

Applicant  
Information Pack



**TCES**

**THE COMPLETE  
EDUCATION SOLUTION**

CREATING UNIQUE JOURNEYS FOR LIFE AND LEARNING



“

Pupils arrive at the school having experienced significant challenges; some have not attended formal education for prolonged periods of time. As a result of good teaching and care, pupils settle quickly and make good progress in most subjects, including English and mathematics.

*East London Ofsted report, July 2018*

“

Pupils respond well to the ‘never give up’ attitude they receive from caring staff. Passionate leaders and committed staff ensure that pupils are safe and busy. Pupils learn life skills and how to stay healthy. Pupils enjoy off-site sporting activities such as swimming, athletics and football.

*North West London Ofsted report,  
December 2019*

“

The school offers an exceptionally broad and exciting curriculum, adapted to meet the individual needs of pupils. Staff, including therapists, ensure that pupils discover a joy of learning. Pupils learn independent skills, to prepare them well for adult life.

*North West London Ofsted report,  
December 2019*

“

The personal development and welfare of pupils is a strength of the school. Staff work effectively with therapists and external agencies to support pupils. As a result, most make strong social and emotional progress from their starting points.

*East London Ofsted report, July 2018*

# WELCOME FROM THE CHIEF EXECUTIVE

Thank you for your interest in The Complete Education Solution (TCES). We are delighted that you see us as a place where you want to work and feel you can have a positive impact and 'make a real difference'.

As we enter our 21st year, our Board of Governors and Commercial Board as well as our Senior Management Team are all proud of the success that TCES has achieved.

We want to look back at the past decade with pride over many accomplishments and successes, but we equally feel it is time to move forward into the next decade with a renewed energy and sense of purpose.

The education world is currently in flux and we recognise that there will be many challenges ahead in delivering the provision of high-quality education, health and care to some of the most complex and vulnerable children and young people in society in an ever-changing education market.

What has made our schools and services successful over the past two decades is a strong set of values, a clear function and purpose and an amazing staff team who epitomise and live these values daily.

We are particularly proud of their 'never give up' attitude which has ensured that we hold a very proud record over the past 20 years of never permanently excluding a single one of the 3000 plus pupils we have worked with.

We are privileged to work with such gifted and talented pupils, and success for our pupils at TCES is multi-faceted. If our pupils leave a TCES school with a wide range of qualifications and accreditations based on

their hard work and abilities, and can foster a positive sense of lifelong learning, then we can feel a real sense of achievement.

However, more than that, a significant part of our roles at a TCES school is that we must help our pupils when they leave us to make and sustain long term appropriate relationships and to have an ability to manage in future groups at work, training or further education.

Thank you for your interest in TCES. Together with our colleagues, we look forward to meeting and interviewing motivated candidates interested in taking on this important and exciting new challenge.

Please ensure that in your application you detail how your knowledge, skills and experience address the criteria listed on the person specification and job description. You may give any evidence either in the personal statement section of the application form or in a separate letter.

We look forward to hearing from you.

Yours sincerely



**Thomas Keaney**  
**Chief Executive &**  
**Chair of**  
**Governors**



# JOB DESCRIPTION

## School Business Manager

<b>Reporting to</b>	Headteacher
<b>Responsible for</b>	Administrators, Cook, Caretaker
<b>Salary</b>	Up to £42,500 per annum
<b>Location</b>	North West London Independent School, W3 7DD
<b>Contract and hours</b>	Permanent, full-time, non-term time

### Job purpose

The School Business Manager (SBM) is the school's leading support staff professional to assist the Headteacher in their duty to ensure that the school meets its aims.

The SBM is responsible for providing professional leadership and management of school support staff, Admin, Receptionist, School Cook and Caretaker to enhance their effectiveness.

Working closely with the Headteacher, to maintain budgetary control.

Responsible for ensuring that the school site is maintained to a high standard and that the premises are compliant with Independent School Standards regulations.

Promotes safeguarding, is aware and compliant with Child Protection and Safer Recruitment policies and practice.

### Main duties and responsibilities

#### Leadership & Strategy

To support the Headteacher and other members of the Senior Leadership Team (SLT) in working collaboratively and proactively to raise achievement within the school.

To ensure that systems across TCES, both electronic and process driven, are implemented.

