



Dawn House
School



30/6/20

Dear Candidate

www.ican.org.uk/working-for-us

j.huddlestone@dawnhouse-ican.notts.sch.uk

Finance and School Business Manager

Annual salary £37,567

Permanent contract, 35 hours per week, 52 weeks per year

Dawn House School, Helmsley Road, Rainworth, Nottinghamshire, NG21 0DQ

Thank you for your interest in becoming our new Finance and School Business Manager at our Ofsted 'Outstanding' school in Rainworth. We have been rated as outstanding for 5 years and are part of the leading children's communications charity, I CAN. We are a multi-disciplinary team that includes Teachers, Teaching Assistants, Speech and Language Therapists, and Occupational Therapists who all offer our pupils a fully integrated approach to our children's education, communication skills and overall health and well-being. The school also has an assessment centre and residential services.

Child contact time is maximised so that our pupils achieve the best possible outcomes at Dawn House School through a holistic approach. You would be a key member of the School Leadership Team. This is an exciting opportunity to become part of an outstanding leadership team.

Please do give this opportunity your very serious consideration and find attached:

- Information about Dawn House School and I CAN.
- A job description and person specification.
- A brief summary of our terms & conditions of employment.
- An application form.

Informal enquiries about this post can be made to Julie Huddlestone (School Business Manager) or Jenny McConnell (Principal) on 01623 795 361.

To apply please send the completed application form to j.huddlestone@dawnhouse-ican.notts.sch.uk by **5pm Friday 10th July 2020**. Interviews will be held at Dawn House School week commencing 13th July 2020.

We are committed to safeguarding and promoting the welfare of children and we carry out safer recruitment principles, as well as appropriate vetting and verifications on all school staff.

Thank you for your interest and I look forward to hearing from you.

Yours faithfully

Jenny McConnell
Principal, Dawn House School

Dawn House School

I CAN's Dawn House School in Rainworth near Mansfield, Nottinghamshire is an outstanding day and residential non-maintained school which provides intensive and specialist support for children and young people aged 5 -19 years who have severe speech, language and communication needs (SLCN) and Asperger's Syndrome. Pupils receive the integrated therapy and education that they need, ensuring they receive full access to the national curriculum.



Dawn House School received an 'Outstanding' rating from Ofsted in February 2018. The 68 pupils at I CAN's Dawn House School receive the integrated therapy, education and care that they need to learn and develop independence. They receive full access to the national curriculum (pre 16) and an enriched curriculum that supports the transition to adulthood (post 16).

I CAN is the children's communication charity.

We are experts in helping children develop the speech, language and communication skills they need to thrive in a 21st century world.

Our vision is a world where all children have the communication skills they need to fulfil their potential.

Our mission is that no child should be left out or left behind because of a difficulty speaking or understanding.

I CAN supports children from 0-19 through our *Talk* programmes and specialist schools, and through resources and information for parents, families and people who work with children and young people. We work in nurseries and schools across the UK with our evidence-based programmes and run two special schools for children with the most severe and complex needs. We share our expertise and knowledge to increase awareness of communication difficulties and inform policy making.

I CAN's evidence-based programmes and training aim to provide practical help and support at every age and stage of a child's and young person's life. We work directly with the people who educate, care for, support and advise children and families. All our approaches are based on the best evidence available to ensure that children receive help that will get results. Our programmes are designed to help schools to meet Ofsted's focus on developing and using pupils' communication skills and to support settings and schools to narrow the gap between the lowest and highest attainment. Many of I CAN's programmes and training use a cascade model. We have a network of expert Licensees across the UK, able to respond to local needs quickly and flexibly.

For more information about I CAN and Dawn House School, please visit www.ican.org.uk or www.talkingpoint.org.uk

Job description

POST:	School Finance and Business Manager
ACCOUNTABLE TO:	Principal
RESPONSIBLE FOR:	Administration, Catering, Domestic and Premises Teams
DEPARTMENT:	Dawn House School

Role:

The SFBM will lead and manage all aspects of the day-to-day running of the school as well as the management of the financial, administrative, catering, domestics and premises teams to fulfil the duties and responsibilities as detailed below. The SFBM will report directly to the Principal on the impact of the teams they are responsible for ensuring the highest quality and standards are maintained. The role will also work closely with I CAN's Finance team, the Directors of Corporate and Education services.

