

# The **GALLERY** TRUST

A community of special schools



**Bloxham Grove**  
ACADEMY

**School Business Manager  
Candidate Information Pack  
January 2024**



Thank you for your interest in the post of School Business Manager at Bloxham Grove Academy. I am delighted that you are considering joining us at this very exciting time in the opening stages of our new academy.

Bloxham Grove Academy is a brand-new special free school which is currently under construction in Bloxham, near Banbury, and will open in January 2024. Our new building will have first-class facilities in a rural location. Both the building and the academy's outdoor space give us many opportunities to learn in state-of-the-art facilities and in the local countryside. This will create a very special environment for our community to use and enjoy.

The academy will provide exemplary education and care for students with Cognition and Learning needs, Autism Spectrum Condition, and Social, Emotional and Mental Health needs. By year 4 of its opening, Bloxham Grove will have 100 students on roll between the ages of 7 to 18 and we will be delivering exceptional learning experiences to students across the Key Stages 2, 3, 4 and 5.

We will be moving into our new building in January 2024 with 55 students, 22 of which will transfer from our pre-opening cohort who are being educated in Trust schools from September 2023.

This is a truly exciting opportunity to join the inaugural staff team at Bloxham Grove Academy and to play a vital and integral role in our fantastic new school.

I look forward to receiving your application.



Charlotte Roberts  
Head Teacher

## **School Business Manager Bloxham Grove Academy**

Grade 10: Actual annual salary £31,211 to £33,499 per annum  
(*Annual full-time equivalent salary: £33,820 to £36,298 per annum*)

37 hours per week, 41 weeks per year  
(*Term Time plus INSET days, plus two additional weeks*)  
Flexible working may be considered

**Start date: January 2024**

Bloxham Grove Academy is seeking to appoint a School Business Manager to advise and support the Head Teacher and Senior Leadership Team in providing high calibre administrative, organisational and operational support to ensure high quality education, pastoral and therapeutic care for all students.

The role is responsible for managing all aspects of school business management with the support of The Gallery Trust's central services team, and will hold line management responsibilities.

The successful candidate will demonstrate all or some of the following:

- Have experience of working in a business or school administration environment
- Be keen to develop a career in school business management
- Have strong organisational and communication skills
- Have an awareness of financial principles, controls and budget planning
- Understand HR principles, policies and procedures
- Have knowledge of estates and facilities management including health and safety
- Have knowledge of administrative systems and working practices

Additionally, the successful candidate will:

- Be committed to and be able to promote the aims of the academy and the values of the Trust
- Be committed to the welfare, wellbeing and safeguarding of students
- Be able to work on own initiative as well as working as part of a team

Bloxham Grove Academy is a new school opening in January 2024, with 55 students on roll. Students will have a range of Special Educational Needs and Disabilities, including Cognition and Learning Needs, Autistic Spectrum Condition, and Social, Emotional and Mental Health needs. By year 4 of its opening, Bloxham Grove will have 100 students on roll between the ages of 7 to 18 and we will be delivering exceptional learning experiences to students across Key Stages 2, 3, 4 and 5. For further information about the school, please visit our website at

<https://bloxhamgroveacademy.co.uk/>

## **Benefits of working at Bloxham Grove Academy, part of The Gallery Trust, include:**

### **Professional development opportunities**

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in the Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

### **Financial**

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Perk Box - a discount and wellbeing platform membership

### **Wellbeing**

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies
- Cycle to work scheme
- Free car parking and cycle storage

### **Application Process**

To apply for this post, please email [application@thegallerytrust.co.uk](mailto:application@thegallerytrust.co.uk) your completed Gallery Trust application form.

*Closing Date: Monday 2 October 2023, 4pm*

*Provisional Interview Date: Wednesday 11 October 2023. Interviews will take place in a Trust school in Oxford.*

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria.

We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, health clearance, NCTL and Enhanced Disclosure and Barring Check. The Gallery Trust is an equal opportunities employer, and we welcome applications from candidates from all ethnic and community backgrounds.

Bloxham Grove Academy is an academy within The Gallery Trust. The Trust is dedicated to improving outcomes for SEND learners in Oxfordshire, striving to provide the best possible special education for all students. As the largest special school Trust in Oxfordshire, we value powerful collaboration and knowledge sharing but fully celebrate the distinct ethos and individuality of our family of schools, located throughout the county of Oxfordshire.

### Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for students and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently seven special academies in the Trust, with a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

# **School Business Manager Job Description**

Responsible to: Head Teacher

## **Introduction**

This job description describes in general terms the normal duties which the postholder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher, or other Senior Leader if appropriate, will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

The job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the Stress at work policy and Dignity at work policy.

