



**Come and join us as our new Business Manager where you can**

- **have a positive impact on every child in the school;**
- **access high quality professional development opportunities;**
- **have your ideas and aspirations nurtured.**



## **Business Manager (West Cliff Primary School)**

**Required to start as soon as possible**  
**Recruitment Information Pack**

Yorkshire Endeavour Academy Trust  
Waterstead Lane, Whitby, YO21 1PZ

## Contents

Welcome from the Headteacher	3
Our vision and values	4
Context of the school	5
Our English Hub	6
Application process	7
Job Description and Person Specification	8-14



**Dear applicant,**

Allow me to extend a warm welcome from all governors, staff and children of West Cliff Primary School. I am delighted you have shown interest in joining us and I look forward to sharing with you what makes our schools very special places to work.

Our children are delightful, happy, confident and energetic. They are passionate about their learning and enjoy a wide curriculum, with access to 1:1 iPads, outdoor learning areas and well-stocked libraries. Through the pandemic, they have demonstrated incredible resilience, adapting to new ways of learning, including contributing to live virtual lessons. Our children have many talents and we pride ourselves in providing lots of opportunities for every child to contribute to the wider school community. We are looking for our new Business Manager who will be the 'face ' and voice of 'Family West Cliff' alongside our other part time clerical assistant Philippa. No two days will be the same, you will deal with a wide range of tasks and situations. These range from dealing with unhappy (or happy!) parents, to determining admission numbers for nursery !

This is an exciting time to join us. As part of the Yorkshire Endeavour Academy Trust, our team are working in partnership across the Whitby area to share, learn and inspire. Through our Trust we are able to access support, training and resources from the Esk Valley Alliance and Yorkshire Endeavour English Hub, which means staff members have a wide range of colleagues, tools and resources to help them develop not just in the classroom but beyond.

I hope that you will take the time to find out more about our schools. Good luck with your application. I look forward to reading it.

**Christina Zanelli, Headteacher of West Cliff Primary School/CEO of YEAT**

## Our Vision and Values

### Vision

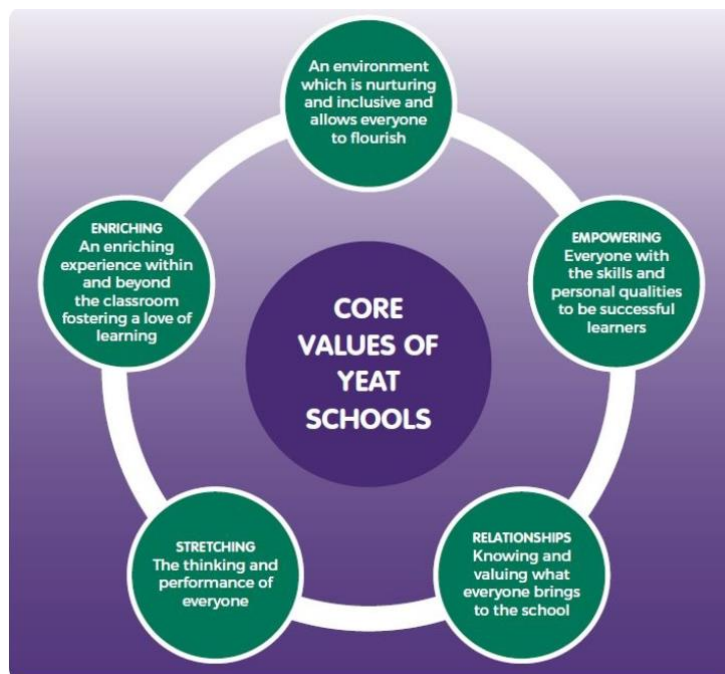
We firmly believe in celebrating and preserving the diversity within our member academies, whilst ensuring that all of our people, pupils, staff, parents and carers have access to the very best opportunities, with real and effective tangible outcomes to enable them to exceed their expectations and fulfil their potential.

### Aims and Values

The Endeavour MAT is a family of primary schools who believe that by learning and growing together we can:

- Ensure that all our children, regardless of their starting point, receive an outstanding education that prepares them for the world.
- Nurture a culture and climate of mutual respect.
- Be a safe and inclusive place for children.
- Create opportunities for all our staff to develop and shine.

Whilst collaboration is at the core of our practice we believe that this works best when each school has a unique identity and place at the heart of their community. It is through our differences that we can challenge and support each other to do the best for our children.



