



SCHOOL BUSINESS MANAGER CANDIDATE INFORMATION



Thank you for your interest The Swan School, a new free school opening in September 2019 as part of the River Learning Trust. When fully subscribed it will have approximately 1,200 students on the roll, of whom around 300 will be in the Sixth Form.

Our students will be drawn from a local catchment area and the school will be at the heart of the community. The school is opening to meet the rising demand for school places in the city.

Learning from the most successful approaches at the best schools, The Swan School will provide a uniquely challenging and structured experience in a caring and disciplined environment.

The ethos will be academic; we regard an excellent academic education as the entitlement of all young people, no matter what their background or previous experiences of learning. Students will be inspired and nurtured, acquiring the knowledge and skills to think critically and creatively.

They will learn to be confident, resilient and ambitious, and will have high expectations in terms of their own achievements and their contribution to wider society.

To achieve these aims we will draw on best practices proven elsewhere, including a longer school day and electives embedded in the curriculum.

We will also have a family lunch where students and staff eat together to promote healthy eating, caring for others, maturity and conversation skills.

Students will read and be read to and we will expect all students to work to the best of their abilities and have excellent attendance and behaviour.

The Swan School is a new build and as such will benefit from state-of-the-art facilities in Marston, Oxford, an area of natural beauty close to the centre of Oxford.

While our new building is being constructed, the first year of the school will be in purpose-built temporary accommodation adjacent to The Cherwell School South Site, a short distance from our permanent home.

This is a rare and exciting opportunity to be part of starting an exceptional comprehensive school. As a founding member of The Swan's team, you will help to build the foundations of an outstanding school from the ground up.

The successful candidate will share our ambitions for our students. You will relish the challenge of creating a new school that will be different to other comprehensive schools in the city.

You will be a highly motivated team player who is keen to get involved in all aspects of school life and learn new skills. Significant development opportunities will arise as the school grows.

If you have any questions or would like to speak to me about this post, please contact the River Learning Trust central office via office@riverlearningtrust.org or on 01865 558727.

Yours faithfully

Kay Wood (Headteacher)



How will The Swan School be unique?



A Unique Curriculum

The curriculum at The Swan School will be tailored to provide a rigorous academic education. We will have the highest expectations of what students will learn and will encourage them to learn quickly and securely, while being considerate of different starting points.

We know that giving all young people access to knowledge through which they can be successful promotes social justice and ensures students have the full range of opportunities open to them in the future.

The subjects taught will be broadly traditional, but all students will be motivated to stretch students beyond what is normally expected in English, mathematics, sciences, a modern foreign language, history, geography and religious education.

Alongside this, and seen as of equal value, will be their learning in art, design and technology, and music, in which they will be taught to both appreciate the achievements of others and to develop their own creative abilities.

In all subjects, the emphasis will be on expertly-designed learning with high levels of structure. There will be absolute clarity for all on what students are expected to know and do at each point. No time will be spent on tasks that don't move students on.

This will also be evident in the provision of independent work – some of which will be completed in time at the end of the day, and some at home.

This will be purposeful, clear and useful, normally involving practice or learning by heart of material taught in lessons.

A longer day will also mean time for 'electives' every week. Electives are timetabled slots in which students choose from a range of enriching activities alongside the main curriculum. They are set to include specialised sport, music or drama, lectures and volunteering. In effect, they are a chance for students to explore existing passions and discover new ones.

Everyone at The Swan School will work hard, guided by the belief that, through effort and dedication, wonderful things can happen. Students will be expected to show commitment, self-discipline and responsibility in their studies.

As a result, they will produce work of the highest quality and learn to achieve more than they thought possible. Their teachers and support staff will show the same level of dedication and thus experience the professional joys and satisfaction brought by helping young people to learn and grow.

Co-curricular Activities

Students at The Swan School will be able to access a wide range of activities outside the curriculum, helping them to develop confidence, curiosity and resilience, and ensure their development into well-rounded young people. Students will be active participants in the school, local

community and beyond. They will learn consideration and kindness, and contribute to society.

Whilst some activities will be chosen by students through the electives programme, there will be a core programme of activities that all will complete. Because we are a new school, we are able to prioritise these activities and arrange the timetable and school day so that they are an entitlement for all, not an optional extra for a few.

To give an indication of our approach, we intend that every student in Year 7 and 8 will take part in a music or drama performance, either in our own performance space, or in one of the many beautiful venues in the city.

All will be taught public speaking skills so they are able to talk with confidence in front of an audience. Furthermore, all students will learn to debate formally and will take part in competitions that will empower them to set out their views.

