

# School Business Manager Application Pack



**Location:** Concordia Academy, Union Road, Romford RM7 0HG

**REAch2 Registered address:**

**REAch2 Academy Trust**  
Enhurst Ridge Primary Academy  
Enhurst Ridge  
Branston  
Burton-Upon-Trent  
DE13 9SZ

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



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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

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: **Mr Raheel Akhtar**

Email address: [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.co.uk)

Completed application forms and equal opportunities monitoring forms should be sent to:

**HR Recruitment**

**REAch2 Academy Trust**

Concordia Academy

Union Road

Romford

RM7 0HG

Email: [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.co.uk)

# About the role

## Business Manager – Maternity Cover

- the opportunity to work in a brand new state-of-the-art building with excellent facilities
- huge scope for advancement and fantastic opportunities for career progression
- the opportunity to get in on the ground floor of an exciting new project and to help shape the direction of a new school

About the role: The Business Manager will

- work closely with the school's senior leadership team
- participate in the strategic management of the school and be responsible for the effective management of school resources
- manage all aspects of the school's administrative and financial systems and processes
- oversee the overall budget
- take a lead on managing the school site, buildings and health and safety requirements
- provide leadership and support to administrative, premises and site staff

Visits to the school are warmly welcomed. To arrange a visit or for further information please contact Raheel Akhtar on 01708 932710 or email us at [info@concordiaacademy.co.uk](mailto:info@concordiaacademy.co.uk)

**We are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake a DBS check. We are an equal opportunities employer.**

**Closing date: Friday 3<sup>rd</sup> May 2019**

**Shortlisting: Tuesday 7<sup>th</sup> May 2019**

**Interviews: Commencing Monday 13<sup>th</sup> May 2019**

Concordia Academy is a member of 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. For more information on REAch2 visit [www.reach2.org](http://www.reach2.org)

## 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 is 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

Post:	School Business Manager – Temporary Maternity Cover (Current finance officers will be considered) 3 days per week from July 2019 – April 2020
Salary:	NJC OUTER LONDON 2019 SCP 14 TO 24 Negotiable depending on experience (FTE £25,352-£30,214) Pro Rata
Responsible to:	Headteacher, Regional Business Manager

## School Business Manager

### 1. JOB OUTLINE

#### 1 a) REASON JOB EXISTS AND 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

#### 1 b) MAIN AREAS OF RESPONSIBILITY

##### Leadership & Strategy

- To function as a member of Senior Leadership Team (SLT), ensuring that the decision making is part of a shared process
- Attend Senior Leadership Team meetings and school events as required
- 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 Headteacher 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
- Advise 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, ESFA, 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 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, ESFA, LA and other agencies and stakeholders within statutory guidelines
- To handle all other matters relating to the administrative nature which may arise

### **Management 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, and liaise with ICT support where necessary
- 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
- Prepare all payroll paperwork on a monthly basis, in line with published calendar, and liaise with MAT Payroll Agency and other external bodies
- Complete administration of forms for Government Pension Scheme and Teaching Pensions Agencies
- Maintain the School's Single Central Record, keeping the information protected and always current
- 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(s) and Premises 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

### **Facility & Property Management**

- Overall responsibility for the site and its development
- To compile and maintain asset registers
- 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.

### **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

### **Health & Safety**

- Act as the school's Health & Safety Coordinator and Fire Officer/Marshall.
- Plan, instigate and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.

- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
- 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 the Headteacher
- Dealing with correspondence, attending meetings, etc. on behalf of the 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 organise and attend key school events where necessary and required, such as Parents' Evening, School Fairs, etc.
- 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

## **1 a) EQUALITIES**

Be aware of and support difference and ensure that the school's equalities and diversity policies are followed.

