School Business Manager

Application Pack

Location: Unity Primary Scchool

REAch2 Registered address:

REAch2 Academy Trust

Scientia Academy

Mona Road

Burton Upon Trent

Staffordshire

DE13 0UF

www.reach2.org

REAch2 Academy Trust is a charitable company limited by guarantee in England and Wales, Company number 08452281, Registered office Address: Henhurst Ridge Primary Academy, Henhurst Ridge, Branston, Burton Upon Trent, Staffordshire, DE13 9SZ; VAT Number: 220 8862 15

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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 and timetable

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

Closing date for applications – Midday Monday 18th November 2019

Interviews – Wednesday 27th November 2019

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

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: *Mrs Ceri Stammers - School Business Manager*

Completed application forms should be sent to: *Mrs Ceri Stammers, School Business Manager, Unity Primary Academy, Hickory Avenue, Colchester, Essex. CO4 3QJ*

Equal Opportunities Monitoring forms should be sent to: *as above*

Background on REAch2

The REAch2 Academy Trust originated from the successful school improvement and partnership work led by Hillyfield Primary Academy in Waltham Forest, London. The Trust has grown to become a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance.

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 across the Trust.

REAch2 Trust is part of a teaching school alliance (led by the REAch2 Tidemill Academy in Deptford). As a result, teachers and leaders within the REAch2 family are able to access a range of teacher and leadership development opportunities, including the Improving Teacher Programme and the Outstanding Teacher Programme, as well as programmes for middle leaders and newly qualified teachers.

The Trust is focused on ensuring it supports, develops and empowers its staff so that, 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. This underpins our approach to school improvement - including the successful improvements that have been achieved so far in many of our schools that have joined the Trust as sponsored academies.

REAch2 benefits from the involvement of leading educationalists, including our board member Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

Our Clusters:

The trust consists of ten clusters covering:

- Staffordshire, Warwickshire, Birmingham and Telford
- North East Essex and Suffolk
- Croydon, Bexley, Kent and Sussex
- Reading, Hertfordshire, London

Our cornerstones and touchstones

REAch2 is a cornerstone of every academy in the Trust: a strong, responsible foundation providing a solid base, from which every academy can build and grow. Defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

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 find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

The touchstones are:

- **Learning**: children and adults will flourish in their learning and through learning discover a future that is worth pursuing;
- **Leadership**: we aspire to an unwavering emphasis on the highest quality of leadership at all levels. The Trust seeks out talent, develops potential and spots the "possible" in people as well as the "actual".
- **Enjoyment**: 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**: 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.
- **Inclusion**: we celebrate the economic, social and religious differences that serving a range of communities across the country brings and we encourage diversity. Embracing inclusion, particularly those children with special education needs, ensures that the Trust serves all and believes everyone can and must succeed.
- **Responsibility:** we take accountability seriously and by being responsible for every child, we act judiciously with control and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements.

- **Integrity:** we are a trust that has a strong moral purpose. As a Trust we recognise that we lead by example and if we want children to grow up behaving appropriately

  and with integrity then we must model this behaviour. We welcome the fact that all our decisions and actions are open to scrutiny.

You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website: www.reach2.org

Job Description

School Business Manager

Grade:	Band 5 - Points 29 to 37
Reports to:	Co - Headteachers
Responsible for:	Admin staff, Catering Staff, MDA Supervisor, Estates 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 Leadership Team and Governors
- To ensure the efficient use of all facilities on the site
- To advise the other members of the Senior Leadership 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 and Breakfast Club teams
Duties	<u>Leadership & Strategy</u> • 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 <u>Financial Resource Management</u> • 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 Academy and Trust 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

- 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 streamlined 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

Catering

To 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 met.

Facility & 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.

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.

School Business Manager

Person Specification

	Essential	Desirable	Evidence
Qualifications	Recognised management/business degree or equivalent related professional qualification.	School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management	Certificates at selection event
Training	Evidence of Continuing Professional Development.	Member of Institute of School Business Leadership	Application form. Selection event
Experience	Managing strategic financial plans. Managing budgets, financial reporting, procurement and fixed assets. Managing personnel Managing H & S.	Managing within an educational environment. Managing at a Senior Management Team level.	Application form. Selection event
Knowledge and Skills	Able to deliver services and systems applicable for effective school management. Able to deliver value for money initiatives. Able to understand national & regional educational services and deliver appropriate strategies. Able to lead teams and individuals.	Understanding of educational enterprise issues. Understanding of promoting positive relationships with the wider school community.	Application form. Selection event

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	Able to strategically influence decision making within the school. Able to develop good relationships with staff and others Able to use a range of ICT packages.		
Attributes	Flexibility and a willingness to adapt to changing circumstances Resilience, enthusiasm, energy and vigour Honesty, reliability, integrity and commitment Intellectual ability A sense of humour and perspective A willingness to learn and undertake further training		Selection event