

The **GALLERY TRUST**



A community of special schools

**School Business Manager**

**Iffley Academy**

**Candidate Information Pack**

**March 2018**

# Welcome

April 2018

Dear applicant

Thank you for expressing an interest in the post of School Business Manager at Iffley Academy.

Iffley Academy is a very successful academy, and has grown in recent years with a current number on roll of 155 students. The academy has a long and proud history, with a school on our site in Iffley since the 1960s. Judged as Outstanding in 2015, the Academy meets the needs of students with a range of SEND, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health needs. Our learning community is based on respectful relationships with students, created through understanding of their special educational needs, commitment to restorative approaches, and by providing outstanding teaching and pastoral care. This is a warm and caring community, dedicated to equipping students with the skills and knowledge they need to live independent lives within their chosen communities.

The Board of Trustees is seeking a School Business Manager who can demonstrate excellent skills in operational management and strategic thinking: who can take responsibility for the quality control and delivery of support functions within the academy and the effective procurement, selection and management of resources. The successful candidate will have experience of working at a senior level in an education context, and will demonstrate drive, enthusiasm and resilience. The post requires a flexible individual with a range of skills, and particular expertise in finance, HR and management. In return, we offer a competitive salary, professional development and the opportunity to join a highly professional and supportive team. This is a great time to join us: you will have a pivotal role in the very exciting move to our new academy buildings, planned for September 2019.

The Academy is a member of The Gallery Trust, an expanding Special Needs Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence, and is influential in the development of SEND strategy in the county. With 2 academies currently in the Trust, and with 2 special schools currently in negotiation to join our MAT, the Trust's aim is to build a community of 6 to 8 special schools over the next ten years.

Please visit our website to find out more about the Academy, and if you would like to visit the Academy to find out more about this exceptional opportunity and inform your application, please contact Sally Hunston, [s.hunston@iffleyacademy.co.uk](mailto:s.hunston@iffleyacademy.co.uk) to arrange a visit. Our staff and students will be delighted to meet you!

Yours sincerely

Kay Willett  
Chief Executive Officer  
The Gallery Trust

**Advertisement**  
**School Business Manager, Iffley Academy**  
**To start 1 September 2018**

**37 hours a week, 41 weeks a year**  
**Grade 12, SCP 41 – SCP 44**  
**Actual annual salary: £33,420 - £35,990**

Iffley Academy is a highly successful special Academy for students with a range of SEND, which was judged as Outstanding by Ofsted in 2015. We are the largest special school in Oxfordshire with 155 pupils on roll. We wish to appoint a School Business Manager who will demonstrate the skills and abilities to manage the effective delivery of all support functions in the Academy, take overall responsibility for the procurement, selection, and management of resources, and contribute to a highly effective Senior Leadership Team.

This is a very exciting time to join us: you will have a pivotal role in the move to our new, state of the art academy buildings on our current site in Iffley, Oxford, planned for September 2019.

The School Business Manager will have experience of working at a senior level within the education sector and will demonstrate a range of operational, strategic and management skills. The successful candidate will work flexibly in order to meet the Academy's needs, and will bring expertise in finance, HR, management and administration in order to meet the requirements of the Academy's status as an exempt charity and a company limited by guarantee.

In return for your commitment and dedication, we offer a competitive salary, professional development, membership of the Local Government Pension Scheme and the opportunity to join a highly professional and supportive team.

Iffley Academy is a member of The Gallery Trust. The Trust is an expanding and well-resourced Special Needs Multi Academy Trust dedicated to improving outcomes for SEND learners in Oxfordshire. With 2 academies currently in the Trust, and with 2 special schools in negotiation to join, the Trust's aim is to build a community of 6 – 8 special schools over the next ten years. You will have the opportunity to work with like-minded colleagues across the Trust, sharing learning and collaborating in key areas in order to improve outcomes for pupils through the effective management of resources.

The academy is closed for the Easter holidays, and visits are warmly welcomed after we re-open on Monday 16 April 2018.

**Application process**

To apply for this post, please download an application form and job pack from our website <http://www.iffleyacademy.co.uk/index.php/ahome/vacancies/current-vacancies.html>. Alternatively please email [recruitment@iffleyacademy.co.uk](mailto:recruitment@iffleyacademy.co.uk) or telephone 01865 747606 to request an application form and a job pack. Please note that the

academy is closed until Monday 16 April 2018 - the recruitment email address will be checked occasionally during the period Thursday 29 March to Friday 13 April 2018.

