



Bryn Elia

Recruitment Pack

School Business Leader

Achievement for All
Llwyddiant i Bawb

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Dear Applicant,

Thank you for your interest in our School Business Leader vacancy. The Headteacher and governing body of Ysgol Bryn Elan is looking to appoint an inspirational and visionary leader for the School Business and Finance department.

The school is a recognised Centre of Excellence for inclusion, a status awarded to the school in January 2022 by IQM and retained after a robust assessment in 2023, 2024 and 2025.

We want to continue to offer our pupils a broad and interesting curriculum which helps widen their horizons and raise aspirations, as articulated in the school's aims and objectives. We hope a new School Business Leader will bring exciting, innovative and inclusive practices to our team and will enjoy the new benefits and challenges of working at this exceptional school.

Here, you will find committed staff, strong leadership, keen and eager children who love to learn and many parents and carers who value and support their school community. You will inspire confidence and build trust in all of our stakeholders, particularly our children.

While this role will undoubtedly bring with it challenges, it is also incredibly rewarding. It provides an opportunity for creativity and innovation suitable for someone who is highly motivated and visionary. At a time where funding is a struggle in many schools, the next steps of the department are ripe for innovation, exploration and development for a positive, forward thinking leader.

We are really looking forward to the next step of our journey together; if you feel you are the person to lead us, we do encourage you to apply.

A handwritten signature in black ink, appearing to read 'L. Hastings', with a stylized flourish at the end.

Mrs L. Hastings
Headteacher

Where is Ysgol Bryn Elia Based?

The school is located in the heart of the North Wales coast in Old Colwyn, Colwyn Bay in the beautiful county of Conwy. We are an English medium school who very much value the Welsh language and culture.

We have excellent road and rail links and are easily accessible from the cities of Chester, Manchester or Liverpool.

Although we have six cluster schools who feed into Ysgol Bryn Elia, the reality is that our learners come to us from in excess of 25 primary schools, which is why we are oversubscribed. We value our learners and the communities where they live very much. The support of our parent body is very important to us.

Teaching and learning is a constant priority for us as a school and we firmly believe in researching pedagogical practices and the science of teaching to inform all that we do.

We have an active School Council who drive forward the learner agenda. Our Eco-Committee have also recently been successful in the renewal of the Eco-School's Green Flag Platinum Award – something the committee and the school are very proud of.

School Building & Resources

The school was built to open in 1976 on top of a hill with very impressive, far reaching views of the hills and out to the open sea. As a school we are always trying to find ways to improve the school's facilities and, over the last 36 months, we have managed to enable:

- The upgrading of tiered seating and redecoration of the school's theatre
- The refurbishment of a further Science laboratory
- The refurnishing of the Staff Room area
- Decoration of key main corridors and classrooms to include new furniture
- Submission of a Grant for a £240,000 replacement of Astroturf pitch to state-of-the-art 3G pitch
- Construction of a new multi-use games area
- Installation of solar panels to reduce long-term costs.

In addition to these exciting projects, Ysgol Bryn Elia is well equipped to cater for all the academic, creative and sporting needs of our students. We have a range of modern educational facilities to include:

- An impressive and well-resourced Sports Hall
- Large attractive campus on the edge of open fields
- All-weather sports pitches and tennis courts
- An eco-garden
- A fully equipped theatre to enable full-scale theatrical productions
- All departments have access to class electronic devices such as laptops or Chromebooks
- All classes have whiteboards and projectors and many have interactive T.V.s
- Design and technology suites with state-of-the-art equipment
- A bright and cheerful reading environment in our Library
- Forest School and links with the National Trust

Job Purpose

The School Business Manager is the school's leading support staff professional and works as part of the Senior Team to assist the Head Teacher in her duty to ensure that the school meets its educational aims.

- The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school
- The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives
- The School Business Manager is responsible for the financial resource management, administration management, management information and IT, human resource management, facility & property management and health & safety management of the School.

General Duties - Leadership and Strategy

- Attend Senior Leadership Team meetings as required, full Governing Body and appropriate Governors sub-committee meetings
- Negotiate and influence strategic business decision making within the school's Senior Leadership Team
- In the absence of the Head Teacher, take delegated responsibility for financial and other decisions
- Plan and manage change in accordance with the school development/strategic plan
- To lead and manage school support staff in conjunction with relevant line

managers.