With the SLT, plan and manage change in accordance with the Self-Evaluation Form (SEF) and internal ongoing action plan.

Coordinate the weekly SLT meetings, including providing data reports and relevant paperwork.

#### Quality Assurance

Act as the lead for the school of providing accurate and timely reports.

Ensure GDPR compliance.

Manage the use of the school MIS to ensure that all data is entered and maintained accurately.

#### Financial Resource Management

Actively monitor and control the school budget; identify and inform the Headteacher of the causes of significant variance and agree corrective action.

Maintain a strategic financial plan that will indicate the trends and requirements of the School Development Plan and will forecast future budgets.

Ensure that petty cash and debit card expenditure is collated and reconciled and submitted to the Finance Department and an effective Asset Register.

Monitor all employee expenses ensuring that they are compliant with the company policy and procedure.

Liaise with Business Development Team to ensure that all 1:1 funding is in place where appropriate.

### **Administration Management**

Manage the whole school administrative and support function and lead all administration and support staff.

Prepare information for publications and returns within statutory guidelines.

Ensure that the school is "Ofsted ready" at all times from an administration point of view, including premises and keeping evidence folders updated.

Ensure that the School-Level Annual School Census (SLASC) is completed.

Lead on the school complaints process, ensuring that timescales are adhered to.

Coordinate the school's Annual Review schedule, working collaboratively with the SENCo.

### **Management Information Systems & ICT**

Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.

Ensure contingency plans are in place in the case of technology failure.

### **Human Resource Administration**

Coordinate information in relation to the use of Agency staff and contractors; ensuring that HR receive updated staff/agency/contractor attendance data weekly.

Ensure completed induction documents are collated and recorded.

Communicate with HR, regarding staff sickness, grievances, absences, staff issues and attendance.

### **Facility & Property Management**

Ensure the safe maintenance and security operation of all school premises are compliant with ISS regulations.

Responsible for the maintenance of the school through management of the Caretaker and external contractors. Follow sound practices in estate management and grounds maintenance.

Carry out quality assurance on all works completed including checking through invoices against work schedule and estimates.

## **Health & Safety**

As the Health & Safety Lead and Fire Officer, ensure the health & safety policy is implemented and reviewed regularly; ensure systems and risk assessments are in place and maintained to enable the identification of hazards.

Maintain all health and safety recording systems including medication and incident reporting, reporting regularly to the Headteacher.

Ensure a suitable number of Fire Marshals and First Aiders are on site.

## **Child protection/Safeguarding**

Maintain the internal safeguarding reporting system, including updating with all relevant information passed on by the Designated Safeguarding Leads in the school.

***Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.***

***The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity etc.***

# PERSON SPECIFICATION

## **Education and Qualifications**

Level 4, 5 or 6 Diploma in School Business Management (formerly CSBM, DSBM or ADSBM).

Health and Safety qualification (Iosh) or willing to attain this qualification.

## **Knowledge and Experience**

Proven experience of Health and Safety management of premises.

Financial management experience including budget monitoring and setting, and procurement.

Experience of developing project plans to support change initiatives and contributing to strategic business planning.

Advanced IT skills, including a good understanding of ICT systems and the ability to develop them with experience of a school-based MIS, preferably SIMS/Scholar Pack.

Substantial successful management experience, preferably across Finance, Procurement, ICT, HR and/or Facilities Management.

Experience of managing, developing and motivating a team.

Previous experience as a School Business Manager (D).

Responsibility for compliance with ISS regulations (D).

## **Skills and Abilities**

Experience of providing a calm response to difficult situations.

Excellent interpersonal and communication skills, verbal and written.

Substantial experience of working collaboratively with other agencies and professionals.

Excellent organisation and time management skills, attention to detail and the ability to multi-task.

## **Other**

Commitment to safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES values.

Knowledge of the Independent School Standards and Ofsted Education Inspection Framework requirement (D).

D = Desirable      **June 2021**

# HOW TO APPLY

To apply for this role, please complete a TCES application form available alongside this advertisement, or visit <https://www.tces.org.uk/vacancies>

Each application is shortlisted against the Job Description and Person Specification above, so please ensure you complete the application form in its entirety, providing sufficient information and a supporting statement in relation to these documents. The form is designed in line with safer recruitment practices and allows us to determine your potential suitability for the role and carry out appropriate pre-employment checks.

