



School Business Leader Information for Applicants

Compass Learning Centre
307A Chickerell Road, Weymouth, DT4 0QS
Tel: 01305 – 206530

Email: office@compass.dorset.sch.uk

www.compass.dorset.sch.uk

Dear Applicant,

Thank you for your interest in the post of School Business Leader at Compass Learning Centre.

We are looking to appoint an inspirational, highly motivated and energetic School Business Leader to join our Senior Leadership Team, leading the school through new developments and future journey.

This is an exciting opportunity for a highly motivated and talented professional who will be responsible for managing the strategy and operation of the business functions of our school, including financial management with a school budget of approximately £1.5 million, health and safety, human resources, compliance and administration. They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

Prospective candidates should currently hold or be working towards a relevant qualification in finance or a School Business Management Qualification for example, Certificate of Diploma in School Business Management or similar. This role will suit an enthusiastic and inspirational individual who enjoys working as part of a dedicated team and will provide the opportunity to excel in a supportive environment.

Prospective candidates should have proven strong and effective leadership and management skills, the ability to make a strategic contribution to the school's leadership team, have excellent organisational, communication and negotiation skills with both internal and external audiences and have the ability to drive forward and motivate staff. The successful candidate will be self-aware, open to development and be passionate about making a real difference in the lives of our students.

We are looking for candidates who:

- Ideally have experience working within an educational establishment;
- Are confident in leading staff and able to work well as part of a team;
- Are highly organised and have the ability to work under pressure in order to meet deadlines;
- Are able to present data and information on the school budget and finances to Governors and senior staff;
- Can positively build on the management and quality of our support services ensuring best value;
- Have experience of strategic financial management / planning, performance management, health & safety and HR policies and procedures;
- Can strategically and operationally contribute at Governor and leadership meetings
- Are able to work on their own initiative with excellent literacy, numeracy and IT skills, and willingness to work flexibly

The young people we educate have struggled to maintain a place in mainstream school and come to us with a variety of additional needs. Our challenge is to help them build the confidence, knowledge and skills to unlock their potential. If you are a good team player, who is motivated, patient, resilient and understanding this may be the job for you. You will be joining an outstanding, hardworking and friendly team of staff.

If you think this post could be for you then come and visit us – see what we're about and how we work, or give us a call to discuss the post further.

Please contact Michelle Nokes, Heads PA in the first instance –

Tel: 01305 – 206530

email: m.nokes@compass.dorset.sch.uk.

NB: The school closes for the half term holiday on Friday 24 May.

The closing date for receipt of applications is **Midnight on Sunday 2 June 2024.**

Alison Glazier

Headteacher

Compass Learning Centre

Information About Compass Learning Centre:

Compass Learning Centre is a 'good school' (Ofsted May 2019) and a successful Pupil Referral Unit (PRU), part of the Alternative Provision (AP) in education. It is fully supported by a committed Management Committee who work closely with the Headteacher and Senior Leadership Team. The Pupil Admission Number (PAN) is currently 67. The number of students on roll varies throughout the year dependent on the number of referrals from schools within the Weymouth and Portland area and from Dorset Council.

Students who attend Compass Learning Centre predominantly experience difficulties engaging in a mainstream school and come to us with a variety of additional needs. The centre caters for students who have been permanently excluded from a mainstream school, individuals with medical conditions that prevent attendance at mainstream schools and a few students without access to regular education. A number of students are admitted with an Education Health Care Plan, a few are in the care of the local authority and others attend for a fixed period of time on a Dual Registration basis. We serve the wider West Dorset community, however the majority of students who attend Compass come from the Weymouth and Portland area.

Some students follow short-term, work-related social development or resilience building courses at Rylands Farm, Max Events, A-Z and Weymouth Sailing Academy. All students are offered full-time programmes. However, the time spent in school is tailored to meet individual students' needs.

Safeguarding:

Compass Learning Centre is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure & Barring Service check in line with the Government's safer recruitment guidelines. We value the diversity of our workforce and welcome applications from all sectors of the community.

Please ensure that your application is completed in full, listing all qualifications from secondary school up to the most recent qualifications gained and a full employment history is stated from school until present day.

Compass Learning Centre will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. As care must be taken to avoid unconscious bias and any risk of discrimination a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are relevant and of concern.

About the Local Area:

Compass Learning Centre is situated in the coastal town of Weymouth in the heart of the Jurassic Coast. The town has long been a popular holiday destination – holidaymakers have been flocking to this corner of Dorset since King George III was a regular visitor more than 200 years ago. Weymouth's central position also makes it a great base from which to visit the Jurassic Coast, with much of the coastline in both directions easily accessible.

