

## EYFS / PRIMARY SLE PROFILE



## JOAN SAUNDERS

<b>SLE designation (Date of designation &amp; Teaching School)</b>	<b>April 2017</b> <hr/> Ladywood Teaching School Alliance
<b>Current School (LA or Sponsor)</b>	St. Matthew's CofE Primary School Bolton Local Authority
<b>Recent OfSTED judgement (Overall and Leadership)</b>	Overall: Good Leadership & Management: Good
<b>Context of School</b>	St. Matthew's is a two form entry, multi-cultural Church of England primary school in the town centre of Bolton. The school currently has over 460 pupils on roll aged 3 to 11. Our school serves a very diverse mix of children with 29% entitled to FSM, 34% EAL and a high number of children who are eligible for PPG funding. There are over 60 staff members at the school. In 2015, St. Matthew's was judged to be outstanding in each area of its Section 48 (church school) inspection.
<b>Particular area(s) of Expertise/ Strength (please show supporting data/ information)</b>	<p>As an experienced school business manager and member of the school's senior leadership, I have substantial, relevant experience in the following areas:</p> <ul style="list-style-type: none"> <li>&gt; Finance, budgeting and statistical planning</li> <li>&gt; HR, policies and procedures</li> <li>&gt; Estate management and service contracts (including negotiation)</li> <li>&gt; Personnel, staffing and restructuring</li> <li>&gt; Health and Safety</li> <li>&gt; School administration and attendance</li> <li>&gt; Bid writing and income generation</li> <li>&gt; Governor support and minute writing</li> <li>&gt; Safeguarding, (Single Central Record) SCR and asset management</li> <li>&gt; Branding, advertising, publicity and promotion</li> <li>&gt; Project management (including substantial building works and remodeling)</li> </ul> <p>The main area of expertise that I have to offer is the coaching, mentoring and induction of newly qualified business managers. From my own experience, I am acutely aware of how daunting this role can be when starting out. Whilst supported by other administrative colleagues, there is usually only one SBM in a school, thus having the potential to become a lonely position. I value expertise and experience and I aim to provide this to other professionals. I aspire to be the best I can be in my professional life and hope through the provision of quality and personal support that I am able to inspire others to find the same love of the role as I do. The core purpose of my role is to lead and manage all aspects of the school which are non-teaching. The role is very diverse and can change swiftly between negotiating terms of a contract with a supplier, to presenting financial reports to the Governing Board.</p> <p>From my experience of supporting colleagues on an informal basis, the impact of my coaching/mentoring has been to facilitate greater confidence in the new SBM, helping them to identify their own strengths and weaknesses and improving on them, whilst personalising the role.</p>
<b>How have you supported other schools or middle leaders and senior leaders in your own school?</b>	I have an extensive and well developed skillset acquired through my lengthy service in schools. I have successfully worked with 3 newly qualified business managers already. I have played a pivotal role when supporting senior and middle leaders at St. Matthew's through improving their knowledge of school financial management. I have supported senior leaders through serious HR issues and have successfully inducted many staff members (both teaching staff and non).
<b>What was the Impact of your support?</b>	My role in supporting other colleagues has not only impacted on the staff member or colleague but has also had a significant impact on me and my role. I am a conscientious person who strives to improve and to be the best I can be. Therefore, I recognise the mutual benefit and impact of support. In terms of impact on others, each time I have supported others, the feedback has been positive and relationships have been struck insofar as the professional relationships have continued. I have supported colleagues through financial audits and Ofsted inspections with positive feedback each time.