If shortlisted, you will be invited to interview. This will be with at least two members of Senior Management who will discuss the role in more detail and carry out an interview to assess your experience and skill set as well as your overall suitability. You may be required to undertake further tasks dependent on the role applied for.

For those candidates shortlisted, we will request references in advance of any interviews so ask that you specify on the application form (where requested) if you do not permit us to apply for these prior to offer. You must also provide appropriate qualifications and identity documents at interview to enable us to complete safer recruitment checks. These include:

- Enhanced DBS check – we can apply for one of these on your behalf if you do not have a current DBS (i.e. dated within two years or on the Update Service).
- Children’s barred list check.
- Prohibited from Teaching check.
- S128 – management of an Independent School check.
- A minimum of two references, covering your last five years of employment or education history.
- Identity checks including right to work in the UK.
  - You must provide 3 documents to cover the following:
    - Photographic Identification, e.g. passport or driving licence.
    - Proof of right to work in the UK, e.g. current UK passport, UK Visa or UK Birth Certificate
    - Proof of current address, e.g. a current driving licence or bank statement / utility bill dated within three months or council tax statement dated within twelve months.

If you cannot provide documents to satisfy above, please contact the Recruitment department (by emailing: [recruitment@TCES.org.uk](mailto:recruitment@TCES.org.uk)) who will be able to advise you on other documents that can be used.

Following the interview process, the successful candidate will be offered the role subject to the outcome of the vetting checks.

We look forward to receiving your application.



# OUR VISION AND MISSION

## COMMUNITY VALUES

Across TCES we strive to ensure that our schools are inclusive, thriving, socially and emotionally healthy communities, based around a strong set of community values, where pupils can feel safe and secure. At the core of this is our belief that the key to increasing self-esteem and success lies within our pupils themselves.

**COMMUNITY VALUES**

For all our pupils and staff

- Very high expectations
- Hard work
- Mutual respect and acceptance of all
- Authentic 'real' inclusion
- Genuine pupil, parent and staff voice and participation
- A 'we never give up' philosophy for our pupils and staff

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## OUR VISION

Our vision is to be recognised as experts in delivering therapeutic education, health and care solutions for children and young people with complex and additional needs, who have not been able to succeed in mainstream education.

By creating positive opportunities and removing barriers to learning, we strive to enable our pupils to build on a platform for life-long learning and educational success.

## OUR MISSION

We run independent schools for pupils with unique potential. Our highly skilled multi-disciplinary teams transform pupils' perception of their own skills, strengths and abilities. We deliver an industry leading combination of education, health and care that takes each pupil on an individual journey that encourages a love of learning and long-term success.



# OUR CURRICULUM

## UNIQUE CURRICULUM DESIGN: 5 PART CURRICULUM

The curriculum addresses the disadvantages and disruptions to each pupil's previous experience of education and enables them to negotiate individual pathways from social isolation to independence.

All pupils have access to the TCES 5 part curriculum. This has been built on our community values and aims to ensure that all pupils go on to be successful learners, confident individuals, responsible citizens and independent adults.

Within this structure, schemes of work, medium term planning and lesson plans are all differentiated to meet the individual needs of each pupil. Outcomes are adjusted appropriately, as are the accreditations and qualifications that pupils are working towards.

## SCHOOL SPECIALISMS

Each TCES school and service specialises in Leadership, via our Young Leaders programme and LIFE Programme initiatives, and the Arts.

