



SCHOOL BUSINESS MANAGER

GILDREDGE HOUSE

EASTBOURNE

WELCOME FROM THE EXECUTIVE HEAD TEACHER

Dear Colleague

Thank you for your interest in working at our school. Gildredge House is a popular and oversubscribed all-through school, in Eastbourne, East Sussex. Primarily, Gildredge House is a warm, welcoming, and inclusive community. Every student, teacher and member of our community takes on a responsibility when joining Gildredge House to maintain and cultivate the unique culture that exists inside our walls. You will find this culture embodied in every part of our school, in the way Gildredge House students think, feel and act, regardless of age.

As a unique, all-through school, I believe that we offer a special opportunity for any member of staff to work with young people and staff across a range of ages and Key Stages. This privilege is not lost on us, and we work hard to ensure that we are relentless in our pursuit of an excellent education for all our young people. In our most recent Ofsted inspection in November 2018, Gildredge House was judged to be Good. We are confident and excited about the school's future and are looking for an exceptional leader to join us on this journey.

We are recruiting for a new position; School Business Manager. You will play a vital role in the leadership of administration, marketing, communications, and Estates under the Executive Head Teacher's direction. The School Business Manager is responsible for strategic planning, resource management, compliance, and ensuring the school's continued development aligns with its goals and values. The School Business Manager will coach and support colleagues in their team to be the best they can be. You will also be responsible for shaping and delivering the outward-facing function for the school, including communication, marketing, promotion and events. If you are an outstanding leader, with a track record for proven successful leadership and management in a school, or in a relevant field outside education, we encourage you to apply for this exciting opportunity.

I am very proud to be the Executive Head Teacher of Gildredge House and look forward to working with you to lead this aspect of school development together. I enjoy working in such a cohesive team across all phases and departments of our school, and I warmly encourage you to consider joining our fantastic and unique community. Please contact me at c.bull@gildredgehouse.org.uk for a confidential conversation, or you can speak with our HR Team at careers@gildredgehouse.org.uk, who will be able to send you the full job pack. We look forward to hearing from you.

Craig Bull
Executive Head Teacher



OUR SCHOOL

At Gildredge House, our vision is clear and underpinned by a strong value-based education where learning in and out of the classroom is prioritised, to support students to achieve their potential and beyond. We have the highest aspirations for our school and every member of our school community.

Our Mission

Aspire
In all that we do

Our vision

Our vision is to be a school that:

- Aspires for balanced students who flourish through opportunities and learning experiences in and outside the classroom.
- Aspires toward a culture of care and wellbeing, which results in optimal conditions for learning.
- Aspires to be proud of the Gildredge House Way, our uniform and attendance.
- Aspires for all students to achieve their potential and beyond.
- Aspires for an inclusive, all-through, values-based curriculum.
- Aspires for students to understand their responsibility to be global citizens, contributing to a better world.
- Aspires to celebrate students' individual and collective achievements.
- Aspires to engage young people in environmental education and action.
- Aspires for a strong careers programme which supports students in further education, training, and employment.
- Aspires to work collaboratively within our local, national, and global communities.



The Gildredge House Way

Ready, Respectful, Safe

Our school is founded upon high standards and high expectations of students' attitude to learning. We expect a commitment from all students to the Gildredge House Way, in and out of every lesson. We also believe it is important to celebrate individual and collective achievements through a culture of 'catching students in'.

THE ROLE



Ideal candidates will:

- Align to the Gildredge House vision, mission and values.
- Have a track record for successful leadership and management experience in a school, or in a relevant field outside education.
- Be committed to working in partnership with colleagues, Governors, parents, and the community to deliver excellence.
- Be able to organise, lead and motivate staff and to challenge any underperformance.
- Act with integrity and build effective, trusting relationships with colleagues and students.
- Be able to contribute meaningfully to the school's strategic development.
- Possess the technical and behavioural traits to support the leadership of a highly effective school.
- Be an outstanding leader.
- Be able to coach and lead others in a solution-focused approach.
- Be able to use IT systems including the website, databases, publishing and Microsoft Office products.
- Effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested.
- Posses strong marketing skills and an ability to think creatively.

The successful candidate will have proven success in driving standards and be committed to the pursuit of excellence.

To apply, click [here](#):

Reports to: Executive Head Teacher

Start Date: ASAP

Location: Eastbourne, East Sussex

Salary: Grade 11

Contract: Permanent (after probationary period)

Closing Date: 9.00am, Monday 5th August 2024.

Interviews: Week Commencing 12th August.

Visits to the school are highly recommended. To arrange a visit, please contact Kate Lamprell on k.lamprell@gildredgehouse.org.uk.

Applications by Gildredge House application form (available [here](#)) to careers@gildredgehouse.org.uk by the deadline above.

Gildredge House is committed to safeguarding and promoting the welfare of children. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

We require all employees to undertake an enhanced DBS check.

