



# School Business Manager



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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 includes schools at all 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**



# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). 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.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation 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, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can 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 succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)



# The role



- Post:** School Business Manager
- Location:** Northfield St Nicholas Primary Academy, St Margaret's Road Lowestoft Suffolk NR32 9HN
- Employer:** Reach2 Academy Trust
- Hours:** 37 hours per week, all year round
- Salary:** NJC Scale point 29-32

## About the Role:

To meet new challenges and drive further improvements, we are seeking an exceptional and entrepreneurial individual to join our Senior Leadership Team and lead the business management at Northfield St Nicholas Primary Academy. We are looking for that special someone who will make this role their own. Most importantly, we want someone who is up for a challenge and wants to get stuck in with all aspects of our school life!

Key responsibilities of this role will include the leadership of Finance, HR, Premises, ICT, Catering and Administration.

We invite candidates from a range of professional backgrounds, who can demonstrate the ability to operate strategically, communicate effectively and who will share our passion for education. You will need to have experience in leading and motivating teams and a strong understanding of business.

Northfield St Nicholas Primary Academy is looking for a School Business Manager who...

- is a personable team player
- is a strategic thinker
- can demonstrate exceptional financial management skills within a school setting
- is skilled at managing systems and people
- is confident in using new technology to enhance efficiency and effectiveness
- is excited by the prospect of this role

Northfield St Nicholas Primary Academy and REAch2 can offer a successful candidate:

- a Leadership Team dedicated to helping you develop an outstanding career
- the chance to work with a fantastic team, both within the school and the wider Trust
- the best CPD training programme in the UK
- a dynamic, creative staff, dedicated to achieving whole-school improvement
- encouragement to develop new ideas
- the opportunity to make a real difference

Visits are strongly encouraged so please contact the school office to arrange; tel number: 01502 563528 and email address: [office@nsnacademy.com](mailto:office@nsnacademy.com)

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an Enhanced DBS with Child Barred List check and satisfactory written references.

You will be joining 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. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Please contact Iain Owens, Headteacher via [iowens@nsnacademy.com](mailto:iowens@nsnacademy.com) or contact the school office on the details above.

# The application

Please download an application form our [vacancies website](#) and return FAO: Mr Iain Owens, Headteacher to [iowens@nsnacademy.com](mailto:iowens@nsnacademy.com) or alternatively by post to Northfield St Nicholas Primary Academy, St Margaret's Road, Lowestoft, Suffolk NR32 9HN.

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an Enhanced DBS with Child Barred List check.

## The application process and timetable

<b>Application deadline:</b>	Monday 19 <sup>th</sup> April 2021 (12:00 PM)
<b>School visits:</b>	Virtual visits encouraged
<b>Interviews:</b>	Monday 26 <sup>th</sup> April 2021
<b>Contract details:</b>	Permanent
<b>Salary:</b>	NJC scale point 29-32
<b>Start date:</b>	Immediate

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

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).



# Job Description

## Northfield St Nicholas Primary Academy

### School Business Manager

<b>Grade:</b>	NJC point 29-32
<b>Reports to:</b>	Head Teacher
<b>Responsible for:</b>	Admin staff, Catering Manager, Buildings and Site Supervisor
<b>Liaison with:</b>	Head Teacher, Teaching Staff, Support Staff, Pupils, Contractors and Stakeholders

**Principal Accountabilities:** To manage the Administrative staff, Catering Manager, Buildings and Site Supervisor

#### 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 Management Team and Governors
- To ensure the efficient use of all facilities on the site
- To advise the other members of the Senior Management Team on business matters so as to contribute to the successful and effective operation of the Academy in meeting its educational aim

#### Duties

##### Leadership & Strategy

- 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

### Financial Resource Management

- In consultation with the Senior Team and Governors prepare, submit and monitor a realistic and surplus 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
- 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, EFA, LA and other central and local government agencies within 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, 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 Cluster Technician:
  - 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 HR matters 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
- Liaise with the payroll provider to 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, Buildings and Site Supervisor
- To be responsible for professional development, appraisal and training of all Administrative staff, the Catering Manager and Buildings and Site Supervisor.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the academy and staff
- Seek wider Reach2 Trust HR Team support for 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 Manager to ensure 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.

#### Headteacher's Personal Assistant

- To act as a personal and confidential Personal Assistant to Headteacher
- Dealing with correspondence, attending meetings, etc. on behalf of Headteacher
- 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.

## Person Specification

Person Specification	Essential	Desirable	Evidence
<b>Education, Qualifications and Vocational Training</b>	Educated to Level 4 Diploma in School Business Management (formerly Certificate in SBM) or demonstrable equivalent experience	Accountancy Qualifications (AAT)	Application Form Interview Certificates
<b>Relevant Experience</b>	Proven ability in a school or business environment  Experience of managing budgets and budget monitoring  Experience of managing staff  Experience of developing effective administrative systems	Proven record of successful Financial Strategic Management	Application Form Interview
<b>Knowledge and Skills</b>	Ability to organise and prioritise work  Expert use of ICT including Microsoft and other Management or Accountancy systems	Expert use of SIMS/Integris, Corero and HCSS management systems	Application Form Interview
<b>Knowledge and skills</b>	Excellent literacy and numeracy skills.  Knowledge or ability to learn schools' policies and procedures  Knowledge of recruitment procedures and personnel issues  Understand the principles of best value	Accountancy qualifications  Knowledge of Academy financial policies and procedures  Knowledge of employment law	Application Form Interview Certificates

<b>Behaviour</b>	<p>Child centred</p> <p>Caring and calm</p> <p>A can-do attitude</p> <p>Solution focussed</p> <p>Can work well under pressure</p> <p>Resilient</p> <p>Able to adapt quickly</p>		<p>Appointment process</p> <p>References</p>
<b>Special Requirements</b>	<p>This post is subject to Enhanced DBS with Child Barred List check clearance</p> <p>Right to Work in the UK</p> <p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people</p> <p>Commitment to promote and support the aims of REAch2.</p>		<p>Pre-Employment checks</p> <p>Appointment process</p>