



WADE DEACON  
HIGH SCHOOL

A COMMITMENT TO EXCELLENCE

# SCHOOL BUSINESS MANAGER

## APPLICATION INFORMATION

Closing date: Wednesday 16<sup>th</sup> October at 9am

Salary: SCP 48 – 51, £57,316 - £60,796

Recruitment Evening: Tuesday 8<sup>th</sup> October

Exceptional  
Values

Exceptional  
Learning &  
Teaching

Exceptional  
Achievement

[WWW.WADEDEACON.CO.UK](http://WWW.WADEDEACON.CO.UK)



MEMBER OF THE  
WADE DEACON TRUST

# School Business Manager

## JOB SUMMARY

**SALARY:** NJC Grade SCP48 - 51 (£57,316 - £60,796)

**START DATE:** as soon as possible

**WORKING PATTERN:**  
Full time, whole year

**CONTRACT:**  
Permanent

We are seeking a dedicated and passionate School Business Manager to join our Outstanding School. This role is crucial to the strategic development of the school, helping to achieve outstanding educational outcomes for our students by leading efficient and effective business and support services. You will oversee the established business support functions, including the Finance, HR, IT, Facilities & Marketing teams. As an essential member of the Senior Leadership Team, you will play a strategic role in shaping our operational framework, leading projects, and fostering a positive environment for both staff and students.

We can offer the successful candidate an opportunity to work with highly trained and supportive staff, as well as a whole school commitment to professional development, since we believe that staff development is a fundamental aspect in raising standards further for our students. Our school community is also a highly rewarding place to work. A comprehensive programme of CPD and a commitment to wellbeing supports colleagues at all career stages; through the School and the Trust, we provide excellent career opportunities for our staff. Colleagues seeking a varied, challenging and rewarding career can find this in the Wade Deacon family.

Prospective candidates are welcome to attend our Recruitment Open Evening on Tuesday 8th October 4pm-6pm. There will be an opportunity to tour the school, meet the team and ask any questions. Please register your interest in attending by contacting Miss C Rutland by email: [c.rutland@wadedeacon.co.uk](mailto:c.rutland@wadedeacon.co.uk) or telephone: 0151 423 2721.

[CLICK HERE](#)  
TO FIND OUT  
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ABOUT  
SUPPORT  
STAFF AT  
WADE  
DEACON



# School Business Manager

## JOB SUMMARY

Wade Deacon High School is friendly, dynamic and innovative. Our latest OFSTED report from November 2022 described us as "an Outstanding School" in all areas, praising the school for providing pupils with a 'first-rate education' and an 'aspirational curriculum', describing pupils as 'extremely happy' and their behaviour as 'exemplary'.

We pride ourselves on the quality and diversity of our curriculum, including our personal development and extracurricular provision which not only enable our students to enjoy their learning but also allows them to be able to meet the many challenges that they will face in the future, understanding the wider world and their place within it.

Above all else, we are a school that believes that every student, regardless of their context or starting point, can and should achieve their full potential. If you believe that you have the motivation, belief and leadership quality to contribute to our future success, we would welcome an application from you.

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974, and is subject to an enhanced DBS check and satisfactory medical clearance.

Our online application form and further details are available via the school website: [www.wadedeacon.co.uk](http://www.wadedeacon.co.uk)



# School Business Manager

## JOB SUMMARY

The successful candidate will be supported by 4 experienced leaders of the respective business functions, they are:

### Senior Leader of HR and Administration;

The Senior Leader of HR and Administration leads the Professional HR function, taking charge of Payroll and HR Administration within the school. In addition, the role involves the leadership, management, and development of all administration staff who provide essential administrative and technical support to the primary purpose of the school, which is to enhance student achievement and provide quality teaching and learning.

### ICT Network Manager;

The ICT Network Manager leads on the technical provision of all aspects of ICT to ensure that effective teaching and learning can take place and school operations are successfully implemented. This includes managing the multi-server network and resolving any network or equipment failures.