## **Context of the school**

### **West Cliff Primary School**



West Cliff Primary School is a warm and friendly community school that provides education from children aged 2-11. It currently has 210 children on roll, divided into 8 classes (one for each year group). One of our classes is a nursery class that takes children from 2 years old. The school mainly takes children from the west side and the centre of Whitby - but is accessible from all parts of the town.

We pride ourselves on providing a warm and welcoming environment for children and adults alike, and we strive to provide the very best standard of education possible for our children.

The school has a before and after school club (The Ocean Fun Club), offering wraparound care for children from 7.45 until 5.15. This is open to all children including our nursery children.

We are a Beach School as we believe that the beach is a fantastic resource that can be used, both to learn and have fun on. More details at [Beach Schools - West Cliff Primary School \(west-cliff.n-yorks.sch.uk\)](https://www.west-cliff.n-yorks.sch.uk/Beach-Schools).

### **Dorothy's journey**

In 2019, we purchased a double decker bus and were delighted when the previous owner drove it up to Whitby and parked 'Dorothy' on the school playground.

She was in reasonable condition but needed a full overhaul to meet our vision of being a bright, welcoming environment for children to access wellbeing sessions, phonic interventions and other activities.

With the support of local companies, staff members, parents and friends of the school, Dorothy was – over several months – transformed into a fantastic and inspiring place to learn, talk and feel safe.

### **Dorothy's daily use**

Dorothy is used on a daily basis by a variety of children from across the school. The space is used for a variety of activities, including phonic interventions, Compass Buzz sessions, art therapy, lunchtime clubs and much more besides.

Find out more about life at West Cliff by visiting our website: [Home - West Cliff Primary School \(west-cliff.n-yorks.sch.uk\)](https://www.west-cliff.n-yorks.sch.uk/) or viewing our active Facebook page.



## **Yorkshire Endeavour English Hub**

In September 2018, the DfE appointed 32 English Hub schools across England to support other schools to deliver excellent early language and phonics teaching in Reception and Key Stage 1.

The Yorkshire Endeavour English Hub is one of the chosen 32 schools working in Scarborough, Whitby, Ryedale, the East Riding, York and Hambleton.

We have supported a wide range of schools by organising open events to share good practice; providing bespoke training for new subject leaders; and undertaking audits of phonics and early reading provision.

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### **OUR PRIORITIES**

**The hub focuses on three priority areas:**

#### **Early language development**

Providing evidence-based approaches to early language development and closing the word gap in school-based early years settings.

#### **Age-appropriate phonics provision**

Encouraging best practice in systematic synthetic phonics teaching from school-based early years provision to the end of Key Stage 1, and as the primary reading strategy throughout the school. This includes:

- Encouraging fidelity to a single systematic synthetic phonics programme;
- Supporting the effective use of decodable books in the early stages of learning to read, as a way of establishing phonic decoding;
- Supporting effective practice in formative assessment in relation to phonics/early reading.

#### **Promoting a love of reading**

Encouraging reading for enjoyment by supporting whole school reading approaches, reading to children at least once a day and encouraging reading at home, developing teacher knowledge of children's literature.

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**To learn more about us please visit our website at <https://www.yeat.co.uk/>**

## **Application Process**

The closing date for all applications is **Friday 14 May 2021 at 9am**

Interviews will be held as soon as possible after the closing date.

Completed applications must be returned to James Annetts at [james.annetts@northyorks.gov.uk](mailto:james.annetts@northyorks.gov.uk)

If you do not receive confirmation of receipt of your application within one working day please call James on 01609 534939.

**If you think you're the person for the job, please complete the enclosed application form with a covering letter, no more than two sides of A4, and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

## **Queries**

Informal chats with our Headteacher are welcomed. Please contact James to organise.

We actively welcome you to contact James at North Yorkshire County Council to chat through the role and talk informally about the school/post and how working here will make a real difference to the children and young people on the coast.