Please submit your application form by 5pm on Tuesday 24 April 2018 to [recruitment@iffleyacademy.co.uk](mailto:recruitment@iffleyacademy.co.uk). 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. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Gallery Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

## **JOB DESCRIPTION**

### **School Business Manager, Iffley Academy**

**Reports to:**  
**Head Teacher, Iffley Academy: Chief Operating Officer, The Gallery Trust**

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 duties and responsibilities shown below will be under the reasonable direction of the Head Teacher. The Head Teacher 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. This job description will be reviewed at least annually and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description.

### **Key Responsibilities**

#### **General**

1. To have overall responsibility for the quality control, effectiveness and the delivery of support functions, including finance, HR, health and safety, risk, facilities management, administration and office management ensuring compliance and statutory requirements are fully met in these areas
2. To have overall responsibility for the procurement, selection, management, maintenance and use of resources, ensuring their effective use and value for money, undertaking procurement following best value guidelines, and within statutory guidance
3. Management of individuals and teams
4. Member of the academy's Senior Leadership Team providing specialist advice and guidance on areas of responsibility
5. Undertake a wide range of complex duties commensurate with grade
6. Act as an ambassador for the Academy, representing it at meetings, conferences and events
7. Develop and maintain constructive relationships and work collaboratively with key stakeholders, including with colleagues within academies in The Gallery Trust, providing organisational and complex advisory support and guidance to staff, and governors
8. Deputise for colleagues
9. Management of the office and administration function
10. Ensuring compliance with statutory requirements for academies
11. Undertake specific initiatives and projects
12. Ensure that Data Protection is embedded within all areas of the academy to achieve compliance with the GDPR through collaboration with the DPO
13. Supporting governors and trustees by providing authoritative advice and guidance and attending meetings as required: Clerk to the Local Governing Body

14. Ensure that the work and the achievement of the Academy are shared and publicised including management of the Academy's website and the production of documents (e.g. prospectus, newsletters) which reflect the high standards of the Trust and ensure that communications with stakeholders are effective
15. Organise special events, assemblies and training
16. Manage complex administrative procedures and processes and take a lead role in the development and maintenance of record keeping and information systems
17. Take a role in planning, development, design, organisation and monitoring of support systems/procedures/policies
18. Manage income generation and fundraising initiatives, including bid writing
19. Attend meetings, events and conferences, representing the Trust
20. Responsibility for operational and specific areas, such as the Academy's catering provision, and other ancillary services
21. Collaborate, support and work closely with colleagues across the Trust
22. Work within policies and procedures

## **Finance**

Manage the academy's finance function to:

1. Ensure that financial reporting deadlines and statutory requirements are met
2. Achieve compliance with the Academies Financial Handbook, Internal Financial Regulations, and the requirements of the ESFA
3. Achieve excellent internal and external audit outcomes
4. Ensure that governors and trustees receive accurate and timely management accounts and financial reports, variances to budgets are clearly explained and trends identified through written and verbal reports
5. Provide financial KPIs and benchmarking data
6. Ensure that all operational and technical tasks, including monthly and annual processes, are undertaken accurately and in a timely manner
7. Assist the Head Teacher with the preparation of the draft annual budget and other financial plans
8. Develop and monitor long term financial strategies for the school in consultation with the Head Teacher and Chief Operating Officer
9. Undertake processing tasks on specialist accounting software
10. Liaise with colleagues regarding the annual reports and accounts and financial matters throughout the financial year
11. Support the work of colleagues, governors and trustees by attending meetings and presenting appropriate information

## **Human Resources and Payroll**

Manage the academy's HR and payroll function to:

1. Manage HR matters with support of the Chief Operating Officer, Head Teacher and HR Adviser to ensure procedure and practice is compliant with employment legislation and Trust policies
2. Maintain personnel files
3. Organise recruitment, in accordance with the Trust's Recruitment and Selection policy and with Safer Recruitment, including administrative and logistical support
4. Manage the induction of staff
5. Maintain the Single Central Record
6. Liaise with colleagues to ensure that staff databases and management information systems are kept up to date
7. Liaise with colleagues regarding starters, leavers and amendments to payroll
8. Ensure an effective and accurate payroll service
9. Review payroll reports for accuracy before seeking authorisation from the Head Teacher
10. Be the first point of contact within the Academy for HR issues
11. Support with HR processes such as disciplinary, grievance, contractual matters and appraisal within the Trust's policies, liaising with the HR Adviser as necessary
12. Monitor and manage sickness absence
13. Undertake the School Workforce Census

### **Health and Safety/Facilities Management**

Manage the academy's Health and Safety and Facilities Management function to:

1. The Health and Safety policy is up to date, clearly communicated and available to all stakeholders
2. The site is safe for all users, with Health and Safety issues addressed promptly
3. Any risks are fully assessed and actions are taken to mitigate risk
4. Ensure that the academy's buildings and site are maintained to a satisfactory standard
5. Effective contracts are in place, are regularly reviewed and provide good value
6. systems, policies, procedures and working practices are maintained and are fit for purpose
7. Security measures are appropriate and carefully monitored
8. The measures to be taken in the event of an emergency are effective and emergency procedures are current
9. Full documentation of all aspects of H & S and facilities management is maintained
10. That Health and Safety and risk management inspections are fully prepared for
11. The Risk Register is regularly reviewed and outcomes are reported to governors
12. Matters affecting Health and Safety are reported to the SLT
13. Appropriate processes are in place for lettings
14. Contractors' work is carefully supervised and is of appropriate quality
15. The continuing availability of utilities, site services and equipment
16. All statutory checks and maintenance schedules are undertaken
17. Collaborate with The Gallery Trust, and other schools in the Trust

## **Resources:**

1. Be responsible for the selection and management of resources
2. Undertake research and obtain information to inform decisions
3. Take a role in procurement, tendering and purchasing, following best practise guidance
4. Operate a range of equipment/ICT packages: Word, Excel, finance software, HR support software, data software etc
5. Interpret matters of policy/procedure/ statute to ensure the school's compliance and initiate appropriate action arising.
6. Provide advice and guidance to staff and others on complex issues

## **Standards and quality assurance**

1. Provide specialist advice and guidance as required
2. Support the aims and ethos of the academy
3. Set a good example in terms of dress, punctuality and attendance
4. Attend team and staff meetings
5. Be proactive in matters relating to health and safety
6. Participate positively in training and professional development
7. Take part in support staff appraisal

## **General Responsibilities**

1. Taking appropriate responsibility for one's own health, safety and welfare and the health, safety and welfare of pupils, 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
2. To carry out other duties as may be reasonably assigned by line manager
3. Be aware of and support difference and ensure equal opportunities for all
4. Be aware of and comply with the Trust's policies and procedures,
5. The jobholder is expected to observe their obligations in accordance with the Trust's Safeguarding Policy, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.
6. The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority without observing the correct procedure for disclosure as set out in the Trust's Data Protection Policy.



## SELECTION CRITERIA School Business Manager

	Essential	Desirable
Qualifications/ Training	<p>A qualification such as Level 4 Qualification in finance/accounting e.g. AAT: or recent experience in finance</p> <p>A qualification or recent experience/expertise in one or more of the following: Health and Safety: facilities management: administration: HR</p> <p>Willingness to train in use of accounting software</p>	<p>Competency in the use of PS</p> <p>Financials: Relevant professional qualification: CSBM: DSBM: ACA: ACCA: CIMA: CIPFA certificate in Financial Reporting for Academies: Relevant degree: Specialist education software - PSF, RM Integris, BPS</p>
Knowledge and Experience	<p>Highly competent in use of Microsoft Office: Meeting compliance needs, e.g. audit: Senior business, operational and administrative experience in an education environment:</p> <p>Financial management including strategic financial planning, budgets and reporting: Knowledge of principles and methods of financial control and complex reconciliations: Operational logistics:</p> <p>Management of staff and leading a team: Ability to interpret statute and advice, and to devise policies, procedures and practices in the light of these.</p>	<p>Experience of working in academy sector; Preparation of year end accounts and monthly management reports: Proven track record as a School Business Manager, working within Senior Leadership Team Liaison with the ESFA: Understanding of MAT compliance requirements (e.g. AFH, audit): Knowledge of payroll administration</p>
Skills and personal qualities	<p>Exemplary standards of personal integrity and behavior, honesty, professional, discretion and confidentiality:</p> <p>High levels of drive, energy and integrity, with the ability to work under pressure:</p> <p>Able to plan and take control of situations: Excellent negotiation and influencing skills: Work effectively with internal and external stakeholders, developing and maintaining successful working relationships:</p> <p>Demonstrate a clear commitment to the culture of the academy and the enhancement of outcomes for learners: The confidence to demonstrate independent thinking:</p> <p>Resilience and positivity: Capable of handling a demanding workload and be able to successfully prioritise work: Able to work flexibly, attending and</p>	

	<p>contributing towards meetings and training outside of work hours: Ability to interpret statute and advice, and to devise policies, procedures and practices in the light of these: Work as part of a team as well as independently: Excellent analytical and problem solving skills: Excellent computer skills: Committed to contributing to the wider school and its community: Motivation to work with young people in a school setting: The ability to form and maintain appropriate relationships and personal boundaries with students: Willingness to undertake CPD and training Commitment to safeguarding, and the welfare of children and young people: A respectful approach to children and young people with SEND</p>	
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