### Finance Officer;

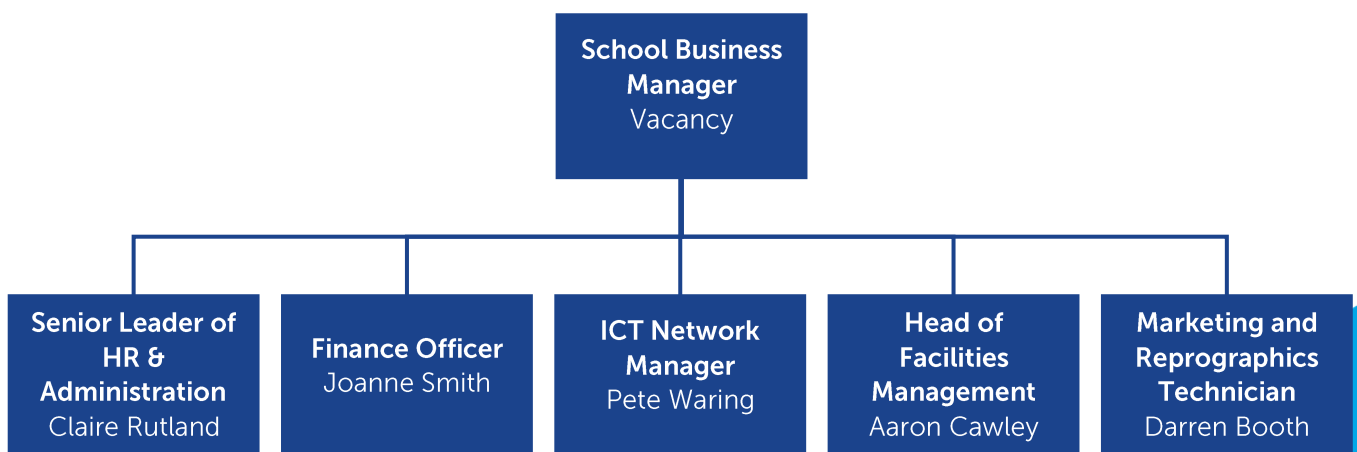
The Finance Officer provides a comprehensive service for all aspects of financial support for the school adhering at all times to the required financial guidelines, monitoring budgets and reporting to budget holders, ensuring robust financial records are maintained.

### Head of Facilities Management;

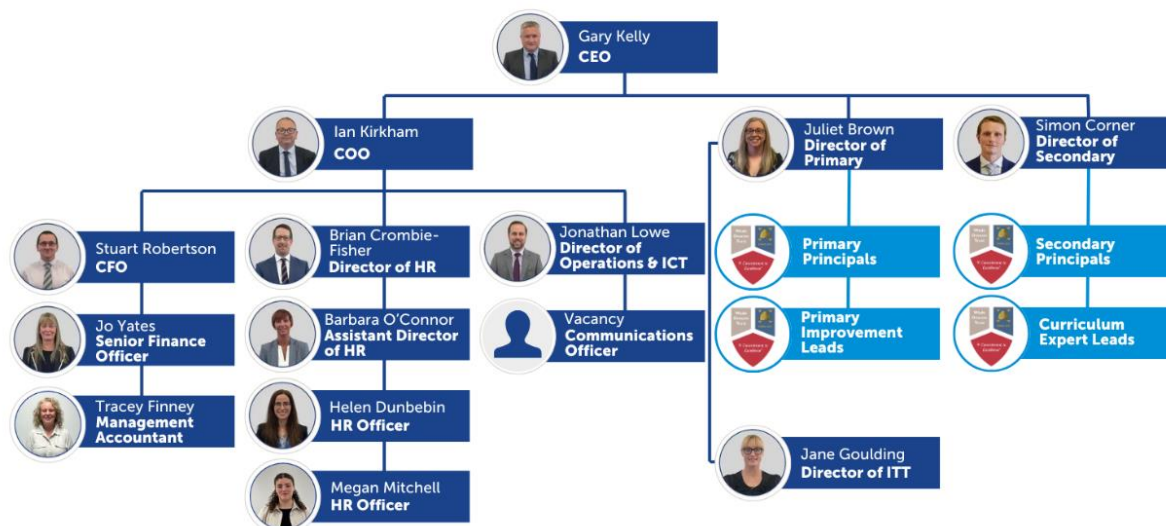
The Head of Facilities is involved in the strategic planning and day to day operations of the building and grounds maintenance. Managing a team of caretakers across the school site providing staff and rota management as well as monitoring workflow to identify opportunities for improvement whilst ensuring the school site is secure and safe at all times.