You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.



JOB DESCRIPTION



The Role

The School Business Manager at Gildredge House plays a vital role in overseeing:

- Administration
- Marketing
- Communications
- Estates functions

They are responsible for strategic planning, ensuring the school business function supports its development objectives and aligns with its vision and values.

Purpose

- To play a key role in the strategic leadership of the school business function.
- To play a strategic and practical role in developing and implementing systems, routines, and procedures across Estates and Administration teams.
- To aspire for excellence in all aspects of their work.

- To develop a successful leadership culture so colleagues carry out their roles effectively. Line management of the Administration and Estates teams, including long-term resource planning, recruitment, and CPD.
- Work alongside the HR and Finance teams.
- Oversee the school's communication, promotion and marketing events and activities, including social media and website.
- Implement school-wide changes aligned with the improvement plan and write and communicate policies.
- Support the leadership team in community engagement, events and lettings strategy.
- Be responsible for developing and implementing a comprehensive strategy to maximise income generation through school facilities hire.

Compliance

- Ensure the school's compliance with statutory obligations.
- Track and update relevant school policies.

Key responsibilities

- Contribute to the school's strategic direction and decision-making.
- Plan and manage change in line with the School Development Plan.
- Attend Executive and Senior leadership meetings and report to Governors when necessary.
- Oversee and lead key responsibilities within the following functions:
 - Leadership & Strategy
 - Estate Management
 - Marketing
 - Emergency and Business Continuity Planning
 - Health and Safety
 - Booking and Events
 - Compliance
 - Administration
 - Income Generation
 - Line Management

Skills & Competencies

- Excellent communication and interpersonal abilities.
- Sound knowledge of compliance and administration procedures.
- Proficiency in resource management and budgeting.
- Experience in line management and team development.
- Understanding of marketing and income generation strategies.
- Competency in health and safety regulations and risk management.

PERSON SPECIFICATION

Qualification Criteria

- 5 good GCSEs including English and Maths at Grade C or above (or equivalent).
- A Levels/Degree
- Recognised premises management qualification/training
- A formal Health and Safety qualification
- Recognised School Business Management qualification
- Excellent word processing, social media and EXCEL skills.

Experience

- Working in a school environment
- Successful leadership and management experience in a school, or in a relevant field outside education
- Working with children or young people.
- Working in a busy environment with competing deadlines.
- Involvement in school self-evaluation and improvement planning.

Behaviour, Skills & Abilities

- Ability to engage in high level strategy meetings with a range of partners.
- Ability to relate work to the school's strategic vision and outcomes for children.
- Ability to develop and implement effective plans
- Ability to use data effectively to monitor, evaluate and review decisions.
- Ability to organise, lead and motivate staff and to challenge underperformance.
- Ability to work collaboratively with the team and partners to ensure a broad approach to planning and improve service delivery.
- Ability to develop and sustain effective systems for staff induction, performance development and managing staff performance.
- Ability to deal with sensitive issues in a supportive and effective manner.
- Effective communication skills, both verbal and written, in order to maintain accurate records and documentation and provide written reports as requested.
- Ability to maintain high levels of professional integrity and confidentiality.

- Effective use of IT for monitoring and recording.
- Ability to coach and lead others in a solution focussed approach.
- Ability to use IT systems including website, databases, publishing and Microsoft Office products.
- Resilience and optimism to manage day-to-day challenges in a busy school environment



Note: The full person specification is available as part of the application pack on our website

The post holder must be willing to undertake an enhanced Disclosure and Barring Service check. Please note that a conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

OUR VALUES

Our school is underpinned by a values-based education. Our stakeholders have discussed, collaborated and developed this thinking to create six core values that we believe ensure our students aspire to and achieve success. We believe that this creates a strong learning environment that enhances personal and academic achievement while also developing students' social and relationship skills that will last throughout their lives. Our curriculum is developed with our Aspire values in mind and we recognise and reward students when they demonstrate them.



Ambition - To relish new challenges or opportunities, always strive to do our best.



Support - To collaborate, encourage and help others whilst accepting and responding to support ourselves.



Perseverance - To have self-belief in overcoming challenges to be successful.



Integrity - To be honest and always do the right thing.



Reflection - To consider our strengths and areas for development whilst making connections in our learning.



Empathy - To understand the feelings and needs of others, supporting those who sometimes need our help.

BENEFITS

As a Senior Leader at Gildredge House, we will offer you:

- A carefully designed and supportive induction plan to ensure you have everything you need to start your new role confidently and smoothly
- Career development opportunities
- On-hand expertise from the Executive Head Teacher and Heads of School
- Leadership Coaching Qualification
- Two week Autumn half term
- LGPS Pension Scheme
- Care First Employee Assistance Programme
- Staff wellbeing and sport opportunities





ASPIRE

Gildredge House



Aspire