Main Duties and Responsibilities:

1. Senior Leadership Team

- Assume the responsibilities associated with being a member of the Senior Leadership Group (SLG).
- Meet with the Principal to discuss and monitor key aspects of the whole School Strategic Plan, to establish and implement the School Development and Improvement Plan, to improve school policies and processes and to give advice to ensure that all decisions made make the best possible use of financial resources available for the future development of the school and I CAN.
- Take an active role in the deliberations of all key policy making groups, including the Local Governing Body, Director of Corporate and Educational Services for I CAN, and meeting of senior School leaders with the key responsibility for ensuring the school services are effective, efficient and in line with probity and governance requirements.
- Meet senior leaders regularly to monitor the effectiveness of how resources are managed to deliver good results in learning and high levels of achievement for the school.
- Meet regularly with senior leaders to assist with the recruitment, performance management/ appraisal, and training.
- Evaluate past patterns of services and consider trends and developments likely to affect future school service demand and share with SLG and central office finance team for decision-making.
- With the finance team at Central Office establish a business and financial planning process to deliver the school's strategic objectives and I CAN requirements including a financial strategy regarding sustainable finances, a robust annual budget process that ensures financial balance and a monitoring process that enables delivery of this. Ensure that these are subject to regular review to confirm the continuing relevance of assumptions used.
- Responsible for monthly and ad hoc reporting to central office finance team

2. Finance - Budgeting

- Work with the Principal, Directors for Corporate Services and Education, CFO and Senior Leadership Team to ensure compliance with legal, regulatory, ethical and social requirements.
- Plan, lead and implement organisational change regarding financial matters.
- Build capacity for organisational change in relation to financial compliance with legal and regulatory requirements.
- Build, develop and lead a team to ensure good financial delivery through the delegating of tasks and the prioritisation of tasks and job requirements effectively.
- Work with the Principal, Directors of Corporate services and Education, CFO, Governing Board and Senior Leadership Team in key aspects of Strategic planning, through the provision of informed advice and assistance with the oversight of the financial dimension of all whole school developments.
- Provide guidance to the Local Governing Body to enable them to be compliant with legal, regulatory, ethical and social requirements associated with financial services.
- Identify typical risks relating to financial dealings and apply proportionate containment measures for those encountered within the school's financial operations. Ensure that budget calculations are robust and reserves adequate.
- Ensure that opportunities and risks are fully considered, and decisions are aligned with the overall financial strategy when shared with the Principal, Director of Corporate Services and Education and Local Governing Body.
- Develop an on-going awareness of current and emerging trends and developments in education policy, nationally and locally and identify potentially financial pressures and modifications that may need to be put in place.
- Consider all financial implications of workforce planning and prepare alternative financial scenarios to support decision-making. Undertake effective procurement processes to ensure value for money.
- Help and advise the budget holders with all financial concerns regarding their role.
- In-depth knowledge of government guidance including Pupil Premium, 16-19 Bursary Funding, PE/Sports Grants, USM and FSM Funding, LAC and SEN Funding, Safeguarding Legislation and Ofsted and Audit regulations.

3. Finance - Operations

- Assist the Director of Corporate Services and central office finance team with the school accounting function, ensuring its efficient operation according to agreed procedures
- Authorise with the Principal the ordering and processing for payment of goods and services provided to the school within the budget.
- Monitor and ensure correct coding of invoices, orders and expenses.
- Maintain contracts register.
- Monitor the operation of petty cash ensuring a full reconciliation is undertaken at least once a month.
- Ensure security over cash and other school assets.
- Maintain an assets register/inventory.

- Authorise school invoices and ensure effective and timely collection of fees and other dues. Ensure and review internal control of all financial matters and preparation of audit material.
- Ensure familiarity with audit regulations and present financial records for audit on request.
- Ensure maximum income generation for the school, working closely with I CAN Philanthropy team and central office services.
- Process insurance claims that arise relating to damage to premises, pupil school trips, public/staff/pupil claims to personal property, public liability and employee negligence. Process lettings income and ensure payments are received on a timely basis. Attend Local Governing Board meetings and provide information as and when required.
- Ensure all returns to local authorities are accurate

4. School Catering

- Oversee the work of the Catering Manager to ensure that catering provision provides best quality food and best value service to the pupils and the school.