### Marketing and Reprographics Technician;

The Marketing and Reprographics Technician is responsible for delivering professional reprographic, clerical, and photographic services; to assist teachers in creating an exceptional learning environment through school-wide displays; to support and contribute to all facets of school marketing; ensuring materials and communications media are up to date and relevant to the School.



# ABOUT THE TRUST CENTRAL TEAM



The Wade Deacon Trust Central team comprises of qualified professionals with a wealth of experience in delivering services across Finance, HR, Operations and Initial Teacher Training. Whilst the School Business Manager will be responsible for the operations of the school, the Central Team can provide specialist advice in;

**Operations;** Data Protection (GDPR), Governance, Educational Visits Co-ordination, Estates Management, Marketing, Policy Support and Legal Services

**HR;** Recruitment, Disclosure and Barring Service checks, case work such as disciplinary, capability, grievances, and managing allegations against staff. Attendance management, performance management, staffing re-structures, local union engagement and attendance at any meeting/hearing as required.

**Finance;** Financial health checks including budget and systems reviews, policy and procedures review & updates, reviews of revenue streams and identification of commercial opportunities. Benchmarking curriculum and other spending. Curriculum Led Financial Planning, Insurance, Procurement and Financial training.

# EXECUTIVE PRINCIPAL'S WELCOME

Thank you for your interest in the post of School Business Manager at Wade Deacon High School. I hope that the information contained within this pack provides sufficient information for you and helps you to decide if you have the right qualities, skills and experience to apply for the position.

I am extremely proud to be Executive Principal of this great school and, of course, I am so proud of our immensely talented students and our team of staff who make Wade Deacon High School the 'Outstanding', exciting and dynamic organisation that it is today. We are a school with a strong moral drive and purpose and understand our responsibilities in ensuring that, regardless of starting point, background or prior attainment, our students achieve their full potential and are well equipped to deal with life's many challenges when they leave us.

Our latest 'Outstanding' Ofsted report from November 2022 celebrates our wonderful students, staff and the exceptional school that serves our local community and whilst we have always known how truly exceptional our school is, we are delighted to have had this confirmed. We are especially proud of the feedback we received from the team of Inspectors about our students; who repeatedly praised our children, telling us that they 'behave impeccably well' and that they 'respect the uniqueness of individual people.' Whilst we know as a school that this is true of our students, it is always wonderful to hear such positive affirmations from external visitors.

We are an Outstanding 11-16 comprehensive school with 1620 students currently on roll. The school is heavily oversubscribed year on year and enjoys an enviable reputation, both locally and nationally. This reputation, and the respect that our local community holds for our school is symptomatic of the fact that we get the basics right: mutual respect and courtesy, exemplary standards across all strands of our students' work and impeccable uniform.

From each and every student, I ask for only three commitments: respect yourself and others, give the very best of yourself and believe in yourself and it is these commitments and the positive ways that our students embrace them, that creates the school's unique atmosphere and 'feel' which hopefully you will experience for yourself.



[CLICK HERE](#)  
FOR A  
WELCOME  
FROM THE  
EXECUTIVE  
PRINCIPAL

# EXECUTIVE PRINCIPAL'S WELCOME

The school's ethos of 'A Commitment to Excellence' and a focus on our Core Commitments of Exceptional Values, Exceptional Learning and Teaching and Exceptional Achievement provide the foundations for our success. A disciplined, supportive and purposeful learning environment allows our students to excel across the whole curriculum and become the exemplary citizens that we want them to be.

At Wade Deacon High School, we are fully committed to investing in our staff, and as a valued colleague, you will have access to high quality professional development through our exceptional programme of CPD. You will have opportunities to develop your expertise and experience within a learning environment that is supportive and also great fun.

It is a real privilege to work alongside such a talented body of professionals who work tirelessly to provide the best opportunities for our students every single day. If you feel that you have the vision, drive and energy to support and influence the school's continued development and work alongside the very best in the profession, then we would love to hear from you.

Kindest regards,

**Simon Corner**

Executive Principal



# ABOUT OUR SCHOOL

**Our History;** We are proud of our rich history and heritage. Wade Deacon High School traces its origins back to 1507 when the original grammar school was founded by Bishop William Smyth. The main building, with its art deco façade, was opened in 1931 as Wade Deacon Grammar School, named after Sir Henry Wade Deacon; a prominent local industrialist and politician. We are a school which proudly builds on these traditions while embracing the modern world.

