



Specialist Leader of Education



Name:	Jayne Hall
School:	Whipton Barton Federation
Position	Federation Business Manager
Phase:	Primary
Specialism:	Administration / Business Management

About Jayne

I am currently the Business Manager for Whipton Barton Federation which consists of Whipton Barton Junior School and Whipton Barton Infant & Nursery School. I took up the role of Business Manager when the schools federated in April 2015. I have worked in the Infant & Nursery School since April 2012, when I was employed as Senior Administrator. Previous to that I was Administration Assistant for five years in a primary school in Newton Abbot. This has allowed me to fully understand and appreciate the role of the admin team and how busy and unpredictable the office can be. The admin job is very much a reactive job as opposed to a proactive one – you never know what is going to land on your desk!

Since beginning to work as FBM, I have spent a lot of time developing systems that will work across both schools and allow consistency across the federation, whilst ensuring the admin team remains effective. This has been a long task but had promised a much more streamlined approach to how the office works. I also feel it is important for the team to fully understand the impact their role has within the whole school environment and to feel valued.

I am keen to offer support to schools and share efficient and effective systems where I can. Equally, I am eager to listen to what schools have to say and improve my own school systems.

I have recently become a member of Exeter Consortium's Management Board, which allows the schools to have a 'voice'.

The role of the SLE

SLEs are outstanding middle and senior leaders and have a successful track record of school improvement. SLEs support leaders in other schools. They have excellent interpersonal skills, are able to work sensitively and collaboratively with others and have a



commitment to outreach work. They understand what outstanding leadership practice in their area of specialism looks like and can help other leaders to achieve it in their own context. The SLE role is about developing other middle and senior leaders so that they have the skills to lead their own teams and improve practice in their own schools. This may be done through one-to-one peer coaching or facilitated group support and could involve a variety of activities, such as data analysis, coaching or joint action planning.

For more information or to get into contact with an SLE please call: 01392 927171