5. Personnel/HR

- Working with Central Office HR team, give advice to the Local Governing Body, Principal and SLG on assessment of salaries, contracts, expenses, sickness and maternity matters.
- Direct Line Manager for Premises and Domestic Manager and Admin team.
- Assist and monitor the recruitment, professional development, appraisal and training of administrative, finance, domestic, catering and premises teams.
- Oversee the Single Central Record.
- Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery.
- With the Central Office HR Team oversee the advertising, recruitment and induction of all staff.
- Ensure the accuracy and prompt return of annual staff returns.
- Embed financial competencies in person specifications and appraisals as appropriate to job roles.
- Assist central office HR with personnel matters including grading profile reviews, recording of annual holiday entitlements, timesheets and working hours for those on 52 week and term time only contracts.

6. Admin and Office Management

- Assess and monitor the effectiveness of the administration team to ensure the highest possible standards of work are achieved.
- Manage, review and advise on the operation of existing administrative and financial systems and the introduction of new systems to meet the needs of the school, within I CAN guidelines and policy.
- Deal appropriately and build warm relationships with members of the public, representatives of companies, professionals from a range of organisations and supply agencies.
- Advise parents and pupils on school policies and procedures.
- Ensure the school complies with GDPR.

- Have a working knowledge of the school telecommunication system and print solution, reporting any faults or alterations as required.
- Oversee the management of the school reprographics function.
- Ensure all regulations are complied with regarding Minibus operation including Insurances, Servicing, MOT, Tax, Breakdown cover, Petrol Account cards and driver records, including MIDAS training.
- Take responsibility for initiating emergency procedures within the office environment.
- Consult with Senior Leadership Team regarding new, enhanced and obsolete technologies to ensure that the offices, telephone and communication aids are efficient and fit for purpose.

7. Premises/Health & Safety/Site Management

- Monitor and assess ensuring a safe, secure and clean environment for the pupils, staff and visitors to the school site.
- Define, develop and identify with the Local Governing Body and Head of Premises minor/major building works, maintaining an on-going annual works schedule for the site.
- Working with the central office team obtain external funding for required projects, submission of bids from Government or external sponsors.
- Effectively monitor and analyse energy consumption, keeping an up to date record of annual utility consumption and advising I CAN central office where appropriate.
- Manage building and maintenance projects (both in and outside term time) and maintain accurate information to assist effective monitoring to achieve the successful completion of the projects within budget.
- Ensure the continuing availability of utilities, site services and equipment.
- Review the schools Health and Safety Policy in conjunction with I CAN central office and ensure Health and Safety legislation, regulation and codes of practice are complied with on behalf of the Principal.
- Undertake regular consultation with colleagues and stakeholders regarding health and safety issues.
- Conduct health and safety risk assessments of the workplace.
- Along with the Premises manager identify, assess and control health and safety risks.
- Assist in the creation and maintenance of policy documents i.e. Health & Safety, Risk Management, Emergency Planning, Procurement, Premises, and Asset Management.
- Develop and maintain a working relationship with the Head of Premises, Lead for H&S, H&S Consultants and Fire Safety Officers as required.
- Liaise with the Head of Premises on all premise's matters.
- Review the school's Critical Incident Plan and Business Resilience Plan in conjunction with SLT.
- Develop relationship and work with ICAN Philanthropy Team

8. Security

- School key holder with responsibility to respond to police/fire/alarm calls out when required.

- Ensure the school safe is locked when not in use and that the contents fall within the school insurance limits.
- Ensure the transportation of cash falls within the agreed procedures.
- Liaise with Police and enforcement agencies where necessary.

Equal Opportunities:

- To promote equal opportunities in Education in order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

Generic Staff Requirements:

- Uphold the professional standards expected of every member of school staff in all dealings with colleagues, students, parents / carers and the wider community.
- Adhere to the principles expressed in the aims of the school and its mission statement.
- Consistently apply the school behaviour policy to support all colleagues in establishing high standards of behaviour from students, and in order that students have parity of treatment and expectations in all areas of the school.
- Observe school rules relating to the safeguarding of students, health and safety requirements, and equality policies.
- Participate fully in the school Performance Management process, engaging in professional development activities, which enhance personal performance, fulfil personal potential and contribute effectively to the implementation of the school's goal to be an outstanding place of learning.
- Uphold the professional standards of dress, behaviour, attitudes and team spirit which will ensure the Dawn House School is a pleasant, positive place to learn and work.
- Actively contribute to the continued development of the School by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply school policies in all aspects of the role.
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a growing and developing school which requires flexibility in all of its employees.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Principal in conjunction with the Directors of Corporate Services and Education to reflect or anticipate changes in the job commensurate with the grade and job title.