**Our Community;** We are a proudly comprehensive and inclusive school unwaveringly committed to serving our local community. The majority of the students live very close to the school and our intake covers the full range of abilities and a spectrum of diverse backgrounds. The school is held in great affection by the local community and we work hard to ensure that this excellent relationship is preserved. We are heavily involved in a range of community events and fundraising projects throughout the year with numerous charity organisations benefiting from the generosity of the Wade Deacon Family. We have close and important links with many community groups, local organisations and charities.

**Our Students;** We could not be more proud of our students who maintain the highest standards, both in school and in the wider community in terms of their positive attitudes to learning, their behaviour, their respect and their uniform. Visitors to our school routinely comment on how impressed they

are with the conduct of our students, and our most recent Ofsted Inspection celebrated how our students 'fully live out the school's values' through their 'exemplary behaviour' and 'respectful interactions'. Our students are very happy at school, and very proud to be part of the Wade Deacon Family.

**The Wade Deacon Trust;** We are a key member of a family of schools working collaboratively as equal partners, with a Commitment to Excellence in all we do for the benefit of our students, our staff and our communities. We celebrate and maintain the uniqueness of each of our schools, learning from each other and our wider partnerships.



A GREAT  
PLACE TO  
LEARN



# WHY WORK AT WADE DEACON HIGH SCHOOL?

Wade Deacon High School provides an exciting and extremely rewarding environment in which you can develop your skills and, above all, enjoy your career. We are an incredibly supportive school and are always open to new ideas and developments that will improve and enhance the quality of education for our students.

As a valued member of our team, you will enjoy the rewards of working alongside equally enthusiastic, dynamic and talented colleagues who thrive in an organisation that cares about them and takes care of them.

You will quickly immerse yourself into an environment that will celebrate your successes and put your wellbeing at the heart of your experience here. You will be part of a team who understands that trying new things is encouraged and that things not going to plan is all part of the process. You will be given the freedom to explore the best ways in which your knowledge and skills can be transferred to our young people, as well as unconditional support from a close-knit teaching community that is always willing to share ideas and resources.

Our CPD Programme provides regular opportunities for teachers and support staff to work collaboratively in order to keep our school at the forefront of education in the broadest sense. The sessions are hugely enjoyable and provide an invaluable opportunity to discuss issues that are relevant to the needs of all members of staff. Ultimately, we are a team who are truly dedicated in supporting every individual to realise their full potential and understand the responsibilities that come with this.

At a time when there are undeniable challenges for the profession and for any aspiring or experienced teacher, Wade Deacon is so fortunate to have such a positive staff team whom you will enjoy working alongside. This is replicated also in the positive attitude to learning that our students consistently demonstrate. You will feel the energy and positivity the moment you walk through the door.

Wade Deacon is a rewarding school at which to work because standards are high and we know that this is what teachers and support staff want from their school. Ultimately, an adherence to standards in all areas of school life makes teaching in the classroom so much easier and rest assured, you will be supported at every stage of your learning journey with us.

In return for your passion and commitment, we can promise you a fulfilling and hugely enjoyable career here at Wade Deacon High School in what is the most rewarding career of all.



[CLICK HERE  
FOR OUR  
LATEST  
OFSTED  
REPORT](#)

# HOW TO APPLY

## Application Forms

If you are interested in this vacancy, please apply by completing the online application form. Your personal statement (maximum 1000 words) should address the following points:

- why you are interested in this post and how you have prepared yourself so far
- what contributions you feel you can make to students' development within our school
- any particular areas of strength and expertise you feel you may have

Our online application form is available via the school website: [www.wadedeacon.co.uk](http://www.wadedeacon.co.uk)

## Application Deadline

Applications should arrive in school by **Wednesday 16<sup>th</sup> October 2024 at 9am**

## Safeguarding

The Wade Deacon Trust is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check and satisfactory medical clearance.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020.

For further information on criminal record self-declaration please refer the guidance available on our website at <http://www.wadedeacontrust.com/work-with-us/how-to-apply/criminal-records-sel/>





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Wade Deacon High School  
Birchfield Road Widnes WA8 7TD  
Tel: 0151 423 2721

Executive Principal: Simon Corner