Financial Resource Management

Purpose: To manage the financial resources of the school including the oversight and day to day maintenance, budget modelling and all areas of financial probity.

- Evaluate information and consult with the senior leadership team and Governors to prepare a balanced budget for school activity
- Submit the proposed budget to the Head Teacher and Governors for approval and assist overall financial planning process
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Head Teacher and Governors of the causes of significant variance to prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
- To monitor and track Grant Expenditure and ensure these are linked to school improvement priorities
- Seek and make use of specialist financial expertise
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.

Human Resource Management

- Manage Payroll
- Ensure the school's equality policy is clearly communicated to all staff in school
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and

- regulatory requirements
- Manage recruitment, performance management, appraisal and development for all support staff
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff
- Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice
- Keep a record of all policies and when they should be updated
- Monitor the way policies and procedures are actioned and provide support and where necessary seek and make use of specialist expertise in relation to HR issues
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities.

Health and Safety/Facilities and property Management

- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Act as the school's Health & Safety Co-ordinator
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with staff on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the senior leadership team, Governors,

LA and where appropriate the Health & Safety Executive

- Ensure the maximum level of security consistent with the ethos of the school.

Administration Management

Purpose: Manage the whole school administrative function and lead support staff, in conjunction with relevant line managers

- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
- Manage systems and link processes that interact across the school to form complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the LA and WG and other agencies and stakeholders within statutory guidelines.

Job Description

Post Title: School Business Leader

Salary: GO10, Full Time. Starting Salary £47,754.

Line Manager: Headteacher

Role and Responsibilities:

- To contribute to the overall organisation, management and direction of the business and financial aspects of the school.
- To maintain oversight of designated areas of whole school organisation and development and to take responsibility for a range of specific duties and tasks, as outlined below.
- To share responsibility, with the Head Teacher(s) and the School Leadership Team, for monitoring and evaluating school progress against the stated objectives and targets of the School Development Plan in specific areas and for taking any additional actions as may be agreed to be necessary.

Liaising with: Headteacher, School Governors and the Senior Leadership Team.

Working Time: 8am to 4pm Mondays to Thursday, 8am to 3.30pm Fridays.

Disclosure level: Enhanced

Main Duties

Financial Management

- To prepare an annual budget, in liaison with the Head Teacher, to be submitted to the Governing Body and to provide specific expertise and advice in long-term financial management and planning.
- To ensure the school has appropriate financial systems, managing delegated aspects of the school's finances and to be responsible for the effective management of these systems and administration, ensuring compliance with Financial Regulations.
- To be responsible for a record keeping system that enables accurate analyses of the school budget as required, and to prepare and present financial statements and reports in accordance with requirements, including clear and informative presentations to the Governing Body, Committees, and the School Leadership Team.
- To advise school budget holders and ensure that budgets are monitored and managed effectively.
- To ensure that quotations for the supply of goods and services to the school are obtained; that prices are negotiated with suppliers and contractors as required and that goods and services are ordered, received and paid for in accordance with the school's Financial Regulations.
- To ensure that the school holds appropriate insurance cover and other licences as may be required.
- To identify and pursue sources of funding, sponsorship and grants.
- To write bids for funding as required by outside bodies.
- To initiate and manage audit procedures to comply with all audit requirements.

- To attend Governing Body meetings as required.
- To oversee the school's payroll arrangements, ensuring accurate and efficient processes are in place.
- To evaluate the cost effectiveness and performance of Service Level Agreements held by the school.

Administration and Management of Information Systems across the school

The Business Manager will be responsible for delegated aspects of administration across the school.

Specific responsibilities include:

- To line manage support and administrative staff to help ensure the efficient and effective running of the school buildings and grounds.
- To manage and update the website
- To ensure all necessary statistical returns are carried out.

Personnel Management

- To be responsible for the administration of personnel matters, including appointments, contracts of employment, DBS and medical checks, conditions of service, and discipline and grievance matters, making recommendations as necessary to the Headteacher and Governing Body, and to participate in the recruitment of support staff.
- To be the primary point of contact between the school and its HR legal advisors and employment liability insurers.
- To ensure the upkeep of accurate staff confidential records.
- To ensure the DBS central record is kept up to date.
- To be responsible for administrative staff, technical staff, catering staff, the caretaker and cleaning staff.
- To ensure all relevant personnel policies, legal and regulatory procedures are in place and adhered to.

