

# Senior School Business Manager

## Application Pack

Location: **The Limes Primary Academy**

**Lime Avenue**

**Oulton**

**Lowestoft**

**Suffolk**

**Gunton Primary Academy**

**Gainsborough Drive**

**Lowestoft**

**Suffolk**

**NR32 4LX**

**REAch2 Registered address:**

REAch2 Academy Trust

Scientia Academy

Mona Road

Burton Upon Trent

Staffordshire

DE13 0UF

[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 and timetable

**Closing date for applications** – Wednesday 28<sup>th</sup> February 2018

**Interviews** – Monday 5<sup>th</sup> March 2018

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

## The application

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 Kate Cracknell, Headteacher of The Limes, on [head@thelimesacademy.org](mailto:head@thelimesacademy.org) or via Gunton Primary Academy (Tel: 01502 584661).

**Completed application forms** should be sent to: Mrs K. Cracknell, The Limes Primary Academy, c/o Gunton Primary Academy, Gainsborough Drive, Lowestoft, Suffolk. NR32 4LX or [head@thelimesacademy.org](mailto:head@thelimesacademy.org)

**Completed equal opportunities monitoring forms** should be sent to:

**REAch2 HR DEPARTMENT e-mail: [recruitment@reach2.org](mailto:recruitment@reach2.org)**

## About the role

The Limes will be a brand new, contemporary primary academy, with an initial capacity of 420 children to serve Oulton and the local area. In addition to the main primary provision, we are also excited to offer a 26-place pre-school with the possibility of wrap-around care. This new and exciting role will also offer support to Gunton Primary Academy, another local school in our REAch2 family. Our new Senior School Business Manager will be key in the successful opening of our new academy, as well as the further development of an already well-established local academy.

You will:

- have extensive experience as a primary school business manager, preferably in a setting currently providing pre-school and wrap around care
- have relevant qualifications in business/finance and HR
- have a comprehensive knowledge of current Health and Safety legislation and practices
- be committed, driven and passionate about improving opportunities for children
- be part of the Senior Leadership team within both schools, contributing to the success and effectiveness of the academies as well as embodying the family ethos at both schools
- Have a proven track record for generating additional revenue
- take an proactive role in promoting the Academies within the local community
- be confident and have the initiative to solve the unexpected challenges of two busy schools
- ensure our schools always have best value for money with procurement, preferably with proficiency in project management.

We will offer you:

- outstanding training, networking and an opportunity to further develop your career within our Multi Academy Trust, REAch2, the largest primary only academy trust in the country
- a supportive team, working with other Senior School Business Managers across the region, reporting to our Regional Business Manager
- the unique opportunity to help develop and shape a brand new team alongside the new Headteacher of The Limes and to be part of a strong, proactive, welcoming and well-established school team at Gunton.
- Generous holiday entitlement and LGPS pension scheme
- a stunning school environment, with state of the art facilities
- and, most importantly, AMAZING children just waiting to meet you.

## 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 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](http://www.reach2.org)**

# Job Description

*The Senior Business Manager role is currently in development and the job description is under consultation with the new senior business managers in the region.*

## Key Duties and Responsibilities

**Role:** School Business Manager

**Reports to:** Headteacher

**Responsible for:** Office staff, Site staff

## Finance Management and Processes

- Prepare the school annual budget for approval by governors.
- Monitor the agreed budget and ensure income and expenditure are as expected – account for any variances that may arise and advise on action to be taken if necessary.
- Propose revisions to the budget in response to unforeseen expenditure.
- Prepare financial reports and returns to the SLT, Governors and DFE.
- Provide ongoing budgetary information to all budget holders.
- Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
- Advise SLT on budgetary implications and costs with a view to supporting a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
- Process orders; raising purchase orders as necessary.
- Process and authorise invoices into the school accounting system.
- Process payments.
- Identify additional finance required to fund the school's proposed activities.
- Maximise income through lettings and other activities.
- Process petty cash payments.
- Ensure value for money is maximised by the use of appropriate procurement procedures.
- Ensure policies and procedures are adhered to effectively according to the terms and conditions of the Academy Finance Manual.
- Production and dispatch of all VAT claims.
- Ensure that appropriate insurance is arranged on an annual basis including investigation of any potential public/employer liability claims.
- Create and maintain accurate records for financial transactions.



- Regularly review the financial procedures to ensure they meet legal requirements.
- Report on cashflow and banking.
- Maintain suitable banking arrangements.
- Prepare financial audit and accountancy details and documentation and be available during the audit process.
- Development and maintenance of asset register(s).

## Human Resources and Payroll

- 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.
- Keep up to date with changes to safeguarding legislation.
- To have a good understanding and knowledge of the recruitment process.
- Maintain contract details for staff members on the Management Information Systems.
- Ensure the availability of required documentation during the Responsible Officer audit process each term and be available during the audit process.
- Evaluate the school's strategic objectives and obtain information for workforce planning.

## Site Management

- Overall responsibility for the site and its development.
- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure systems are in place for the safety and security of all school premises.
- Ensure the continuing availability of utilities, site services and equipment.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- Ensure all health and safety procedures are observed and implemented.

## Management

- Line manage and undertake performance management and professional development of office staff, site team and catering manager.
- Contribute to the development and monitoring of the school improvement plan.
- Attend full Governing Body meetings as required and appropriate monitoring team meetings.

Any other duties as assigned by the line manager.

## Person Specification

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>CSBM, NVQ Level 3, business degree or equivalent professional qualification</li> </ul>	DSBM or working towards
Training	<ul style="list-style-type: none"> <li>Evidence of Continuing Professional Development</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>Managing budgets and financial reporting</li> <li>Managing procurement</li> <li>An educational environment work background</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety</li> <li>Managing a school's HR issues including recruitment of staff</li> <li>Managing wrap-around care in a school environment</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>Able to deliver services, processes and systems applicable for effective school management</li> <li>Able to deliver value for money</li> <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 promoting positive relationships with the wider school community</li> <li>Up to date knowledge and understanding of relevant legislation and guidance in relation to working with and the protection of children and young people.</li> <li>Use of specialist equipment/resources.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Excellent written and verbal communication, able to convey information clearly, accurately and succinctly to all stakeholders.</li> <li>Excellent time management, meeting and managing deadlines.</li> </ul>	