## **Job Purpose**

To advise and support the Head Teacher and Senior Leadership Team in providing professional leadership and management that ensures high quality education, pastoral and therapeutic care for all students: to ensure the effective and efficient provision of local business and commercial services and undertake key strategic and operational responsibilities. Duties include but are not exclusive of:

## **Leadership and Management Responsibilities**

- Manage business services, including finance, estates, administration, human resources, procurement and data protection.
- Ensure the best use of resources and achievement of best value through forward planning and effective and prudent procurement
- Local management of services and contracts, e.g. catering, cleaning and ICT
- Ensure compliance with Trust policies and processes, and with statutory regulations, advisory guidance and audit requirements
- Develop and maintain constructive relationships and work collaboratively with key stakeholders, including with the wider School Business Manager community across the Gallery Trust, colleagues within other academies in The Gallery Trust, the Trust's central team and the Local Academy Board
- Line management responsibilities

## **Finance and Payroll**

- Operational management of school finance and payroll, working collaboratively with the Trust's central finance and payroll team, and securing excellent financial control, monitoring and auditing procedures that meet the requirements of the Trust (including delegation of duties to school admin team)
- Work in compliance with the Academy Trust Handbook, and the Trust's policies and procedures
- Pursue additional sources of funding, sponsorship, bids and grants

- Work with the Head Teacher with the preparation of the draft annual budget and monthly budget monitoring
- Advise on spending commitments, budgetary matters and other expenditure and income issues
- Monitor and manage leasing arrangements
- Advise on the financial implications of proposed and actual initiatives, including proposals relating to use of resources, building and staffing structure
- Undertake processing and operational tasks on specialist software

## **Human Resources**

- School management of HR, liaising with the Trust's HR team regarding personnel matters.
- Safer Recruitment Lead including implementation of Trust policies, maintaining the Single Central Record
- Ensure that data protection is embedded within all areas of the school to achieve compliance with GDPR
- Seek advice from the Trust's HR team when appropriate regarding terms and conditions, employee cases, including the management of sickness absence, matters of conduct, capability, grievance and Safeguarding.
- Manage absence meetings
- Support induction and probation processes for support staff
- Manage personnel information on the school's management information software
- Oversee payroll submission liaising with the Trust's payroll team, where required
- Manage completion of the School Workforce Census

## **Facilities**

- Manage Health and Safety with the Facilities Manager and ensure that statutory requirements are met
- Assess and identify risks: risk management and contingency planning for business critical areas
- Ensure that the buildings and site are maintained to a satisfactory standard and present a clean and purposeful environment for all users
- Support the preparation of capital bids

## **Administration**

- Produce and respond to a variety of complex correspondence.
- Undertake word processing and other complex IT based tasks
- Take minutes at meetings and provide administrative and organisational support
- Liaise with external professionals and agencies
- Provide detailed analysis and evaluation of data as required
- Complete complex forms / returns including to outside agencies
- Archive and manage records



## **General Responsibilities**

- Take appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising any concerns with an appropriate manager and for reporting accidents and incidents appropriately
- To carry out other duties as may be reasonably assigned by the Head Teacher
- Be aware of and support difference and ensure equal opportunities for all
- Be aware of and comply with the School and Trust's policies and procedures
- Safeguard and promote the welfare of all students
- Participate positively in training and professional development
- Support the aims and ethos of the School and Trust
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings

Selection Criteria – School Business Manager		
	Essential	Desirable
Professional Qualifications	Level 3 / 4 qualifications or relevant experience Willingness to continue professional development / undertake business / admin management qualification Excellent literacy and numeracy skills	Qualification in Business or Administration Management: or HR: or finance/accountancy: CSBM
Experience	Relevant experience of working in a business or administration environment	Experience of working in a education environment Administrative experience in a management capacity Experience of managing services and contractors Experience of managing and operating financial management systems. The ability to produce, analyse and evaluate financial reports/information
Professional Knowledge	Knowledge and understanding of financial principles and controls, budget planning and/or management procedures Understanding of HR principles, policies and procedures Knowledge of administrative systems and working practices	Understanding and awareness of education issues and developments Knowledge and understanding of premises management Knowledge and understanding of health and safety legislation
Skills and Abilities	Advanced verbal, interpersonal and written skills Proven organisational skills with a high level of accuracy Ability to plan and prioritise workload to meet conflicting deadlines Ability to analyse and interpret complex information and solve problems Excellent ICT skills and ability to use a range of ICT packages Ability to work independently and act on own initiative. Ability to cope well with pressure and keep calm in stressful situations Ability to motivate and manage staff Ability to liaise and communicate effectively with a range of stakeholders including staff, students, parents, board members, trustees, and promoting effective relationships with the wider community Ability to maintain confidentiality and integrity	

Other requirements	<p>A satisfactory enhanced DBS check</p> <p>Understanding and commitment to equality of opportunity, participation, diversity and responsibility</p> <p>Committed to and able to promote the aims of the School and the values of the Trust</p> <p>Committed to the welfare, wellbeing and Safeguarding of students, staff and visitors to school</p>	
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September 2023