



WADE DEACON
HIGH SCHOOL

A COMMITMENT TO EXCELLENCE

SCHOOL BUSINESS MANAGER

APPLICATION INFORMATION

Closing date: Monday 8th July 2024 at 9am

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

Interview Date: Tuesday 16th July

Recruitment Evening: Tuesday 2nd July

Exceptional
Values

Exceptional
Learning &
Teaching

Exceptional
Achievement

WWW.WADEDEACON.CO.UK



MEMBER OF THE
WADE DEACON TRUST

School Business Manager

JOB SUMMARY

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

START DATE: as soon
as possible

WORKING PATTERN:
Full time, whole year

CONTRACT:
Permanent

We are seeking to attract the very best, talented, aspirational staff to join Wade Deacon High School. Due to the significant successes and achievements and continuing rapid growth of our school, you would be joining us at an exciting time.

We are looking for an accomplished and innovative School Business Manager to join our Outstanding School and take a crucial role in maintaining our school's achievements by ensuring efficient operations. You will supervise the established business support functions, including Finance, HR, IT, and Facilities teams. As a key member of the Senior Leadership Team, you will strategically influence our operational framework, leading projects, creating 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 2nd July 2024, 4-6pm. 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 or telephone: 0151 423 2721.

[CLICK HERE](#)
FOR MORE
ABOUT
TEACHING
AT WADE
DEACON



School Business Manager

JOB SUMMARY

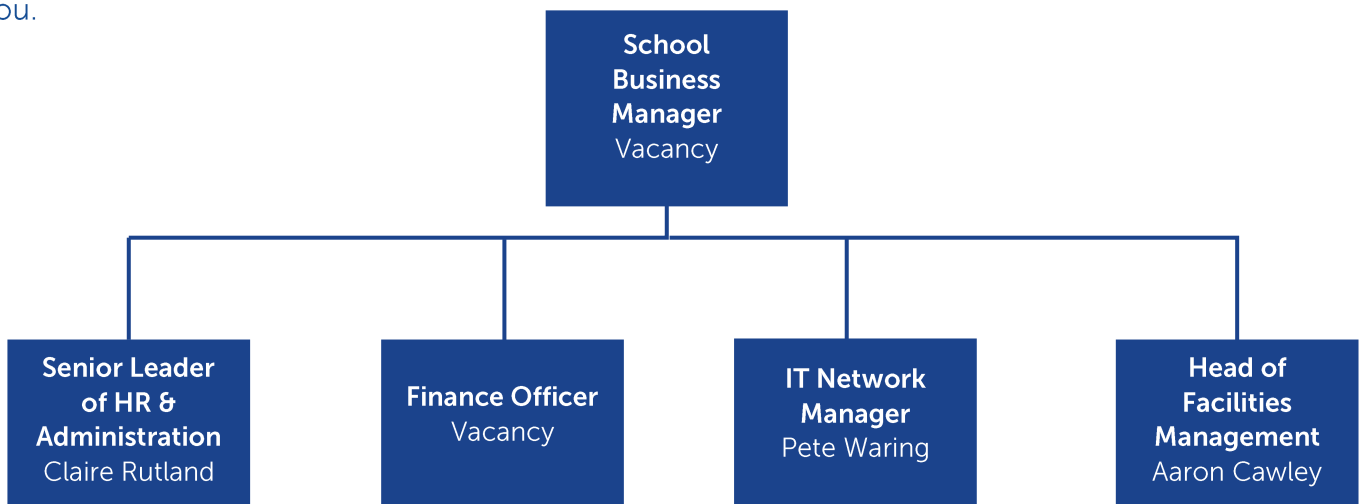
Wade Deacon High School is friendly, dynamic and innovative. Our latest OFSTED report from November 2022 described us as "an Outstanding School" in all areas, praising the school for providing pupils with a 'first-rate education' and an 'aspirational curriculum', describing pupils as 'extremely happy' 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 or on request by telephoning the school on 0151 423 2721.



The successful candidate will be supported by 4 experienced Managers of the business functions: HR, Finance, IT and Facilities.

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 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
PRINCIPAL

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

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

Application Deadline

Applications should arrive in school by **Monday 8th July 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

Principal: Simon Corner