There is plenty to keep everyone in the family busy. Nearby Portland Harbour is home to the Weymouth and Portland National Sailing Academy, which was host to the sailing events of the 2012 Olympic and Paralympic Games, with water borne activities plentiful. The town has a football, rugby and cricket club, together with sports and leisure centres and a choice of golf clubs in the surrounding areas. There are plenty of opportunities to explore the great outdoors whether it's walking, hiking, cycling or just a gentle stroll along the Georgian Esplanade which forms the backdrop to Weymouth Beach.

There are plenty of restaurants, bars and entertainment venues within the town including the Weymouth Pavillions theatre. The town hosts many events throughout the year including the popular 'Seafest - Dorset Sea Food Festival'. If you want to travel a little further afield, the rolling hills of Exmoor and the market towns of Bridport, Axminster and Honiton are to the west, with Swanage, Bournemouth and Poole to the East.



What We Can Offer You:

Compass Learning Centre is a very special place to work and our staff have very special qualities. They are kind, caring and genuinely want our students to achieve their very best.

As a small school, our staff work very closely together and we set great store on positive professional relationships. Our staffing levels vary between 28 and 35 full and part-time members of both teaching and support staff dependent on our student numbers. Class numbers are small with each class having a dedicated Teaching Assistant.

We are committed to your professional development and there are opportunities to work in partnership with colleagues locally across the Weymouth and Portland area and with other Learning Centres in Dorset. To assist with the understanding of our students we offer specialist behaviour and classroom management CPD within a supportive environment with experienced professionals to guide practice.

In addition, Compass Learning Centre takes the wellbeing of its staff seriously and operates in a culture of mutual respect, trust and compassion that recognises the importance of a work-life balance.

By joining Compass Learning Centre, you become part of a school which recognises the uniqueness of each and every learner and ensures they have access to opportunities that will offer a high quality, flexible alternative provision route, which leads to achievement and accreditation enabling them to successfully take their next steps in life.



Equality and Diversity:

Compass Learning Centre recognises that by valuing and promoting equal opportunities in employment for all employees and job applicants and avoiding unlawful discrimination in employment and delivery of services, we will be able to deliver first class education.

We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We also value diversity and recognise the varied contributions that a diverse workforce brings to an organisation; we are committed to drawing on different perspectives and experiences of individuals, which will add value to what we do.



Compass Learning Centre

School Business Leader Job Description

Dorset Council Job Reference:	XS 9.6 (Finance & Business Manager)
Salary Grade:	Grade 11 – points 28-34: £36,648 - £42,403 PA (Full Time Equivalent – Pay Award Pending)
Reports to:	Headteacher

Main job purpose:

The postholder will be a member of the Senior Leadership Team (SLT) and play an important role in the development, implementation, monitoring and maintenance of a range of services supporting the education delivery to students and whole school improvement. The postholder will lead in the securing of new capital and other revenue / income generation and acquisition in the pursuit of development of the overall capacity of the school as a centre for community leadership.

The postholder is responsible for the effective management and development of financial and business related activities within the school.

Main responsibilities and duties:

Financial Management –

- To advise and guide the SLT and Governors regarding the formulation of long / medium / short term financial (revenue and income generation) strategies for the school and to advise the Headteacher of the financial implication arising out of bids for financial assistance, general developments and proposals.
- To prepare draft annual revenue budget(s) for approval of the Headteacher, SLT and Governing Body in line with pre-determined or agreed commitment or expenditure patterns.
- To monitor expenditure and other financial commitment against budget and manage the accounts of the school and to advise Headteacher, SLT, Department Heads or Dorset Council, as appropriate, of any significant variation from the agreed financial strategy or approved budget and prepares proposals / recommendations to correct variations.
- To report periodically to the Governing Body as to the financial position of the school and to advise as to the opportunities for further development of income generation / budgetary savings.
- Authorises the purchase of supplies and equipment within the budget and approves the purchases of Heads of Department within the financial / budgetary limitations, lettings and uses of the school's premises in accordance with the policy of the school or approved by the Headteacher / Governors.
- To lead and manage the financial services' staff and direct the work of such staff as required in the receipt of cash, reconciliation of accounts, orders and purchases.

Capital Budget and Programmes –

- To advise and guide the Headteacher and Governors regarding the formulation of a long / medium / short term capital budget (capital programmes and associated income generation and self-financing projects) and strategies for school development. To advise the Headteacher of the financial implications arising out of bids for capital and financial assistance general developments and proposals.
- To prepare draft annual capital budget(s) for approval of Headteacher and Governing Body in line with pre-determined or agreed capital commitment or expenditure patterns.
- To lead and manage the capital works programme and to monitor and direct the work of construction contractors, approving contracts payments, orders and purchases and recommending to Governors the signing off of construction projects.
- To liaise with the DFE, Dorset Council, charitable and / or foundation bodies and other funding bodies in assessing scope for capital construction / refurbishment bids and in consultation with the Headteacher to formulate and recommend detailed bids for approval by the Governing Body.

