



CANDIDATE INFORMATION PACK

Assistant Academy Business Leader

fixed term for a specific project linked to maternity leave

Closing date: 09 January 2023

Interview Date: w/c 09 January 2023

Starting: 01 February 2023

Welcome from the Headteacher



I am proud to welcome you to Belle Vue Girls' Academy. We are a long-established and highly successful academy with a thriving Sixth Form, providing an exceptional quality of education for girls aged 11 to 18.

At Belle Vue, we are committed to providing an exceptional educational experience for all, empowering our young people to become confident learners, confident communicators, and confident future citizens. We expect nothing but the best, from everyone, for everyone.

Our students are highly motivated, ambitious and aspirational. They are excited by learning and value the extensive opportunities we provide for academic and personal development. They get involved in exciting and enriching activities and experiences and develop as leaders and young citizens. We expect excellent attendance and punctuality, and for students to always behave in a respectful and courteous manner. Our high standards mean that our academy is a safe and happy place for all students to learn, and that all students can fulfil their potential.

Our staff are driven by ambition, aspiration, and excellence. They have the highest of expectations of all and work hard to ensure every student achieves aspirational academic outcomes, with personalised support, care and guidance at every stage of their journey. Our staff believe in and champion our students, we ensure no student is ever left out or left behind.

Our high expectations and the exceptional quality of education means that our students make excellent progress. In 2022 we celebrated our best GCSE results ever, placing us again among the highest performing schools in Bradford, and in the 'well above average' category for progress nationally. Our A Level results were equally strong, with 25% of grades at A*-A and 50% at A*-B. 88% of students studying an Applied Vocational qualification achieved Distinction*/Distinction. All Year 13 students progressed to a university of choice, or a high-quality apprenticeship. Our girls work hard, and we are very proud of them.

I would like to invite you to explore our website and follow us on Twitter to find out more about us and the achievements of our remarkable students.

Mrs. Deborah Anness

Headteacher



BELLE VUE GIRLS' ACADEMY VISION AND VALUES

An exceptional educational experience for all
 Confident Learners - Confident Communicators - Confident Future Citizens

Our Vision and Values

We are committed to providing an **exceptional educational experience for all**, empowering our young people to become **confident learners, confident communicators, and confident future citizens**.

We are driven by **ambition, aspiration, and excellence**. We expect nothing but the best, from everyone, for everyone. We break down barriers, we tackle **disadvantage**, and we value and actively promote **inclusion and celebrate diversity**. We create an inclusive environment, in which everyone feels welcomed, supported and confident about being themselves whatever their characteristics or background. We know that education has the power to dramatically improve life chances and we take our commitment to our young people seriously. We take every measure to ensure our academy is a happy and safe place for young people to learn and grow.

Confident and empowered, our learners become happy, successful and independent people. They are compassionate, respectful, resilient and responsible citizens, with positive personal strengths which guide their conduct. They are academically, socially, culturally and emotionally fulfilled and ready to become the leaders and change makers of tomorrow.



Who are we?

Belle Vue Girls' Academy is an inclusive secondary comprehensive school with Sixth Form located in Bradford. The school was founded in 1877, making us one of the oldest girls' schools in the country. We are proud of our Bradford heritage and culture; we have a very long history of providing an exceptional quality of education for the young women of Bradford.

We are a highly successful academy. Our students make excellent academic progress and experience a wide range of enriching and character-building opportunities, equipping them with the confidence, knowledge, and skills to become happy and successful young women. We were again rated 'Good' in all areas by Ofsted in our most recent inspection in 2021 and have been recognised nationally as a Leading Edge school. With an exceptional staff team, high-quality curriculum, superb facilities and a kind and caring student-centred ethos, the academy continues to go from strength to strength.

Delivering an exceptional education for all:

- | | |
|---|--|
| 1 A positive, kind and caring academy ethos | 6 Exciting and enriching opportunities |
| 2 An ambitious curriculum | 7 Active student leadership and student voice |
| 3 Inspirational teaching | 8 An enabling and empowering academy culture |
| 4 Exceptional leaders | 9 Strong partnerships with families, carers, and the local community |
| 5 Personalised pastoral care | 10 A culture of ambition and aspiration for all |



Assistant Academy Business Leader

Due to the secondment of the Academy Business Leader to Deputy CFO for Bradford Diocesan Academies Trust, a vacancy has arisen for a full time Assistant Academy Business Leader.

