

**School Business Manager**

**Application Pack**

**Location:**

Sir Martin Frobisher Academy

Frobisher Drive

Clacton-on-Sea

CO15 2QH

**REAch2 Registered address:**

REAch2 Academy Trust

Henhurst Ridge Primary Academy

Henhurst Ridge

Branston

Burton-Upon-Trent

DE13 9TQ

[www.reach2.org](http://www.reach2.org)

 ****

**Contents**

- Letter from Sir Steve Lancashire, Chief Executive

- The application process

- Information about the role

- Background on REAch2

- Job Description

- Person Specification

**Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust**

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust has academies based all across England and includes schools at various stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust

**The application process**

You are invited to submit an application form, which is available together with this document.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact: Debbie Gayler (Executive Headteahcer) or Becky Pendlebury on 01255 427073

Completed application form should be sent to:

Miss Becky Pendlebury – School Business Manager

Sir Martin Frobisher Academy, Frobisher Drive, Clacton-on-Sea, CO15 2QH

Telephone number: 01277 427073

Email address: becky.pendlebury@smfa.org.uk

Completed equal opportunities monitoring forms should be sent to:

**HR**

**REAch2 Academy Trust
Chapel End Junior Academy**

**Roberts Road**

**Walthamstow**

**London**

**E17 4LS**

**Email:** **recruitment@reach2.org**

**About the role**

To meet new challenges and drive further improvements, we are seeking an exceptional and entrepreneurial individual to join our Senior Leadership team and lead the business management at Sir Martin Frobisher Academy.

Key responsibilities of this role will include the leadership of Finance, HR, Premises, ICT, Catering and Administration.

We invite candidates from a range of professional backgrounds, who can demonstrate the ability to operate strategically, communicate effectively and who will share our passion for education.

You will need to have experience in leading and motivating teams and a strong understanding of business. The successful candidate will be:

· A personable team player

· A strategic thinker

· Experienced at school business, finance and resources management

· Skilled at managing systems and people

· Able to think creatively and problem-solve

· Confident in using new technology to enhance efficiency and effectiveness

· Excited by the prospect of this role

· Play an active part in the school community

We offer:

· The chance to network with outstanding school leaders

· CPD

· A competitive salary

Visits are strongly encouraged so please contact the school office to arrange. 01277 427073 frobisher.admin@smfa.org.uk

*This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This position is subject to an enhanced DBS Check and satisfactory written references.*

*You will be joining the REAch2 Academy Trust, a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.*

**Background on REAch2**

Founded in 2012, REAch2 Academy Trust is the largest primary-only academy trust in the country. We are a growing charitable organisation currently supporting over 50 primary academies across England.

We are a family that delivers school to school improvement, going the extra mile for all our children. We are passionate about dispelling the myth that only certain children are able to achieve.

With extensive school reform and proven educational excellence in our core staff, REAch2 set a mission: to help struggling schools to improve their provision and to offer outstanding education to our pupils, from disadvantaged or deprived communities. The drive was not to grow an empire of schools, but rather the compulsion to share our proven approach to sustained school improvement for the benefit of children and their communities.

But REAch2 is about so much more, offering a richness of experience that gives real colour throughout the time our children spend with us.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration across the REAch2 family. Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities.

**Our Cornerstones and Touchstones**

REAch2 is the Cornerstone of the entire Trust: providing a strong, responsible foundation from which every Academy develops and grows. A cornerstone provides a subtle yet paramount role in a building and ensures that REAch2 id trustworthy, reliable and inspirational organization, delivering the best possible learning experience.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust seven principles, which make our Academies distinctive. Just as 500 years ago, touchstones were used to test the quality of the gold they marked, so too our touchstones are used to express values and ethos of the Trust. They describe what the Trust wants to be known for and how it wishes to operate.

**What are these Touchstones?**



Children and adults will flourish in REAch2 academies: academically, emotionally, physically and spiritually so that all dimensions of humanity are nurtured.

We notice talent and spot the ‘possible’ in people as well as the ‘actual’; Developing potential within in our Trust becomes a realization that there is a future worth pursuing for everyone.

Children deserve enjoyment in their learning and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, will release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing inclusion ensures that we are a Trust that serves all, believing that everyone can and must succeed.

**You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website:** [**www.reach2.org**](http://www.reach2.org)

**Job Description**

**School Business Manager Job Description**

|  |  |
| --- | --- |
| **Grade:** | G09 SCP- 28-33 |
| **Reports to:** | Headteacher, Executive Head |
| **Responsible for:** | Admin staff, Catering Managers, MDA Supervisor, Site Manager |
| **Liaison with:** | Teaching Staff, Support Staff, Headteachers, Pupils, Contractors and Stakeholders |
| **Job Purpose** | * The School Business Manager promotes the highest standards for business ethos within administrative function of the Academy and strategically ensures the most effective use of resources in support of the Academy’s learning objectives.
* The School Business Manager is responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management areas.
* To operate, maintain and develop the administrative and financial procedures and systems of the Academy in co-operation with the other members of the Senior Management Team and Governors.
* To ensure the efficient of all facilities on the site.
* To advise the other members of the Senior Management Team on matter so as to contribute to the successful and effective operation of the Academy in meeting its educational aims.
 |
| **Principal Accountabilities** | To manage the Catering, Administration, Estates, MDA  |
| **Duties** | Leadership & Strategy* To function as a member of Senior Leadership Team (SLT), ensuring that the decision making is part of a shared process.
* Attend full Governing Body and appropriate Governor’s sub-committee meetings.
* Negotiate and influence strategic decision making within the Academy’s Senior Leadership Team.
* Plan and manage change in accordance with the Academy development plan.
* Promoting the Academy within the community.