IT and Office Services –

- To advise and guide the Headteacher, SLT and Governors as to the development of integrates IT student records / finance / administrative systems and advises the Headteacher on use / bids for development of systems within Council guidelines.
- To advise and guide SLT and Governors regarding the long / medium / short term strategic development of support services within the school and to advise the Headteacher as to the need for specific development within discrete service areas.
- To report periodically to the Headteacher, SLT, Governors and Dorset Council service performance information, statistical information and undertake the completion of regulatory / statutory and other Dorset Council returns and arrange the minuting of meetings, as required.

Premises and technician services –

- To advise and guide the Headteacher, SLT and Governors as to the general insurance, maintenance and development of the school site, premises and related services, including technician services, and advises the Headteacher on bids for major capital development funding.
- To monitor the use of premises and to survey and / or receive and act on reports from the site personnel regarding the status of site grounds, building, fixtures and fittings and to ensure appropriate standards of general safety and maintenance and to authorise repairs within defined budget limitations and in accordance with the financial regulations of the Council.
- To invite tenders for maintenance and services and advise the Headteacher / Governors appropriately and to monitor contractors' performance within contract, recommending termination / renewal to the Headteacher and signing off work completed to the standards determined.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policies.

Knowledge and skills:

A relevant and formally recognised management, financial or equivalent professional qualification is considered essential, together with substantial experience of managing financial and / or administrative and office services within a large and diverse organisation. Qualification in education management would be advantageous.

Knowledge and experience of ICT system and development and application is desirable.

Effective and developed interpersonal skills are considered essential as are well developed managerial and organisational skills.

Supervision and management:

The postholder will work for the substantial part of the time without direct supervision of the Headteacher / Governors. The postholder will be required to directly supervise the senior personnel within identified areas of the financial and business related services – not normally more than 15 staff. The postholder is responsible for the effective management of all personnel within the defined services.

Resources:

Office PC, scanner, printer and other computer related peripherals.

Working environment:

Busy office environment.

The postholder will work within an office environment but will be required to undertake site inspections on a regular basis.

Contacts and relationships:

Daily contact by telephone / face-to-face with Headteacher / SLT / Students / parents and carers and regular contact with Senior Governors (Chair and Committee Chairs) / Dorset Council officers / contractors and suppliers. Other contact with DFE and other central Government officials, locally elected council members, examinations bodies and charities form an additional feature of the work of the postholder.

Approved by:

Chris Matthews,
Dorset Council Pay & Reward Manager
April 2005



Due to the nature of our establishment, there may be occasions where you will need to travel other schools / venues for meetings etc, therefore access to a vehicle and the associated business use insurance is desirable.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Business Leader will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher.



Compass Learning Centre

School Business Leader Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT / EVIDENCED (APPLICATION, REFERENCES, DOCUMENTS (ORIGINALS) SELECTION TASK, INTERVIEW)
Qualifications and training	<ul style="list-style-type: none"> • Relevant degree and/or professional qualification at level 4 or above • Minimum 5 GCSE's (or equivalent) including Maths & English at Grade 4 / C or above (or equivalent) 	<ul style="list-style-type: none"> • A recognised level 5 or above finance qualification eg CIMA, ACCA, CIPFA or ICAEW or equivalent • To hold or be working towards a school business management qualification (eg CSBM, DSBM) or equivalent 	<ul style="list-style-type: none"> • Application • Documents • Interview
Experience Skills and knowledge	<ul style="list-style-type: none"> • Ability to relate well to others. • Understanding of Health & Safety requirements • Knowledge of financial management, financial regulations and good financial practice and planning • Strong and effective leadership and management skills with experience of strategic planning • The ability to make a strategic contribution to the school leadership team • Strong analytical skills to interpret a range of legislation and regulations and experience of developing innovative solutions to complex issues • Ability to drive forward change and motivate staff. • Ability to effectively present complex written and verbal information to a variety of audiences (internal and external) • The capacity for sound judgement in complex situations. • Ability to work under pressure and to tight deadlines. • The flexibility to adapt to changing workloads, demands and new school challenges 	<ul style="list-style-type: none"> • Experience of working in a school environment • with large financial responsibilities, along with successful experience of a range of income generation activities. • Knowledge and experience of buildings and project management. 	<ul style="list-style-type: none"> • Application • Interview

	<ul style="list-style-type: none"> • Excellent communication, negotiation and persuasion skills, with internal and external audiences. 		
Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all students • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations calmly and effectively • Understands the demands of school life; flexibility or working patterns and out of hours activities • Adhere to the Nolan Principles of Public life – (Selflessness, Integrity Objectivity, Accountability, Openness, Honesty and Leadership) 		<ul style="list-style-type: none"> • Application • Interview
Other		<ul style="list-style-type: none"> • Driving licence, use of a vehicle and associated business use insurance 	<ul style="list-style-type: none"> • Application • Documents

May 2024