



## **Job Application Pack Business Manager**



## The Vacancy



### **SCHOOL BUSINESS MANAGER**

**Start Date: As soon as possible**

**Hours of work 8.00am to 4.00pm, Monday to Thursday and 8.00am to 3.30pm, Friday**

**Term-time only plus 4 weeks holiday working (inc non pupil days)**

**Scale 9, Point Range 29 – 33**

**Actual Salary Range £30,233 - £33,920**

**Are you looking for a new challenge? If so this is an exciting opportunity to work in an ambitious school under new leadership.**

Are you able to provide financial leadership? Are you methodic and accurate in all areas of your work? If so this post could be for you.....

Here at The King John School we are seeking an enthusiastic, efficient and organised person to join our team. You will be required to work closely with the Headteacher and Chief Financial Officer. The successful candidate needs to be self-motivated, able to use their initiative, work to tight deadlines, be pro-active and possess the ability to 'think on their feet' within a fast paced working environment.

The Business Manager will be required to provide financial leadership including planning, forecasting, budget setting and management, preparation of accounts and statutory reporting. Flexibility, honesty, integrity and an ability to prioritise are essential together with a high level of IT skills. This role involves line managing staff so the ability to motivate and inspire is essential along with good communication skills both written and oral. Previous finance experience within a school setting would be desirable, although not essential as full training will be provided.

**For further information please contact Angie Roberts, Human Resources Officer: [angier@thekjs.com](mailto:angier@thekjs.com) alternatively to download an application form please visit [www.zenithmultiacademytrust.co.uk](http://www.zenithmultiacademytrust.co.uk)**

Completed applications should be submitted via email to [recruitment@zmat.co.uk](mailto:recruitment@zmat.co.uk)

We reserve the right to close this vacancy early if there is a good level of response. Therefore we would recommend that you submit your application as early as possible.

CVs alone or CVs submitted via agencies will not be accepted. Applications received after the closing date will not be considered.

## Applications

To apply for the role please download the application form from the vacancy page on <https://www.zenithmultiacademytrust.co.uk/vacancies/>, completed applications should be submitted to [recruitment@zmat.co.uk](mailto:recruitment@zmat.co.uk). CV's will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application. Full job description and person specification can be found at the end of this pack.

**Closing Date: 4<sup>th</sup> October 2021**

**Interview Date: 8<sup>th</sup> October 2021**

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [recruitment@zmat.co.uk](mailto:recruitment@zmat.co.uk) or telephone 01702 426707.

**We look forward to receiving your application. You will be notified of your application status within two weeks of the vacancy closing date.**

## Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

# Welcome from the CEO



It gives me great pleasure to welcome you to our Trust, and I very much hope this job application pack you gives you a sense of what it is like working in our Trust, including our vision and values.

We are a small, locally-based Trust in South East Essex, currently comprising one primary school and three secondary schools: Laindon Park Primary School and Nursery, and The James Hornsby School in Basildon, Castle View School in Canvey Island, and The King John School in Benfleet.

We are intentionally a small local Trust and very much see our role as central to the communities we serve.

As a member of staff within the Trust, you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You become a valued member of a small group of schools, able to shape the education of future generations. In doing so, we hope that you feel really well supported in your career, and that your well-being is always considered. As a member of our Trust, you engage in a professional learning journey which develops you as a practitioner, and allows you to use your talents to transform lives and make a genuine difference.

## Our Core Purpose

To enhance the life chances of every child and drive social mobility.

## Mission Statement

A quality education and experience for all.

## Values

Dignity	Collaboration	Positivity	Aspiration
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## Vision

Zenith Trust will ensure excellence across the pillars of school improvement, governance, and business operations, harnessing the transformative power of collaboration so that all students attend truly outstanding schools.

Regardless of background or need, all students will achieve highly and have high levels of well-being, because they are taught and supported by the very best staff, who are well-trained and supported, buy into Zenith’s vision, and are committed to providing a quality education for all. School leaders act ethically, inclusively, and always with the child’s best interests at heart.

All Zenith schools value students’ social, moral, cultural, and spiritual development, building exceptional character so that students are kind, resilient, and inspired to be life- long learners. By working closely with the families and local communities we serve, and listening to students’ voices, students will be well-prepared for life in a modern, tolerant Britain. They will secure outstanding academic outcomes and high quality destinations, always well-prepared for their next steps. As adults, they will lead happy, purposeful, and rewarding lives, and make a positive contribution to the world.

Andy Hodgkinson  
Chief Executive Officer

## Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement and would like to be part of our vision to provide excellence in education, we would like to hear from you.

In return we can offer you:

- A friendly Trust which places staff wellbeing and development at the forefront of everything we do
- School settings with excellent facilities
- Access to high quality and bespoke CPD across the Trust
- A supportive and positive early careers program run in partnership with University College London and Chafford Hundred Teaching School Hub
- The opportunity to develop your career with and across the Trust Schools
- The Trust are looking to be early adopters of the new NPQ's

## Staff Wellbeing

The Trust is committed to providing a safe and healthy working environment for all staff and supports management practices that promote good health and wellbeing of all its employees. The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and Trust performance, including better outcomes for students.