## **Job Description**

### **Job Description:**

POST: Senior Administrative Officer - Finance and Facilities	
GRADE: F Band 8-13    37 hpw	
RESPONSIBLE TO: Headteacher	
STAFF MANAGED: clerical assistant	
POST REF:	JOB FAMILY: C&A
JOB PURPOSE:	<p>You will be the 'face ' and voice ' of Family West Cliff alongside our other part time clerical assistant Philippa. No two days will be the same, you will deal with a wide range of tasks and situations. These range from dealing with unhappy (or happy!) parents, to determining admission numbers for nursery ! You will provide an effective and efficient support service to the Headteacher and the School. The post holder will have significant responsibility for financial administrative duties, admissions to our nursery and main school and the shared day to day running of the school office. Also supports the smooth running of the school premises and facilities dealing with problems as they arise.</p>
JOB CONTEXT:	<p>The school is a large primary school – expected number of classes for Sept 2021 is 8 with approx. 240 pupils. We are a beach school and as such we arrange a large number of offsite activities both curricular and extra- curricular.</p> <p>Works within the busy environment of the school office managing the day to day finances, where excellent organisational skills are essential in order to handle the variety of tasks required to be undertaken. Also supports the Head in with managing premises and visits.</p> <p>Enhanced DBS clearance required.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
Operational Issues	Support Headteacher in day to day management of school finances (see Resource Management section below) and Health & Safety
	<p>Support Head in day to day management of premises including</p> <ul style="list-style-type: none"> <li>• Administer and manage the lettings agreements, including issuing invoices and accounting for letting income.</li> <li>• Liaise with the caretaker and contractors regarding premises/cleaning problems.</li> </ul>



	<ul style="list-style-type: none"> <li>• Deal with maintenance requests and oversee contractors where appropriate, placing orders as required.</li> <li>• Organise room bookings for meetings</li> <li>• Monitor service contracts, school licenses and insurance in conjunction with the Trust CFO</li> <li>• Inform Trust CFO of any changes to school that impact budget – eg staffing changes, additional children</li> <li>• Support with all health &amp; safety matters including preparing for reviews, day to day monitoring of premises, risk assessments etc</li> <li>• Deal with parental requests</li> <li>• Oversee numbers for school nursery ensuring staff child ratio is always correct</li> <li>• Prepare bills for nursery and ensure funding is claimed for those parents that are entitled</li> <li>• Provide nursery forecasts for the Trust CFO</li> </ul>
	<p>Support with the organisation of all school trips, both residential and day visits including:</p> <ul style="list-style-type: none"> <li>• Booking activities, transport and accommodation</li> <li>• Prepare and distribute letters regarding all visits, uploading to school website</li> <li>• For residential visits, oversee processing of reply/permission slips. Where there are limited places, maintain accurate records of pupils who have secured a place and those on reserve lists to ensure all places are taken.</li> <li>• Prepare, collate and distribute all paperwork including registers, room lists, medical lists and any other information teachers require for residential visits.</li> <li>• Monitor payments received in MIS and prepare for banking. Chase outstanding payments for residential visits.</li> <li>• Support the EVC with maintaining EVOLVE records</li> </ul>
	<p>Provide administrative support to staff organising extra-curricular clubs</p>
	<ul style="list-style-type: none"> <li>• Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Record accidents in accident book , accident forms or BSafe system as appropriate.</li> </ul> <p>Also provide first aid for staff</p>
	<p>Provide administrative support to the SLT, including</p> <ul style="list-style-type: none"> <li>• Take accurate minutes of meetings as required</li> <li>• Compile statistical returns and reports for senior management as required.</li> <li>• Be proactive, initiate necessary action and be able and prepared to put forward your own judgements.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with one-off events eg SATs week, school photos, parents evenings, annual reports to parents, and any other events by agreement with the headteacher</li> <li>• At peak times support the other member of the Admin team. This might include inputting pupil data into MIS at start of year, supporting with Reception etc</li> <li>• Monitor attendance of staff and inform SLT of attendance triggers. Ensure RTW paperwork is completed</li> <li>• Set up contracts for new staff in conjunction with HR</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• Communicate information to the Headteacher, governing body, senior managers and other staff as required. This may include attendance/participation at governing body/management team meetings.</li> <li>• Communicate effectively with other staff, visitors, Governors, contractors, pupils and their families/carers.</li> </ul>
Resource management	<ul style="list-style-type: none"> <li>• Administering the day to day finances of the school including , processing orders for all resources, arranging payments of invoices with central Trust office using sage and sharepoint</li> <li>• Input income and expenditure information.</li> <li>• Attend staff meetings and training days and management team meetings by agreement with the Headteacher</li> <li>• Participate in the schools performance management scheme.</li> <li>• Participate in training and other learning activities and performance development as required.</li> </ul>
Safeguarding	<ul style="list-style-type: none"> <li>• Adhere to data protection legislation</li> <li>• Maintain confidentiality as detailed in procedures</li> <li>• Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with.</li> <li>• Have an awareness and basic knowledge where appropriate of the most recent legislation.</li> <li>• Maintain safeguarding training record for staff and ensure all staff and volunteers complete necessary training</li> <li>• Process DBS checks for staff and volunteers</li> <li>• Maintain single central register</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences.</li> <li>• Share information as appropriate – in writing, by telephone, electronically and in person.</li> <li>• Responsible for ensuring accurate records are maintained and updated as required</li> </ul>