All postholders are accountable through the I CAN Performance Management Policy. The Governors and Trustees of I CAN are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

I CAN is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school and I CAN as a whole.

Person specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Educated to degree level or equivalent in management or business or equivalent related professional qualification or qualified through experience • Evidence on ongoing professional development • Evidence of further professional development e.g. Certificate and/ or Diploma in School Business Management (or working towards one of these qualifications) 	<ul style="list-style-type: none"> • Professional qualification in finance or accounting e.g. CCAB – Accountancy, CIPFA, AAT, ACCA
Experience	<ul style="list-style-type: none"> • Experience of working in a senior/middle management position in the public or private sector in administration and/or finance • Knowledge and experience of financial and budget management procedures (budgets exceeding £1m) • Experience of budgeting and benchmarking services to ensure value for money • Knowledge and experience of management and administrative procedures • Knowledge and experience of human resource management, leading and managing multi-disciplinary teams and the employee appraisal process 	<ul style="list-style-type: none"> • Experience of budgeting and benchmarking services to ensure value for money • Experience of working effectively with a wide range of external partners • Experience of working in school or further

	<ul style="list-style-type: none"> • Experience of project management and contract negotiation • Successful experience of securing additional funding • Experience of supporting organisations through change and transition • Experience of acting in a collegiate manner as part of a leadership team 	<p>education settings</p> <ul style="list-style-type: none"> • Experience of managing multiple disciplinary teams
Knowledge and skills	<ul style="list-style-type: none"> • A working knowledge of relevant legislation (e.g. equal opportunities, Health & Safety, Fire Safety, Premises Management, Data Protection) • An understanding of school management issues and the role of the Governing Body • A working understanding of appropriate legislation around financial management, health and safety and premises management • An understanding of local authority organisations and how they operate • Able to use a range of ICT packages and proficient in the use of MS Excel spreadsheets and computer based accounting packages • Highly developed interpersonal skills including influencing skills • Able to work as part of a high performing team and direct, prioritise, plan and coordinate the work of others • Demonstrate leadership skills and be able to motivate and encourage teamwork and constructively challenge the work of self and others to continually improve • Ability to work under pressure and meet deadlines • Flexibility and a willingness to adapt to changing circumstances • Strong organisational skills and record keeping skills • Strong literacy, numeracy and ICT skills • Ability to gather information and report accurately to enable informed decision making • Honesty, reliability, integrity and commitment • Enthusiasm and capacity for hard work • Excellent attendance record • Personable, yet tough. Adept at challenging in an appropriate and supportive manner 	<ul style="list-style-type: none"> • Knowledge of management information systems, database and spreadsheet applications • Knowledge of accessing and returning statistical information required by EFA, DfE, LA or similar bodies • A working knowledge of Premises/ Facilities management • Knowledge and understanding of the education sector

	<ul style="list-style-type: none"> • Ability to forge and develop good working relationships 	
Other Factors	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of young people • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service • Commitment to the ethos and practices of the school and of I CAN • Willingness to travel to other I CAN sites as and when required 	<ul style="list-style-type: none"> •

I CAN
Summary of Terms and Conditions of Employment and Benefits

Job Title:	Finance and School Business Manager
Start Date:	As soon as possible
Location:	Dawn House School, Rainworth
Annual Salary:	£37,567
Hours:	35 hours per week, 52 weeks per year
Annual Leave:	25 days to be taken and incorporated into the school closure period
Disclosure & Baring Service Check:	The successful candidate's employment is subject to an enhanced DBS and barred list check
Probation Period:	There is a 6-month probationary period for this post
Pension:	After 3 months, staff employed on a continuing contract, or temporary contract of minimum 6 months, are entitled to join the I CAN group pension scheme with Aviva. Employer contributions 4.5%, and the minimum employee contribution is 3%.
Life Assurance	For members of the DC pension scheme only: Life cover for 4 x annual salary. Members of Teachers Pension have life insurance cover as part of that scheme.
Perkbox:	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards and a confidential employee assistance helpline.
Free Annual Flu Vaccination:	Free annual flu vaccination for all I CAN employees.
Payroll Giving	By joining the payroll giving scheme, you can donate to your chosen charity directly from your pay before tax is deducted.
Season Ticket Loan	I CAN offer eligible employees an interest free loan for the purchase of a season ticket for travel between home and Central Office/ the School.
Bike Loan	I CAN offer eligible employees an interest free loan for the purchase of a bicycle for commuting to work.