Sport will be compulsory and regular, with every student playing in at least one team in the first year.

Support and Inclusivity

The Swan School will be an inclusive school, ensuring that all students learn well, no matter what their previous experiences of learning, background or circumstances.

Our experience in schools confirms that all young people can learn challenging content. Therefore, our approach to teaching students with SEND or other barriers to learning will be to ensure that classroom delivery and organisation is of the highest standard, and to intervene immediately when evidence shows that a student is falling behind.

If a student demonstrates lower than expected levels of literacy or numeracy in the early years, intensive teaching will be provided to ensure that this is, where possible, remedied.

An outstanding learning support team and the extra-flexibility provided by the extended day will allow us to make sure that no student falls behind or does not make good progress.

Good schools do not give up on students, and we intend to be a great school.

Family Lunch

Students and staff will sit and eat together every day to promote healthy eating, caring for others, maturity and conversation skills.

This communal approach will help students to learn good habits, consideration for others, and how to engage in discussions with confidence. Breakfast and healthy snacks at break will also be available.

The School Buildings and Grounds

The Swan School will benefit from the most modern of facilities in new buildings in Marston. This will include state-of-the-art accommodation, equipment and technology, plus a sports hall, activities studio, drama and music rooms, specialist art, design and technology spaces and much more.

The school is situated in an area of natural beauty close to the River Cherwell. The grounds themselves are designed to be an extension of this environment, with wood-clad buildings, mature trees, natural hedgerows and wildflower areas.

Despite this rural feel, the location offers easy access to the centre of Oxford and the many opportunities for educational enrichment to be found there.

Location

The Swan's permanent site will be located in Marston, an area of natural beauty a short distance from the centre of Oxford.

The site is close to several other primary and secondary schools, with whom we will develop close and mutually beneficial working relationships.



Structure of the School

	2019	2020	2021	2022	2023	2024	2025	2026	2027
Year 7	120	120	180	180	180	180	180	180	180
Year 8		120	120	180	180	180	180	180	180
Year 9			120	120	180	180	180	180	180
Year 10				120	120	180	180	180	180
Year 11					120	120	180	180	180
Year 12			40*	40*	40*	120	120	180	180
Year 13				40*	40*	40*	120	120	180
Totals	120	240	420	600	780	960	1140	1200	1260

* Our intention is to open a sixth form by working in close partnership with The Cherwell School



The River Learning Trust is a multi-academy trust that is committed to working together to achieve excellence in education. RLT is responsible for a number of schools and a school-centred initial teacher training provider (SCITT).

Currently, RLT comprises five secondary schools, The Swan School in pre-opening, 12 primary schools, and the SCITT.

Another two primary schools are due to join in 2019 with other secondary schools in discussions about the possibility of joining RLT. The schools and SCITT are united by

their commitment to the principles of the Trust and a common belief in the benefits of everything that is gained by working together.

Further details about the Trust, including its history, names and location of schools, and details about the central team can be found on the RLT website: <http://riverlearningtrust.org>

The principles of the River Learning Trust are:

Everyone Learning – creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning

Commitment to Excellence – striving for the best educational experience through continuous improvement

Respectful Relationships – acting with care, integrity, and fairness in all we do

As a member of staff in an RLT school you will benefit from the support, opportunities and leadership development provided by the Trust central team and colleagues in other schools.

Job Description

Title of Post: School Business Manager

Grade: Grade 12 (part time 0.6)

Accountable to: Headteacher.

Contract: Fixed term for two years. A full-time post will be advertised for September 2022 when the school has grown in size.

Purpose of the post

To provide overall leadership in all business related aspects of the school with key responsibilities for finance, resources, site and premises management, health and safety, operations and compliance.

Key responsibilities

Finance

- To be accountable to the Headteacher, Governors and Trust for all aspects of financial management in the school and specifically to :
- maintain the school's accounts in accordance with financial regulations, statutory guidelines and procedures of the Trust;
- plan, monitor and oversee the school budget and strategic financial planning in consultation with the Headteacher;
- oversee statutory reporting obligations are being met for Pupil Premium funding;
- produce termly reports for the headteacher, local governing body, and the Trust;
- work with the Headteacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and usage of resources to ensure value for money;
- monitor financial issues relating to all internal businesses eg catering, reprographics, cleaning, and premises hire;
- manage the payroll administration services for all school staff including staff pensions and associated services;
- seek opportunities for generating revenue for the school;
- manage and monitor the investment of school reserves to ensure efficient use;
- provide statistical information and statutory returns as required by the ESFA, the Trust, other funding providers and the Headteacher;
- construct, operate and review annually the school's agreed policies and procedures charging;
- manage the school's asset register, risk register and business continuity plan;
- ensure robust disaster recovery processes are in place;
- in conjunction with the Trust's Financial Director liaise with the auditors and respond to audit reports, implementing actions;
- be a signatory for transactions, a credit card holder and a financial systems processor;
- attend meetings of the Governors' Resources Committee and offer advice and support to the Headteacher and Governors on financial issues;
- line manage the associate staff responsible for financial systems and processes.