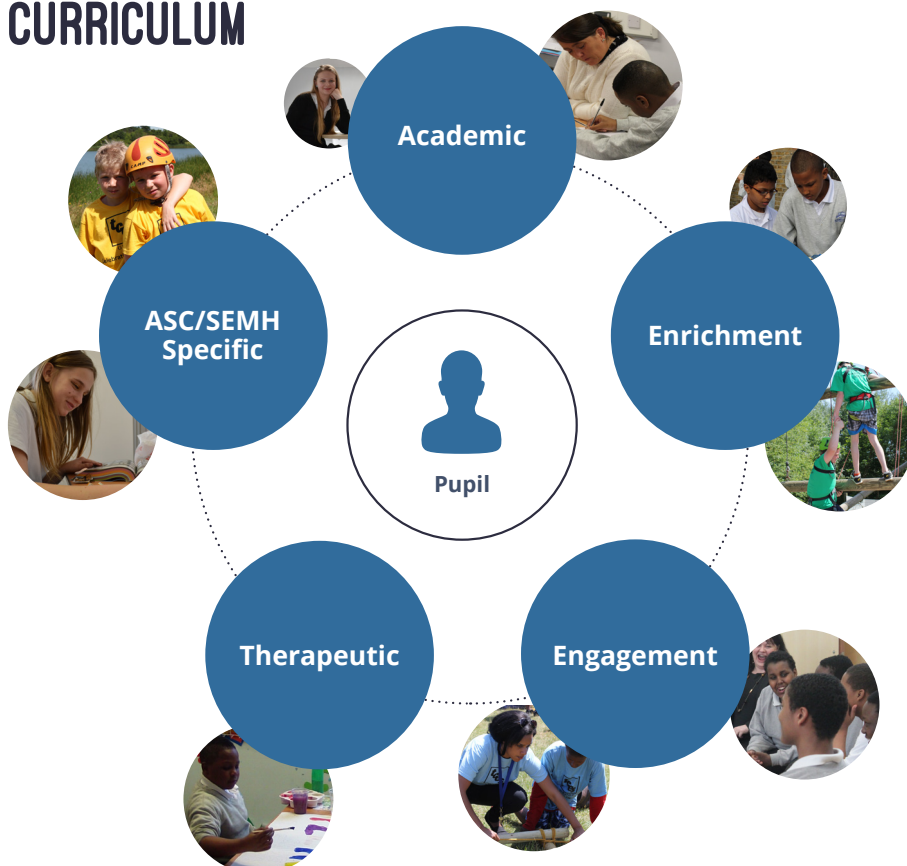
TCES North West London recently received the Platinum ArtsMark accreditation and our other schools and services are working towards this.



## OUR 5 PART CURRICULUM

**“**  
**PUPILS MAKE OUTSTANDING  
PROGRESS IN THEIR  
ACADEMIC AND PERSONAL  
DEVELOPMENT. THEY MAKE  
ESPECIALLY RAPID PROGRESS  
IN ENGLISH, MATHEMATICS,  
SCIENCE, ART AND THEIR  
SOCIAL SKILLS.**

North West London Ofsted  
report, February 2017



## GROUP PROCESS

Our schools hold twice-weekly 'group process' sessions for pupils, in which they meet to discuss a wide variety of topics, including knife crime, LGBT rights, bullying and cultural diversity. Every pupil is encouraged to share their views in a respectful, neutral environment and the sessions often end with the pupils having gained a greater understanding and increasing acceptance of each other's views.

Discussions can be about issues that are in the news, however, frequently they will relate to certain attitudes that have been observed in the school that we would like to change.

When this is the case, pupils are encouraged to think in a solution-focused way about how we might resolve the issue. Pupils then lead the discussion, guided and supported by staff who ensure everyone's opinions are acknowledged and respected, and that everyone feels safe enough to participate.

The sessions have proved to be very effective in building a sense of community, and feedback from external agencies who have observed our group process sessions in action has also been extremely positive. Local authority officers have described this whole school group approach as "unique", and "a model of excellence".



**THE 'GROUP PROCESS' SESSIONS, WHICH ALL PUPILS ENGAGE IN DURING THE WEEK, MAKE A STRONG CONTRIBUTION TO PUPILS' OUTSTANDING PERSONAL DEVELOPMENT.**

*East London Ofsted report, 2018*



## INCLUSION QUALITY MARK

TCES is uniquely driven by a principle of real inclusiveness in our school community, where all pupils and not just the most able are a vital part of promoting diversity and the breaking down of all stereotypes that could create division.

This focus on inclusion has resulted in two of our schools (TCES East London and TCES North West London) already being awarded the Inclusion Quality Mark (IQM).



## PUPIL VOICE

Our 20 years of experience has shown us that the often-unnoticed pathway to removing barriers to learning and increasing self-esteem and success lies within the pupils themselves.

By empowering our pupils, who so often feel marginalised, we can help them to actively shape their own lives and ongoing education as positive citizens and take an element of control over their futures. We therefore allow our pupils to discover their own voices by giving them a real voice to begin with, that they know will be listened to.

