - later joined by a bridge. In 1199 King John granted the right to hold a weekly market and by 1250 Chelmsford was a county town. The Blackwater and Chelmer Canal opened in 1797, linking the town to the coast, and the railway came in 1845.

BUSINESS

Chelmsford is the birthplace of radio broadcasting, Marconi, and has attracted major names in the business world. Anglia Ruskin University offers a broad range of educational opportunities.



Business Manager

Required: 1st January 2019 or 1st February 2019

Salary: L12-16 £51,639 - £57,077 (2018 pay award pending)

The Governing Body is searching for an exceptional individual with relevant experience and ambition, gained in either the business world or similar institution, to join our vibrant school community. This is the most senior non-teaching position in the School and a critical strategic appointment for one of the UK's top performing selective girls' schools.

The Business Manager is responsible for supporting the educational aims of the School through the effective leadership and management of staff, resources and facilities. The successful candidate will:

- play a key strategic role as a member of the Senior Leadership Team
- be responsible for all aspects of Administration, Finance, ICT, Premises and Health & Safety through the line management of the Support Staff Teams
- have a wide and far reaching role across the School and work closely with Governors on the relevant sub-committees

As an Academy, the School is a limited company and needs to develop the opportunities that this status brings.

To qualify for this fantastic opportunity you will need to:

- Possess strong business acumen and be enterprising and creative
- Have sound financial judgement and a strong track record in the financial management of a large annual turnover organisation
- Have excellent communication, problem solving & negotiation skills
- Have the ability to monitor effective & efficient management systems
- Support the distinctive ethos of the School and willingly participate in its activities
- Have a proven record of effective people management

For an Application Form and Pack please visit: <http://www.cchs.co.uk/vacancies/>
Completed Applications to be emailed to Mrs Hazel Bates: hbates@cchs.essex.sch.uk

Closing date: Wednesday 17th October 2018

Interview date: Monday 29th October 2018

- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. The post is subject to an enhanced DBS Check.
- We reserve the right to interview and recruit before the deadline.