Data Protection	<ul style="list-style-type: none"> <li>To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
Health and Safety	<ul style="list-style-type: none"> <li>Be aware of and implement your health &amp; safety responsibilities as an employee and where appropriate any additional specialist or managerial health &amp; safety responsibilities as defined in the Health &amp; Safety policy and procedure.</li> </ul>
Equalities	<ul style="list-style-type: none"> <li>We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>Ensure services are delivered in accordance with the aims of the equality Policy Statement.</li> <li>Develop own and team members understanding of equality issues.</li> </ul>
Flexibility	<ul style="list-style-type: none"> <li><u>Schools are dynamic places, and at times you may be required to work outside of your role when absolutely necessary.</u></li> </ul>
Customer Service	<ul style="list-style-type: none"> <li><b><u>YEAT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</u></b></li> <li>YEAT requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> <li>Understand your own role and its limits, and the importance of providing care or support.</li> </ul>
Date of Issue:	

### Person Specification

Experience	Essential	Desirable
Significant experience in public or private sector finance and administration	√	
Experience of the use of a range of IT applications	√	
Experience of managing bookings for school visits		√
Experience of Bromcom		√

Experience of Schools Finance IT & Systems		√
Experience of on-line banking/ bill payments		√
<b>Knowledge</b>		
Significant knowledge of office and admin systems	√	
Knowledge of school procedures		√
Knowledge of Health & Safety	√	
Knowledge of finance for budget management and checking financial records.	√	
Knowledge of procurement procedures	√	
Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality	√	
Knowledge of risk management		√
Knowledge of premises/ facilities management		√
Knowledge of Health & Safety regulations and how to ensure compliance with procedures to promote best practice		√
<b>Occupational Skills</b>		
Excellent ICT skills and ability to use the keyboard with speed, accuracy and precision	√	
Advanced analytical and statistical skills	√	
Excellent problem solving skills	√	
Ability to work on own initiative	√	

High level of literacy and numeracy skills.	√	
Excellent written and verbal communication skills including ability to communicate effectively in writing to produce documents in a range of formats and styles to suit a range of audiences and through a variety of mediums including Social Media	√	
Report writing skills	√	
Co-ordinates, monitors and reviews the use of financial resources	√	
Able to effectively monitor and manage contracts to ensure the service delivered complies with those contracts and able to <u>develop procedures and systems to ensure effective operation.</u>	√	
Makes decisions which influence a range of actions, projects and/or people	√	
Assists with the organisation, planning and delivery of projects	√	
Works productively in a pressurised environment and supports others to do so. Acts calmly during difficult circumstances and <u>recovers quickly from setbacks</u>	√	
Able to manage stock in order to meet business objectives	√	
Able to train and develop others, including training design and delivery	√	
Able to produce a representative record of meeting discussion and actions	√	
<b>Qualifications</b>		
Level 3 qualification in Business/Finance/Administration or equivalent to evidence in-depth knowledge of administrative, Commitment to undertake training relevant to post.	√	
	√	
Appropriate first aid training (First Aid in Schools as a minimum)	√	
Level 4 qualification e.g. Certificate of School Business Management		√



<b>Personal Qualities</b>		
Attention to detail, neatness and accuracy	√	
Dependability and reliability	√	
Ability to work successfully in a team & lead a small team of staff	√	
Confidentiality	√	
Ability to prioritise conflicting demands and pressures	√	
Ability to work with a wide range of people e.g. pupils, teachers, parents and Governors.	√	
<b>Other Requirements</b>		
To be committed to the school's policy and ethos	√	
• To be committed to Continual Professional Development.	√	
• Motivation to work with children and young people.	√	
• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	√	
• Enhanced DBS clearance required	√	
<b>Equal Opportunities</b>		
To assist in ensuring that NYCC's equalities policies are considered within the school's working practices in terms of	√	
Date of Issue:		