All pupils are given the opportunity to join their school's Student Council, through a series of election

campaigns, presentations, interviews and voting. Our Student Council members are encouraged and trained to develop their skills and fulfil their roles to the very best of their potential. Through this process, they learn about the power of democracy, working together, socially appropriate conduct and most importantly, how hard work and using their voice can get results.

We believe that for our pupils, having their voices really listened to instils a sense of responsibility and pride, not only within their school, but within themselves. The benefit to TCES is that we are truly able to develop our services with the pupil at the centre of everything we do.

## YOUNG LEADERS

We believe that the often difficult and sometimes traumatic upbringing of many of our pupils instils in them strengths and talents that, if channelled properly, will lead inevitably to different aspects of leadership.

Because of this belief that every child or young person is a potential young leader, the leadership element of our LIFE programme offers every pupil, throughout their education with us, opportunities to learn to lead themselves before progressing to leadership positions around their school.

## LIFE PROGRAMME

Our LIFE programme leads to qualifications, roles and experiences in Leadership, Independence skills, Future Options, and Empowerment.



In addition to the active Student Council roles in each school, these might include:

- Sports ambassador
- Anti-bullying ambassador
- Peer mentor
- Environmental officer
- Charity ambassador

Pupils benefit from support in each role and are empowered to inspire and motivate themselves and others to effect positive change.

# PARENT VOICE

We recognise that the empowerment of parents through real parental voice and engagement can be a very effective way to form a strong school community.

Through being welcomed into the school, having their voices heard and being encouraged to actively participate in all elements of their child's school life, our parents and carers benefit in ways that they have often not experienced in previous settings. They find that they themselves develop peer groups of like-minded people who completely understand the challenges that parents and carers of SEND children face on a daily basis. Many of our parents and carers have expressed how vital this support network alone is for them.

In addition to this, we offer parents and carers the opportunity for their own training and development workshops, with topics agreed through ongoing parent consultation. Sessions have included 'Gang and Knife Crime awareness', 'Understanding your Child's Education, Health and Care Plan', and 'Speech and Language tips for the home'.

Every TCES school and service has an active Parent Council in place. Members are encouraged to have a real say in the direction of the school; reviewing school policies, helping to fundraise, assisting in school events and joining the interview panel for new staff.

We believe that, by giving parents and carers the opportunity to become fully embedded within our schools, we have much stronger school communities and much happier parents, carers and pupils.



Time has definitely flown and my son is a completely different person from the one that enrolled. I have so many positive things to say about this school. The one thing I will always say is that this school has helped me and my son so much - endless support and positive vibes no matter how big or small my dilemma or question.



My son was so excited to have me witness his assembly. He loves that I am involved in the school.



I think being involved with the school helps my son to see that we work together. I think it really does help.



It's really good that parents can join assemblies to celebrate their child. The change in my daughter has been great because she can see I am interested.



They care about you in this place, sometimes I feel they care about you more than you care about yourself.

# OUR SCHOOLS AND SERVICES



Acton



Stratford



Custom House



Wimbledon



## TCES EAST LONDON

[tces.org.uk/eastlondon](https://tces.org.uk/eastlondon)

020 8555 6737

[admin.elis@tces.org.uk](mailto:admin.elis@tces.org.uk)

## TCES NORTH WEST LONDON

[tces.org.uk/northwestlondon](https://tces.org.uk/northwestlondon)

020 8749 5403

[admin.nwlis@tces.org.uk](mailto:admin.nwlis@tces.org.uk)

## TCES CREATE LEARNING

[tces.org.uk/createlearning](https://tces.org.uk/createlearning)

01708 393150

[admin.create@tces.org.uk](mailto:admin.create@tces.org.uk)

## TCES HOME LEARNING

[tceshomelearning.co.uk](https://tceshomelearning.co.uk)

020 8543 7878

[homelearning@tces.org.uk](mailto:homelearning@tces.org.uk)

## TCES CENTRAL SERVICES

[tces.org.uk](https://tces.org.uk)

020 8543 7878

[recruitment@tces.org.uk](mailto:recruitment@tces.org.uk)

# TCE&S

## THE COMPLETE EDUCATION SOLUTION

CREATING UNIQUE JOURNEYS FOR LIFE AND LEARNING



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