## **1 b) HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

### 1 c) DISCLOSURE AND BARRING SERVICE

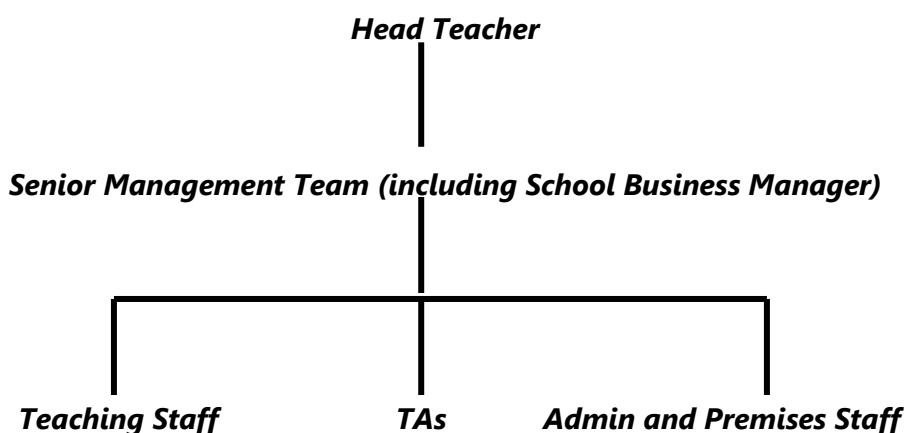
This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the Academy's pre-employment checks.

### 1 d) ADDITIONAL INFORMATION

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

***\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.***

## 2. ORGANISATION CHART



## 3. SUPERVISION

The jobholder is managed by the Headteacher and is a member of the school's Senior Leadership Team.

The jobholder manages a team of staff who lead the support staff functions (such as finance, premises, staffing and administration) in the academy.

#### **4. JOB CONTEXT**

The jobholder provides leadership to all of the academy's activities that are not directly related to teaching and learning.

#### **5. CONTACTS**

The jobholder will work with all members of staff in the academy and have contact with parents, governors and the Academy Trust.

#### **6. KNOWLEDGE, EXPERIENCE AND TRAINING**

- Experience of working at management level in a business/school environment.
- Relevant professional qualifications or experience in a relevant discipline (such as accountancy).
- Ability to organise, lead and motivate staff.
- Ability to persuade, negotiate and influence
- Ability to interpret statistics, regulations and guidance and to devise policy and practice in the light of these.

#### **7. JOB ENTITLEMENTS**

- Access to training and staff development according to personal development needs and the needs of the school
- Annual Performance Appraisal and reviews

#### **8. ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the academy.

All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

## Person Specification

The selection decisions will be based on the criteria outlined below. At each stage of the process, an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

When completing your covering letter, application form and person specification form, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience.

Factors	Essential	Desirable	Assessment Method
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Recognised management/business degree <b>or</b> equivalent related professional qualification/experience</li> </ul>	<ul style="list-style-type: none"> <li>School Business Manager specific qualification i.e. CSBM, DSBM, ADSBM</li> </ul>	Certificates
<b>Training</b>	<ul style="list-style-type: none"> <li>Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>Member of National Association of School Business Management</li> </ul>	Application form and selection events
<b>Experience</b>	<ul style="list-style-type: none"> <li>Managing strategic financial plans</li> <li>Managing budgets</li> <li>Financial reporting</li> <li>Managing premises and H&amp;S issues</li> <li>Managing change projects</li> <li>Managing teams</li> </ul>	<ul style="list-style-type: none"> <li>Managing within an educational environment.</li> <li>Understanding of procurement and fixed assets</li> <li>Managing HR</li> <li>Income generation</li> </ul>	Application form and selection events
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Able to deliver services and systems applicable for effective school management</li> <li>Able to deliver value for money initiatives</li> <li>Able to understand national and regional educational services and deliver appropriate strategies</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of current educational issues</li> <li>Understanding of promoting positive relationships within the wider school community</li> </ul>	Application form and selection events



Factors	Essential	Desirable	Assessment Method
	<ul style="list-style-type: none"> <li>• Able to lead teams and individuals</li> <li>• Able to use a range of ICT packages</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the challenges facing school budgeting</li> <li>• A knowledge of school administration and finance software</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Highly developed interpersonal skills including negotiating skills</li> <li>• Willingness to constructively and continually challenge self and others to improve own and team performance</li> <li>• Ability to work under pressure and meet deadlines, prioritise workload and manage time effectively</li> <li>• Ability to use own initiative</li> <li>• Ability to self-improve</li> </ul>		Application form and selection events

***Note to applicants:***

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