Site management and resources

To work with the Headteacher, Governors and Trust's Operations Director to develop a long term strategic building and maintenance plan to assist in the delivery of its core purpose, quality education across the age range 11-18, and specifically to :

- produce and monitor the implementation of the school Asset Management Plan and Capital Development Plan and with the Site Manager ensure continuous premises repair, maintenance and improvement;
- maintain awareness and understanding of the latest legal and operational requirements of all matters relating to buildings;
- project manage all initiatives relating to facilities;
- oversee the Site Manager in his management of all capital/building projects;
- lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money;
- manage the maintenance of the school site, including the purchase and repair of all furnishings and fittings;
- be accountable for the oversight of the security and safety of the buildings and site;
- monitor, assess and review contractual obligations for outsourced school services including the management of grounds contractors;
- be responsible for all matters related to insurance of the school and handle any claims that arise;
- to report to the Governors' Resources Committee on premises issues and development;
- have budgetary responsibility for all budgets including energy, building maintenance, contracts;
- oversee statutory access and safety obligations are being met for pupils with special educational needs;
- maintain awareness of changes to current and announcements of new educational policy as they relate to or impact upon the use of the school's fabric and structure;
- line manage and performance manage the Site Management team including grounds maintenance and cleaning;
- monitor the workload and quality assure the work of the individual teams and prioritise the work within these teams;
- participate in the recruitment of staff, as appropriate.

Health and safety

- Act as the school's Health and Safety Co-ordinator in conjunction with the Trust's lead for Health and Safety;
- supervise the planning, instigating and maintaining of records of fire practices and alarm test with the Site Manager;
- lead on evacuation and lock down procedures and in the case of any emergency situations;
- ensure the Health and Safety policy is clearly communicated and available for all staff;
- ensure systems are in place to enable identification of hazards and risk assessments;
- ensure accurate records are kept, in particular, asbestos; water testing/legionnaires; PAT testing; fire equipment and alarms;
- co-ordinate health and safety training and maintain health and safety training records;
- ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the School Leadership Team, Governors and Trust's Health and Safety Lead;
- co-ordinate the health and safety audit visits by the external advisor and monitoring visits by the Governor with responsibility for health and safety;
- review the results of audits, safety reports and risk assessments to ensure that they have been properly completed and actioned;
- Assist in the investigation of all accidents and dangerous occurrences, and reporting any accident/occurrences to the Health and Safety Executive that fall under the Reporting of Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided;
- oversee first aid and medical provision;
- ensure appropriate risk assessments are made and followed for all school operations.

Operations and compliance

- Be the Data Protection Lead for the school and work with the Trust's Data Protection Officer to ensure compliance with GDPR and Freedom of Information;
- manage the record retention process in accordance with the Trust's record retention schedule and data protection law, ensuring information security and confidentiality at all times;
- be the first point of contact for legal issues;
- lead on the drafting, construction and publication of the annual whole school calendar;
- oversee the setting up of events, including exams, assemblies and whole school photographs, with the Site Management team;
- oversee the planning and logistics of school events and trips in conjunction with the EVC and Assistant EVC;
- in liaison with the School's Strategic Leadership Team, co-ordinate school closure processes ie school closure due to inclement weather with direct responsibility for communication with the grounds maintenance teams;
- support the IT Network manager in developing effective use of IT systems, maintenance and development of the telephone system and monitor the maintenance of the

school's website ensuring it is compliant with statutory regulations;

- oversee the lettings of school premises; drafting, updating and implementing the school's lettings policy
- to be a presence around the school, supporting the behaviour policy and undertaking leadership duties;
- review and update the relevant policies.

Other responsibilities

- Contribute towards instilling a culture of high expectations for all students across the school.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- To consistently apply whole school policies, including behaviour and rewards.
- Participate in regular performance reviews to ensure that any personal development needs are identified and met.
- Attend relevant professional development training. Review and maintain your own professional practice through agreed development activities.
- To be familiar with and adhere to all school policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To set a good example in terms of dress, punctuality and attendance.
- To be a member of a pastoral team.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