The Trust has adopted a number of policies to support our commitment to staff wellbeing, including:

- Mental Health and Wellbeing policy which focuses on the Trust's commitment to maintaining the health and wellbeing of staff
- The Health and Safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff Recognition and Reward policy which ensures our staff feel valued for the work they do and recognised for the contribution they make.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that our diverse and brilliant young people deserve.

## Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice.

## Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
  - Access to a GP 24/7 hours a day seven days week for you and your immediate family
  - Access to a Mental Health Helpline 24 hours a day seven days a week
  - Access to a care adviser who can provide advice and information on adult care issues
  - Medical Diagnostics
  - Medical Treatment at one of the hospitals in our treatment network for certain procedures.
  - Physiotherapy
  - Mental Health Counselling Support
  - Financial Assistances to a care adviser who can provide advice and information on adult care issues
- Access to Benenden Healthcare rewards and discounts scheme
  - 46% off digital fitness subscriptions
  - 22% off activity trackers from Fitbit
  - Save up to 11% on the cost of gift cards of E-Gifts
  - Lifestyle shopping vouchers – save 6%
  - Home movies rentals – save up to 40%
- Access to Bike2Work scheme
- On site staff counselling programme
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Free access to on-site gym facilities
- Generous Teachers' Pension and Local Government Pensions schemes
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum



# The Schools of Zenith Multi Academy Trust



A QUALITY EDUCATION FOR ALL

Daniel Steel, is the Headteacher at The King John School, as a parent of two young children himself, he leads the school through the eyes of a parent, with very high expectations and aspirations for his student. The King John School is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 68% A\*, A or B grades at A-level. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.



Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Cristina Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

As Ofsted said about them "pupils are happy and enjoy school". The school is always aiming to improve, not only the education that they provide to pupils but also the services and goods that they provide to the local community. Their SAT results are consistently good and put them in the top 4% of primary schools in the country.





# Castle View School

Pursue Excellence | Be The Best

Steve Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mind-set to contribute positively to our wider society. The Headteacher would warmly welcome you to visit the school and discover what it is that makes Castle View School the right choice for you and your child.



## The James Hornsby School

*Together we excel*

The James Hornsby School is an oversubscribed 'Good' school; as rated by Ofsted, where students are at the heart of all we do. We have a strong family ethos where we believe "Together we excel".

The Headteacher Tammy Nicholls firmly believes that these are our key drivers for success not only for our students, but for our staff as well. We welcome the chance to meet with you and discuss your development opportunities as part of the James Hornsby and Zenith family!

We focus on developing independent and resilient learners by removing barriers to success and providing a safe and happy environment that allows young people to strive.

Our curriculum provides breadth to ignite hope, drive ambition and enhance life chances by providing qualifications that open the doors to opportunity.

We believe our community is outstanding and as such we strive to achieve outstanding learners and leaders at all levels, by providing outstanding curriculums and learning opportunities and promote outstanding attitudes and outcomes from all.

As a school we pride our self on our core values of:

A Family ethos

High Expectations

Desire

Hope and Aspiration

Innovation





The King John School



Laindon Park Primary School



The James Hornsby School



Castle View School



## Testimonial

Working at King John for the past six years has provided me with a wide range of fantastic opportunities and wonderful experiences. I was encouraged to attend a middle leaders training programme provided by the trust which gave me the knowledge and confidence to be successful in a promotion to Director of English and media. I was also lucky enough to attend the media department trip to Hollywood with a group of KS4 students and was encouraged to organise my own trip to The Globe theatre for KS3 students.

- Director of Learning, The King John School

Working at the King John School is a privilege. Given the school's reputation I am very proud to be a part of the organisation and enjoy coming to work each day. As a school, King John promotes progression with leaders giving staff their full trust and support in professional development. During my time at King John I have been able to grow and flourish by being exposed to work across the school, within our trust schools also as part of the Benfleet Teaching Schools Alliance. Working at the King John School has certainly progressed my career.

- CPC Director, The King John School

Having worked within Zenith for a number of years I have been afforded so many opportunities to develop. I came to the school as a Head of year and after discussing my drive to be on the leadership team I was given extra responsibilities to ensure the progression was effective and that I was ready to interview for a role. With this in mind I was asked to lead on several faculties and drove the Equality and Diversity within my school. This then led to me being asked to join a school within the MAT to take on the role of associate assistant headteacher. I have now secured a permanent position in this school and couldn't have done it without the opportunities given to me by the Trust.

- Assistant Headteacher, The James Hornsby School

I started working at James Hornsby in January 2012 and began working here as a learning facilitator; almost eight years on and I am now currently the head of mathematics. In this time I have had the opportunity to complete many roles within the school. Working in the behaviour support unit, as an achievement officer and then as a maths instructor, while I was completing my maths degree at university. The leaders within the school identified my skill set and provided me with the support and guidance to move through these positions.