Site Management

- To consult with the Headteacher, ensuring that an appropriate programme of capital improvements, of planned maintenance and decoration, and of security and cleaning is in place and is being carried out.
- To oversee premises related projects, ensuring that all necessary paperwork is completed and permissions granted.
- To liaise with outside contractors as necessary.
- To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering.
- To be responsible for the school kitchens, including, cleaning and maintenance of equipment.
- In liaison with the Caretaker to ensure that arrangements are in place with regard to the security of the building and out of hours/holiday key holder arrangements.

Health & Safety

- To keep school Health and Safety policies under review and to ensure that all required procedures are in place and observed, including risk assessments and training records.
- In liaison with the caretaker and other office staff, ensure that all required maintenance checks are carried out at the required intervals.
- Plan, instigate and maintain records of fire practises and alarm tests.

Professional development

- To take responsibility for one's own professional development in order to ensure continued effectiveness in the role.
- To participate in the Professional Development Review arrangements of the school.

General responsibilities

- To participate in Staff Training Days and other training opportunities as required.
- To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines.
- To contribute to the School Development Plan.
- To provide support as relevant to the Headteacher.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Qualifications	Essential	Desirable
Degree or other relevant qualification-ideally in an accountancy, business manager or related discipline	●	
School Business Manager qualification		●
Health and Safety (IOSH)		●
RELEVANT EXPERIENCE		
Successful leadership and management experiences in a school, or relevant field outside of education	●	
Managing / contributing to the management of health and safety in an organisation		●
Line management of others	●	
Procurement to ensure best value including service level agreements and contracts		●
Working with a governing body / management committee		●
Project management including feasibility, planning, implementation and evaluation.	●	
Site management		●
KNOWLEDGE AND PROFESSIONAL SKILLS		
Expert knowledge and practical application of financial management	●	
Able to use finance packages / range of ICT packages	●	
Confident in use of SIMS and Sage or similar systems		●
Excellent use of MS Office including Excel	●	
Up to date knowledge and practical application of GDPR legislation	●	
Good communicator both within the school and externally.	●	
Excellent literacy and numeracy skills.	●	

Person Specification

PERSONAL SKILLS, QUALITIES AND ATTRIBUTES	Essential	Desirable
A team player	●	
Methodical, systematic and accurate	●	
Ability to work under pressure and to tight deadlines	●	
Ability and willingness to work with a wide range of people and build positive working relationships.	●	
Ability to develop, empower and support individuals and teams to recognise and promote excellence and the skills and resilience to challenge poor performance effectively	●	
Ability to prioritise, plan and organise own time very effectively and support others to do the same	●	
Having vision and ambition with the ability to think strategically	●	
Passionate about inclusive education and ensuring achievement for all	●	
Leading by example and enthusiasm, sensitivity and integrity	●	
Ability to communicate orally and in written form effectively to a range of audiences	●	
Ability to engage with all stakeholders in a wide range of situations and the ability to resolve conflicts with empathy	●	
Personable, approachable whilst still inspiring respect and personal and professional credibility	●	
Ability to develop the leadership skills of others	●	

Overarching Statements

Ysgol Bryn Elan is a school committed to safeguarding in all its guises and places an expectation on all involved in the Bryn Elan community to share this commitment. Teaching staff at Ysgol Bryn Elan undertake their job specifications with due regard to the National Standards for Qualified Teachers and the STPCD.



Pastoral System Organisation

Each year group at Key Stage 3 and 4 at Ysgol Bryn Elan have a Pastoral Progress Leader, who are teachers leading the pastoral system for each year group. They are assisted by full time Learning Mentors who are non-teachers and therefore have no timetable commitments.

In addition, we have an Education Welfare Officer and an Attendance Support Worker who work with our learners.

In addition to the County Council's school-based counsellors we employ our own counsellor to help and support our learners.

All of our pastoral teams are Mental Health First Aid trained.

The Sixth Form is led by the Director of Sixth Form studies assisted by a Learning Mentor.

How to Apply

Deadline for applications: 02/06/25 12pm

Interview date: 06/06/25

Vacancy published on: 13/05/25

Start date: ASAP

Contact: Gemma Parry

Telephone: 01492 518215

Please apply using the application form accompanying this pack, along with an accompanying letter of application.

Please return forms via email to ParryG128@ysgolbrynelian.cymru or by post to:

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