This is a fixed term opportunity for a project linked to maternity leave between 1 February 2023 – 31 October 2023.

The post will allow the right applicant the opportunity to utilise their finance and business operations skills while working under the direction of the ABL/Deputy CFO.

The Academy Business Leader will be based at Belle Vue Girls' Academy for two days a week (0.4 FTE). All aspects of the AABL role will be directed by the ABL and Headteacher. The AABL will have no direct line management responsibility, although the role will allow the AABL to delegate tasks to the academy Operations Steering Group in the absence of the ABL.

Starting 01 February 2023

37 Hours Per Week / All Year Round

Spot Salary NJC Scale Point 25 / £32 020 per annum

Closing Date: 09 January 2023

For an application form please visit: <https://www.bvgacademy.co.uk/vacancies/>

Please return your completed application form via email to:
nichola.laidman@bvga.bdat-academies.org

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS)

Job Title: Assistant Academy Business Leader

Accountable to: Academy Business Leader

Purpose: To provide a truly exceptional educational experience for all, by providing strategic direction for the operations and support services at Belle Vue Girls' Academy, monitoring alignment with the academy strategy and vision, and promoting a unified student experience.

Duties and Responsibilities:

- To assist the Academy Business Leader and Finance Manager with the financial aspects of the academy's operations and ensure all financial reporting is in place.
- To manage and monitor the academy's finances with the Academy Business Leader and Finance Manager, taking a proactive role in the key processes of budget setting, forecasts, benchmarking and both internal and external reporting.
- In the absence of the ABL, work with the Finance Manager to ensure the effective and efficient operation of the finance department, delegating tasks to finance staff where appropriate.
- Carry out monthly budget monitoring, analysis, forecasting and investigate any variances arising. Report all findings to ABL.
- Maintain the fixed asset register ensuring compliance with audit requirements and ensure capital project bid income is accounted for correctly.
- Under the direction of the ABL, manage the academy's compliance with statutory obligations, and advise others on the relevant legal, regulatory, and ethical requirements.
- Track all academy policies and ensure they are updated in accordance with the policy review schedule.
- Monitor and update the risk register in conjunction with the ABL.
- In the absence of the ABL, act as Deputy Data Protection Officer, taking responsibility for monitoring data protection compliance, advising and reporting on GDPR issues as required.
- To attend the Academy's Operations Steering Group meetings and support the strategic direction of the support services at Belle Vue Girls' Academy, monitoring alignment with the academy strategy and vision.
- To support the ABL with the efficient management and administration of personnel related matters.
- Assist with Payroll administration and reconciliation.
- To assist in the whole school recruitment process, including staff induction procedures ensuring compliance with Safer Recruitment.

- To assist in the administration of staff absence procedures and processes and advise the ABL and Headteacher on sickness absence reviews.
- Prepare necessary paperwork for sickness absence reviews, including making referrals to Occupational Health.
- In the absence of the ABL, act as first point of call for building maintenance and related issues.
- To oversee the lettings operations of the academy and be the first point of contact for the lettings manager.
- Support the ABL with capital bids, facilities management, and environmental sustainability strategies.
- In conjunction with the site team, ensure a safe, secure and compliant environment for all stakeholders to facilitate learning and work processes.
- To assist the ABL in all matters relating to facilities. This includes maintenance, security, grounds maintenance and development of the building both internally and externally.
- In the absence of the ABL, lead on H&S and ensure identified issues are addressed promptly, reporting any concerns to the ABL.
- To be familiar with the main health and safety issues specific to the academy.
- In the absence of the ABL, be the first point of contact for the catering manager.
- To work with the catering manager to ensure that the academy catering provision is running effectively.
- To ensure the school website is up to date and meets the statutory requirements.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually

Signed: Date:

PERSON SPECIFICATION

Category	Essential	Desirable
Qualification and Training	<p>Business Management qualification through the ISBL</p> <p>Continuing professional development</p>	<p>Accountancy qualification (CIMA, ACCA, CIPFA)</p> <p>Degree in Business/Business Management</p> <p>IOSH qualifications</p> <p>CIPD level 5</p>
Experience	<p>Previous experience of working in a school environment</p> <p>Experience of working in a related discipline. Finance/HR manager</p> <p>Experience of working with PSF Financials and Orovia budget management software</p> <p>Well-developed ICT skills, including the use of the Microsoft office suite</p> <p>Experience and detailed knowledge of budget management, HR and premises management</p> <p>Experience of dealing with difficult situations where the need for diplomacy, assertiveness and initiative is required</p> <p>Experience of leading and/or managing budgeting and reporting processes in an organisation</p> <p>Experience of working with a range of internal and external stakeholders</p> <p>Experience of managing procurement, contracts for services etc</p> <p>Experience of working with multi-disciplinary teams</p> <p>Experience of managing/supporting the management of HR matters</p>	<p>Experience of generating income</p> <p>Compliance and development of policies and procedures relating to security, confidentiality and data protection</p>

<p>Knowledge and understanding</p>	<p>Well-developed knowledge PSF Financials</p> <p>Knowledge of health and safety policies and procedures</p> <p>Understanding of the fundamentals of financial management and control, accountancy terminology and the ability to accurately interpret financial documents</p> <p>An understanding of Teachers' and Local Government pay and terms of conditions</p> <p>Understanding of quality provision of support services within schools, and the close inter-relationship between good support and good learning</p>	<p>Knowledge of legal, regulatory and ethical compliance</p> <p>Knowledge of project management practices</p>
<p>Attitudes and Responsibilities</p>	<p>Ability to interpret financial data and produce reports</p> <p>Ability to pay attention to detail and ensure accuracy</p> <p>Flexible attitude</p> <p>Strategic thinker</p> <p>Acknowledge the need to maintain confidentiality at all times and to be aware of policies on confidentiality and the management and sharing of information under GDPR</p> <p>Understanding and commitment to the safeguarding of children</p> <p>Able to work under pressure and to deadlines</p> <p>Prepared to challenge non-compliance</p> <p>Good time management and the ability to prioritise workload</p>	

How to Apply

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure form the Disclosure and Barring Service.

Applications

Please ensure that all parts of the application are completed. We do not accept CVs as part of the selection process. Please ensure that you demonstrate how your experience and skills make you suitable for the position. Applications can be submitted online, via email or via paper copy.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff and governors. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by telephone with e-mail confirmation to follow. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

References

We request references for all candidates who are invited to interview. Requests will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer.

Interview Process

The interviews will be held at Belle Vue Girls' Academy. The interview will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day.

Final Selection

Following the tasks and formal interview, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview, and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

Probationary Period

First school term of employment with BDAT

Timeline

Closing date: 09 January 2023

Interview date: w/c 09 January 2023

Please return your completed application form via email to:
nichola.laidman@bvga.bdat-academies.org

About BDAT

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Bradford based Church of England Multi-Academy Trust. BDAT is a charity and company limited by guarantee, governed by a Board of Directors who are responsible for, and oversee the management of the company. BDAT was established in 2012 to sponsor academies in Bradford on behalf of the Diocese of Leeds. BDAT operates as an Exempt Charity and is governed by a Board of Trustees who are responsible for, and oversee, the management of the company.

The mission statement of BDAT

“The Trust’s mission is to provide an education of the highest quality within the context of Christian belief and practice.” In practice as a Trust we seek to work with and alongside the schools in our Trust to provide a good quality of education to all children in our schools. We believe every child only gets one chance at education and they have a right to a good education.

Trust development and growth

The MAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of January 2022, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We expect a further primary school to join in the summer of 2022 and we are actively considering further slow and steady growth following several years of consolidation.

For more information on BDAT, visit www.bdat-academies.org or visit [#wearebdat](https://twitter.com/wearebdat)

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical and spiritual opportunities and development for each member of its academies.

Whilst robust Christian principles underpin the work of the academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor non-Church of England schools, as well as those within the faith.



Our mission, vision and values

BDAT's mission is:

"to provide high quality education within the context of Christian belief and practice so that every child can fulfil their academic potential and accomplish their individual goals".

Our rationale or reason for doing this is:

"... because we believe that every child has only one chance at a good education".

Our vision is:

"That every student in a BDAT academy gets a happy and high quality education enabling competence, confidence and character to thrive; and that our Academies become the schools of choice in Bradford."

The Trust, our family of schools and our pupils are driven by a set of shared values which guide how we operate, how we teach and how we support each other.