- Maths Teacher – The James Hornsby School

## Job Description & person specification

<b>Job Title</b>	Business Manager
<b>Grade</b>	Scale 9, Point Range 29 – 33
<b>Reports to</b>	Headteacher
<b>Responsible for</b>	<ul style="list-style-type: none"> <li>Finance Officer</li> </ul>
<b>Liaison with</b>	Headteacher, CFO, other staff, parents, visitors, external agencies, governors, Trust Board
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>Working with the Headteacher to ensure that the school meets its educational aims</li> <li>To promote the highest standards of business ethos within the finance function of the school, ensuring the most effective use of resources in support of the school's objectives</li> <li>Overview of the financial resource management and Health &amp; Safety management of the school</li> </ul>
<b>Duties</b>	<p><b>Leadership &amp; Strategy</b></p> <ol style="list-style-type: none"> <li>Attend full Governing Body and appropriate Governors' sub-committee meetings as required</li> <li>Provide reliable and relevant information as required to enable decision making within the school's Senior Management/Leadership Team</li> <li>Plan and implement change in accordance with the school development/strategic plan</li> </ol> <p><b>Financial Resource Management</b></p> <ol style="list-style-type: none"> <li>Working in conjunction with the CFO, discuss, negotiate, prepare and provide a realistic and balanced school budget</li> <li>To submit the proposed budget with the CFO to the Headteacher, Governors and Trust Board for approval and assist the overall financial planning process</li> <li>Develop process measures that are affordable and that will enable value for money decisions for those managing resources</li> <li>Use the agreed budget to actively monitor and control performance to achieve value for money</li> <li>Identify and inform the CFO, Headteacher and Governors of the causes of significant variance and take prompt corrective action</li> <li>Propose revisions to the budget if necessary, in conjunction with the CFO in response to significant or unforeseen developments</li> <li>Provide ongoing budgetary information to relevant people</li> <li>Advise the Headteacher, Governors and Trust Board if fraudulent activities are suspected or uncovered</li> <li>Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets</li> <li>Identify additional finance required to fund the school's proposed activities</li> <li>Seek and make use of specialist financial expertise</li> <li>Maximise income through lettings and other activities</li> <li>In conjunction with the CFO present timely and fully costed proposals, recommendations or bids</li> <li>In conjunction with the CFO put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules</li> </ol>

	<p>18. Working closely with the CFO to monitor the effectiveness and implementation of agreements</p> <p>19. Oversee the payroll service for all school staff including the management of pension schemes and associated services as required</p> <p><b>Property Management</b></p> <p>20. To liaise with Maintenance Manager regarding the maintenance of the school site including the purchase and repair of all furniture and fittings</p> <p>21. Ensure the continuing availability of equipment</p> <p>22. Monitor, assess and review contractual obligations for outsourced school services</p> <p>23. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided</p> <p>24. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.</p> <p>25. Work with the CFO to seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.</p> <p>26. Negotiate contracts on behalf of the school for utilities, services and equipment as necessary.</p> <p><b>Health &amp; Safety</b></p> <p>27. In collaboration with Maintenance Manager formulate, monitor, implement and review the school's Health &amp; Safety Policy including the introduction of all Risk Assessment procedures</p> <p>28. To advise of staff as appropriate</p> <p>29. To report to Governors on Health &amp; Safety</p> <p>30. In co-operation with the Fire Service, the installation and maintenance of equipment for protection against and escape from fire. Keeping records and initiating regular fire practices</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade</li> </ul>

## PERSON SPECIFICATION

### Business Manager

General heading	Detail	Examples
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of working in a finance role within a school setting - desirable  Business Manager or Finance qualification - desirable
	Knowledge of relevant policies and procedures	Knowledge of financial procedures and regulations - desirable
	Literacy	Excellent reading and writing skills
	Numeracy	Ability to count and undertake complex calculations
	Technology	Ability to use word processor, databases and other IT applications
<b>Communication</b>	Written	Ability to complete detailed reports, forms and letters
	Verbal	Ability to exchange verbal information clearly and sensitively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues in an effective way
<b>Working with children</b>	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Good understanding and support the differences in children and adults and respond appropriately in relation to the role
	Curriculum	Good understanding of the learning experience provided by the school in relation to the role
	Child Development	Good understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing  Ability to support children who may be unwell
<b>Working with others</b>	Working with partners	Understand the role of others working in and with the school

	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
<b>Responsibilities</b>	Organisational skills	<p>Good organisational skills</p> <p>Ability to work accurately with attention to detail</p> <p>Ability to work on own initiative</p>
	Line Management	Ability to lead and motivate a team in a positive and successful way
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions effectively
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Good understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	<p>Demonstrate a clear commitment to develop and learn in the role</p> <p>Ability to effectively evaluate own performance and share knowledge with others</p>

