

School Business Manager



RECRUITMENT PACK



CONTENTS

1. Our Academy
2. Job Description
3. Person Specification
4. Our Trust



Proud member of Impact Education Multi Academy Trust



Our Trust

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay

Chief Executive Officer

Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.



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Our Academy



It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to The Whitley AP Academy. We are an Alternative Provision Academy serving the Calderdale area and we are based in Illingworth, Halifax.

We are commissioned by Calderdale Council to provide eighty places for young people across Key Stages 2, 3 and 4. The Academy is part of Impact Education Multi Academy Trust, a Trust dedicated to improving the life chances of children and young people.

Our vision is for The Whitley AP Academy to be a school that works hard to develop confidence, a love of learning, resilience and kindness in our pupils. We have high expectations, which support the individual needs of all of our pupils, whilst placing an emphasis on positive attitudes to learning, building effective relationships and developing a strong moral compass.

Mr Phillip Hannah
Headteacher





Job Description

Post Title: School Business Manager

Post Grade: PO2 (SCP 29 – 32) (£35,411 - £38,296 FTE)

Contract: Permanent, all year round, 37 hours per week

Closing Date: 9am Monday 24th April 2023

The information given on this job description is intended to provide both post holder and Academy leaders with an understanding and appreciation of the workload of this particular job and its role within the organisation.

Prime Objectives of the Role

The primary focus of the role is for the oversight and day to day management of finance and the budget, premises including health and safety, data protection compliance, information management and human resource functions.

Responsible to: Headteacher

Key Duties and Responsibilities

- Financial Resource Management - Responsible for leading, developing, operating and maintaining the financial procedures and systems of the academy, in co-operation with the Senior Leadership Team (SLT), Trust central team and Governors.
- Premises Management - Responsible for ensuring that all legal and safety requirements with regard to people, property and functions of the Academy are maintained; key holder responsibilities. Monitor, assess and review contractual obligations for outsourced Academy services. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Administration Management - Responsible for all administrative staff and administrative functions. Manage systems and link processes that interact across the Academy to form complete systems. Define responsibilities, information and support for staff and other stakeholders. Establish and use effective methods to review and improve administrative systems. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Information Management - Responsible for coordination of the maintenance of all information management systems and ICT systems, including servers and Academy website in conjunction with the Trust's IT Infrastructure and Services Manager. Responsible for the management of the Academy's use of CPOMS, SIMS, Office365 and other software packages used



in the Academy. Responsible for the management of data systems linked to tracking pupil progress, both academically and pastorally.

- Health and Safety Management - Responsible for all site Health & Safety at the site in conjunction with the Trust's Director of Estates and Compliance / Operations Director. 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. 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
- Asset Management - Responsible for maintaining an Asset Management Plan.
- Human Resources – Responsible for liaising with the Trust's Central HR team to: support staff well-being across the Academy; monitor and manage all staff absence with the Deputy Headteacher; support Senior Leaders in the recruitment, performance management, appraisal and development of staff; recruit internally and / or externally, including writing job descriptions, personal specifications, job adverts, interviewing, as well as ensuring all new staff have an Induction. Responsible for arranging cover on a day to day basis to meet with the needs of the school.
- Leadership – Ensure that staff comply with all policies and procedures the Academy / Trust and meet legal and regulatory requirements.
- Responsible for day to day deployment of all Administrative staff, the Site Team and cover staff.

Please note that this is illustrative of the general nature and level or responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out, which would be determined by the Line Manager or Senior Leaders.

Person Specification

Post Title: School Business Manager

Post Grade: PO2 (SCP 29 – 32)

	Criteria – Essential (E) / Desirable (D)	How Identified
Experience	<p>Experience of managing budgets, financial reporting, procurement and fixed assets; development of strategic financial plans; financial analysis and reporting. (E)</p> <p>Experience of managing and motivating teams; managing contracts and working with business customers; Managing projects. (E)</p> <p>Experience of HR and payroll; experience of a school finance package. (E)</p> <p>Premises Management; performance management for team members; managing at a senior level, attending leadership meetings. (E)</p> <p>Experience of managing Health & Safety; experience of managing capital projects and buildings development. (E)</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Knowledge & Skills	<p>Ability to relate well to pupils and adults, and an ability to work as part of a team. (E)</p> <p>Ability to take responsibility and work autonomously within agreed boundaries and expectations. (E)</p> <p>Ability to remain calm under pressure. (E)</p> <p>Financial management and accounting processes for schools. (E)</p> <p>Awareness of Schools Financial Value Standard (SFVS). (D)</p> <p>Information management systems. (E)</p> <p>HR policies / codes of practice / legislation, including safer recruitment practices are in place and adhered to.</p> <p>Health & Safety policies / codes of practice / legislation. (E)</p> <p>Premises Management. (E)</p> <p>Payroll systems and processes. (E)</p>	<p>Application Form</p> <p>References</p> <p>Interview</p>

	<p>Resource management and procurement; importance of best value. (E)</p> <p>Appropriate level of data protection, security and confidentiality awareness. (D)</p> <p>School development planning. (D)</p> <p>Knowledge of school financial management and accounting principles. (E)</p> <p>Education specific Human Resources practices. (E)</p> <p>Education specific Health & Safety guidance. (E)</p> <p>Demonstrate good co-operative, interpersonal and effective listening skills. (E)</p> <p>Maintain confidentiality in matters relating to the Academy, its pupils, parents / carers. (E)</p> <p>Awareness of safeguarding issues. (D)</p> <p>Ability to use Microsoft Office packages. (E)</p>	
Qualifications / Training	<p>NVQ Level 3 or equivalent in a relevant subject and / or Certificate in School Business Management qualification or equivalent and / or substantial amount of work experience in a relevant organisation - preferably a school. (E)</p> <p>Further professional qualifications relevant to the role. (D)</p> <p>Recognised management or business degree or specific school business management qualification. (E)</p> <p>Other relevant qualifications relating to the post e.g., Level 2 NVQ in Health / Childcare, first aid qualification. (D)</p> <p>GCSE English and Maths or equivalent e.g., Adult Literacy / Numeracy at level 1. (E)</p> <p>A full driving licence. (E)</p>	Application Form

Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consist of seven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.



Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have fully funded access to a suite of 63 courses with Every e-learning including safeguarding and safer recruitment training modules. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported e.g Finance qualifications.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website:

www.i-mat.org.uk/working-for-us/

How To Apply

To apply for this role please visit <https://twapa.co.uk/vacancies/> to download and complete an application form and self disclosure form. Completed forms should be returned to hr@i-mat.org.uk.