Application Form for Employment



Please return to: Dawn House School, Helmsley Road, Rainworth,
Nottinghamshire NG21 0DQ

Email: j.huddleston@dawnhouse-ican.notts.sch.uk **Tel:** 01623 795361

Please complete this form in full supplemented by additional sheets if necessary. **CVs WILL NOT BE ACCEPTED**

Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:

- You have given us your consent
- We must process it to comply with our legal obligations
- We need to process it for our legitimate interests

Position applied for: Finance and School Business Manager	Closing Date: 10/7/20 5pm
Where did you see this job advertised?	

Personal details:

Last Name:	Title: (Mr/Mrs/Miss/Ms/Dr/Prof)	First names: (for official purposes)
Address:		Preferred name: (name you wish to be known as)
Post code:		
E-mail address:		Mobile number:
<i>If you are a Teacher, please provide:</i> TRN / DfE number:		
Are you subject to a General Teaching Council sanction or restriction?		

Employment:

Name of current/ last employer:		
Job title and description of your current job and key responsibilities:	Start date:	End date:
Current /Final Salary:		
What period of notice are you required to give to your present employer?		
Reason for leaving:		

Previous Employment:

Start Date	End Date	Job Title	Employer (please also provide name of school if applicable)	Reason for Leaving

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Gaps in employment history:

Please account for gaps in your employment history (in chronological order) in the space provided below.

Education and Qualifications:

Start Date	End Date	Name of School/College/University/ provider	Subject	Qualification gained and grade

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Training:

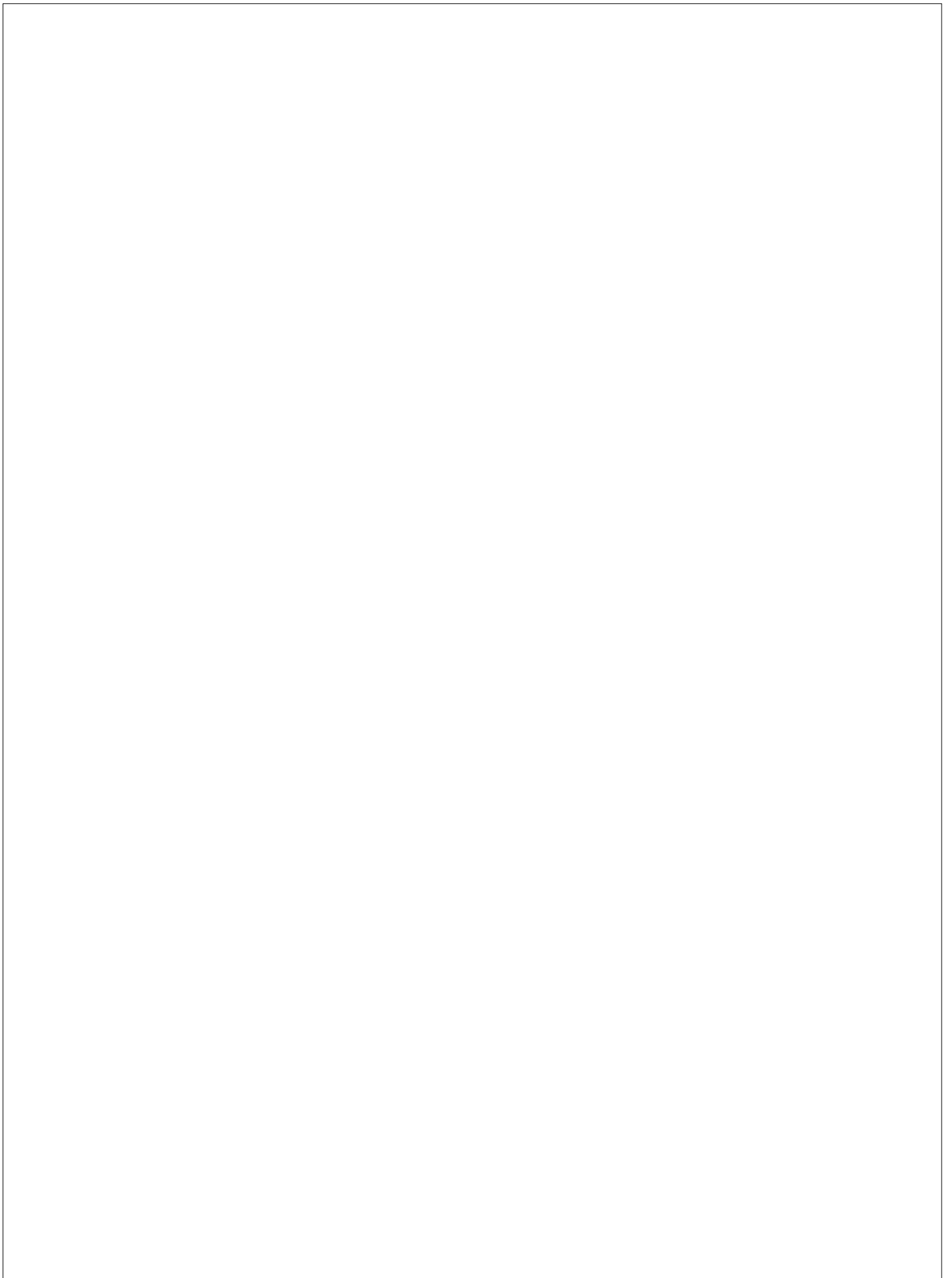
Date	Topic Covered	Training Provider

Professional Membership/Registration:

Issuing Body	Registration Number	Expiry Date

Suitability:

Please assess yourself against the requirement of the Person Specification, giving examples of how you meet the defined criteria. Ensure you are concise and to the point. You may continue on additional sheets if necessary.



Referees:

Please give names of **2 people** who are able to comment on your suitability for this post. One must be your present or last employer. If you've not previously been employed, please provide details of another suitable referee.

I CAN reserves the right to seek any additional references we deem appropriate. Please let your referees know that you've listed them as a referee, and to expect a request for a reference should you be shortlisted. If either of your referees knows you by a different name, please state:

If you don't wish us to contact your referees without your prior agreement, please tick this box: .

1.	Name:	Telephone number:
	Capacity known to you:	
	Address:	Confidential fax number:
		E-mail address:
2.	Name:	Telephone number:
	Capacity known to you:	
	Address:	Confidential fax number:
		E-mail address:

Additional Information:

Please give below any further information that is relevant to your application, e.g.: your application is for a job share; periods of time when you would be unavailable for interview; any special requirements

Relationships:

Are you related to or acquainted with any of the Trustees, governors, staff or pupils of I CAN? If so, please provide details:

If you have a relationship with a governor, trustee or employee, this does not necessarily prevent them

Right to Work in the UK:

I CAN will require you to provide evidence of your right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. By signing this application, you agree to provide such evidence when requested.

Do you require permission to work in the UK? Yes

☐

No

☐

If “Yes”, please state the permission you have to work in the UK (e.g. visa type and visa expiry date)

Disclosure and Barring and childcare disqualification:

I CAN is legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The DBS check will reveal both spent and unspent convictions, cautions, and bind-overs as well as pending prosecutions, which aren’t “protected” under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

We’ll use the DBS check to ensure we comply with the Childcare Disqualification Regulations

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and I CAN’s privacy statement, found at www.ican.org.uk/working-for-us

Do you have a DBS certificate?: . Yes .No

Date of check:

If you’ve lived or worked outside of the UK in the last, I CAN may require additional information in order to comply with ‘safer recruitment’ requirements. If you answer ‘yes’ to the question below, we may contact you for additional information in due course.

Have you lived or worked outside of the UK in the last 5 years?: . Yes .No

I confirm that the information given on this form is, to the best of my knowledge and belief, true and complete. I also give my consent to the processing of my personal data by computer or other means in relation to my job application and possible future employment.

Signed.....

Date.....