Financial Resource Management* In consultation with the Senior Team and Governors prepare, submit and monitor a realistic and balanced budget for academy activity and to achieve value for money.
* Identify and inform the Head and Governors of the causes of significant variance and take prompt corrective action.
* Propose revision to the budget if necessary, in response to significant or unforeseen developments.
* Provide ongoing budgetary information to relevant people.
* Advice the Head and Governors if fraudulent activities are suspected or uncovered.
* Maintain a strategic financial plan that will indicate the trends and requirements of the academy development plan and will forecast future year budgets.
* To prepare financial returns for the DfE, FA, LA and other central and local government agencies with statutory deadlines.
* To monitor all accounting procedures and resolve any problems, including: The ordering, processing and payment for all goods and services provided to the Academy. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month. Preparation of invoices and collection of fees of other dues.
* Identify additional finance required to fund the Academy’s proposed activities.
* Seek and make use of specialist finance expertise.
* Maximise income through lettings and other activities.
* Select types of investments which are appropriate for the Academy, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
* Present timely and fully costed proposals, recommendations or bids.
* Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules and monitor their effectiveness and implementation.

Administration Management* Manage the whole academy administrative function including Academy Reception, reprographics and records.
* To provide the preparation and production of all correspondence, records, policies and publications.
* To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timelessness.
* To be responsible for the systems and general management of the academy’s administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record systems, including desk top publishing.
* Acting as Systems Manager for the administrative computer network.
* Design, maintain and manage systems and link processes that interact and deliver outcomes based on the academy’s aims and goals to form complete systems.
* Establish and use effective methods to review and improve administrative systems and ensure systems are streamlines to maximise efficiency and avoid duplication.
* Benchmark systems and information to assess trends and make appropriate recommendations.
* Prepare information for publications and returns for the DfE, EFA, LA and other agencies and stakeholders within statutory guidelines.
* To handle all other matters relating to the administrative nature which may arise.

Managing Information Systems & ICT* In consultation with ICT coordinator :
* consider approaches for existing use and future plans to introduce or discard technology in the academy,
* consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
* ensure that the academy has a strategy for using technology aligned to the overall vision and plans for the academy ensuring value for money
* Communicate the strategy and relevant policies, including Data Protection for use of technology across the academy.
* Ensure contingency plans are in place in the case of technology failure.
* Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Human Resource Management* To be responsible for personnel matter relating to all staff, for the clearance for new staff- medical, child protection and to arrange the issue of contracts of employment.
* To maintain confidential staff records.
* Manage the payroll services for all academy staff including the management of pension schemes and associate services.
* Ensure the academy’s Equality Policy is clearly communicated to all staff.
* Ensure that all Recruitment, Appraisal, Staff development, Grievance, Disciplinary and Redundancy policies and procedures comply with legal and regulatory requirements.
* To manage and co-ordinate the recruitment of all staff.
* To line manage Administrative Staff, Catering Manager, MDA Supervisor and Estates Manager.
* To be responsible for professional development, appraisal and training of all Administrative, Catering, Midday and Site staff.
* Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the academy and staff.
* Seek and make use of specialist expertise in relation to HR issues.
* Evaluate the academy’s strategic objectives and obtain information for workforce planning.

CateringTo manage the Catering Facility, including preparation and monitoring budget, preparing monthly and year end Trading Accounts, monitoring menu preparation and general administration of meals. To line manage catering staff to ensure, with the assistance of the Catering Support Consultant all Health and Safety regulations and food standards are metFacility & Property Management* To compile, maintain asset register.
* To be responsible for the letting of the academy premises to outside organisations and staff, with particular reference to the development of extended services and the local community.
* To maximise income generation and energy saving within the ethos of the academy trust.
* Ensure a safe environment for the stakeholders of the academy; to provide a secure environment in which due learning processes can be provided.
* Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
* Seek professional advice on insurance and advise the SLT on appropriate insurances for the academy and implement and manage such schemes accordingly.

Health & Safety* Ensure the maximum level of security consistent with the ethos of the Academy Trust.
* Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

Headteacher’s Personal Assistant* To act as a personal and confidential Personal Assistant to Headteacher
* Dealing with correspondence, attending meetings, etc. on behalf of Headteacher
 |
| **General** | * To participate in performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
* To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
* Ensure that all duties and services provided are in accordance with the Academy’s Equal Opportunities Policy.
* The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head to carry out appropriate duties within the context of the job, skills and grade.
 |

|  |
| --- |
| **Person Specification** |
| **Person Specification** | **Essential** | **Desirable** | **Evidence** |
| **Education, Qualifications and Vocational Training** | CSBMDSBMAAT  | Accountancy Qualifications | Application FormInterviewCertificates |
| **Relevant Experience** | Proven ability in a school or business environmentExperience of managing budgets and budget monitoringExperience of managing staffExperience of developing effective administrative systems | Proven record of successful Financial Strategic Management  | Application FormInterview |
| **Knowledge and Skills** | Ability to organise and prioritise workExpert use of ICT including Microsoft and other Management or Accountancy systems  | Expert use of SIMS/Integris, Corero and HCSS management systems | Application FormInterview |
| **Knowledge and skills** | **Essential**Excellent literacy and numeracy skills. Knowledge or ability to learn schools policies and procedures Knowledge of recruitment procedures and personnel issuesUnderstand the principles of best value | **Desirable**Accountancy qualificationsKnowledge of Academy financial policies and proceduresKnowledge of employment law | **Evidence**Application FormInterview Certificates |