



The **GALLERY TRUST**



A community of special schools



**School Business Manager  
Candidate Information Pack  
March 2022**



## **School Business Manager**

Grade 12

Annual full time equivalent salary: £38,890 to £41,881 per annum

*Actual annual salary £33,759 to £36,394 per annum*

41 weeks per year (termtime plus two weeks): 35 hours per week

6.77 weeks annual leave per annum

An exciting opportunity has arisen for an experienced and enthusiastic business professional to join Orion Academy, a special school within The Gallery Trust, as School Business Manager. The successful candidate will play a pivotal role in the continuing development of Orion Academy, as it settles into its brand new, state of the art buildings on the outskirts of Oxford and continues to expand its pupil numbers. The role is responsible for all aspects of school business management, including finance, administration, Health and Safety, Human Resources, site, and infrastructure services.

You will have relevant experience within the business, commercial or education sector, be ready for a new and exciting challenge, and be capable of contributing to whole school improvement. You will be committed to enriching and improving the lives of young people with Special Educational Needs and Disabilities, and, in your capacity as a member of the Senior Leadership Team, be dedicated to driving continuous improvement in line with the vision and values of Orion Academy and The Gallery Trust.

In return, we can offer you the opportunity to:

- be a key member of a friendly and supportive staff team who are dedicated to achieving the best for every one of our pupils
- participate in high quality professional development opportunities which are tailored to your needs
- develop your career in an expanding and successful organisation
- work collaboratively with schools across the Trust, and with the central Trust team
- receive comprehensive support in your role from the Trust central team in areas including finance, HR, site and facilities management, and Health and Safety
- work in a new school building which is an exciting and innovative environment, with free parking, located within a short drive of Oxford's ring road
- contribute to the Local Government Pension Scheme, the largest public sector pension scheme in the UK
- enjoy generous employment terms and conditions, based on the National Joint Council Local government 'Green Book', including 6.77 weeks holiday (to be taken during school holidays)
- it may be possible to offer some flexibility regarding weekly working hours, to be discussed at interview

## Application Process

To apply for this post, please email an application form to [recruitment@orionacademy.co.uk](mailto:recruitment@orionacademy.co.uk). The application form and candidate information pack can be downloaded from our website or from The Gallery Trust website [www.thegallerytrust.co.uk](http://www.thegallerytrust.co.uk). If you are unable to download the application form, please call 01865 771703 or email [recruitment@orionacademy.co.uk](mailto:recruitment@orionacademy.co.uk) to request one.

Please submit your application form by 5pm on **Tuesday 22 March 2022** to [recruitment@orionacademy.co.uk](mailto:recruitment@orionacademy.co.uk) or by post to the Head Teacher, Orion Academy, Knights Road, Oxford OX4 6DQ.

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. If you have previously worked in a school, your referees must include your most recent 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, 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.



## ***Welcome from the Head Teacher, Orion Academy***

Orion Academy provides education for secondary aged students with a range of Special Educational Needs and Disabilities, including Autistic Spectrum Disorder, Social, Emotional and Mental Health Needs, and Cognition and Learning Needs on its site on the outskirts of Oxford. The Academy moved into new, state of the art, buildings in September 2021. The new facilities offer a wide range of exciting curriculum and vocational opportunities to learners, and a fantastic environment in which to work.

Orion Academy is part of The Gallery Trust's growing community of special schools alongside Iffley Academy, Bardwell School, Mabel Prichard School, Northern House Academy, Springfield School and Bloxham Grove Academy. Bloxham Grove Academy is currently in the pre-opening stage and will open in 2023/2024. The Trust is also in the planning stage for an additional new free special school in the South or West of the county.

All students who attend Orion Academy have an Education, Health and Care Plan, which describes their special needs and drives their educational provision.

Orion Academy currently offers places to 78 students, and the roll of the school will rise steadily over the next three years to cater for 108 students, aged from 10 to 18 years. Students attend from throughout the county, and transfer from our SEND feeder school, Northern House Academy, and from mainstream primary and secondary schools.

Students are taught through a differentiated and bespoke curriculum designed to enhance academic and social development, with a strong emphasis on independence skills. Classes are grouped into stage, not age, allowing innovative and creative approaches to teaching and learning, and are taught predominantly by a class teacher, supported by additional class adults. The Academy provides support for the social and emotional needs of students through a qualified and skilled therapeutic team, underpinned by a Trust pastoral support team. The offer to students is enhanced by additional specialist therapies and interventions, which include Digby, our lovable therapy dog! Please visit our website for more information.

Thank you for your interest in Orion Academy. This is an exciting time to join our school and I look forward to receiving your application.

Lynne Smith  
Head Teacher

# The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special educational needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

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.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2023/4
- A Free Special School in South/West Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

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. All member academies can share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



## **Job Description**

### **School Business Manager**

**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 Manager 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 academy'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 in providing vision, strategic direction, professional leadership and management to ensure 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**

- Contribute to the strategic development of the Academy by working with colleagues to develop and implement strategies, processes and procedures, and to promote and manage change to support the Academy's aim of continuous improvement
- Work collaboratively and effectively as a member of the Academy's Senior Leadership Team, modelling the ethos, values and purpose of the Academy
- Manage business services, including finance, administration, human resources, procurement, health and safety, site and facilities, 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 colleagues within academies in The Gallery Trust and the Trust's central team
- Line management of a number of support staff, including the administration team
- Maximise income and income generation, including promotion and management of Community Use, extended school, and lettings arrangements
- Marketing, including publications, website and public relations
- Educational Visits Coordinator

### **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
- Work in compliance with the Academies Trust Handbook, 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 and implementation of Trust policies in relation to Safer Recruitment and the Single Central Record
- 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 induction and probation processes for support staff
- Manage personnel files and archiving, including maintenance of the Academy's management information software
- Liaise with the Trust's payroll team regarding payroll, amendments and checking
- Manage School Workforce Census

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

- Lead on Health and Safety and its co-ordination across the Academy, ensuring that statutory requirements are met, including responsibility for health and safety development and implementation and review of policies and procedures, in collaboration with the Trust's Operations and Estates Manager
- Task manage site staff
- Be responsible for the installation and maintenance of equipment for protection against and escape from fire: to keep records of and to ensure regular fire practices and alarm tests
- Develop, implement and manage the Community Use agreement and lettings arrangements

- Manage the safety and security of the site and its facilities (including school vehicles) for all site users, with Health and Safety issues addressed promptly
- 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
- Monitor and oversee all contracts for services to the Academy, including catering and cleaning
- Under the guidance of the Trust's Operations and Estates Manager, be responsible for the preparation of maintenance schedules and efficient operation of all facilities, and that all documentation is compliant with statutory legislation
- 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
- Support the preparation of capital bids

### **General Responsibilities**

- 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
- 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 Academy'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 Academy
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings



**Selection Criteria  
School Business Manager, Orion Academy**

	<b>Essential</b>	<b>Desirable</b>
Professional Qualifications	Level 3/ 4 qualifications or equivalent experience Willingness to continue professional development Excellent literacy and numeracy skills	Qualification in Business or Administration Management: or Health and Safety: or HR: or finance/accountancy: CSBM: DSBM
Experience	Relevant experience of working in a business environment at a similar level Administrative experience in a management capacity Experience of managing staff Experience of managing services and contractors	Experience of working in a school at a senior level Experience of managing and operating financial management systems. Experience of PS Financials The ability to produce, analyse and evaluate financial reports/information
Professional Knowledge	Knowledge and understanding of financial principles and controls, budget planning and 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, pupils, parents, trustees, and promoting effective relationships with the wider community Ability to maintain confidentiality and integrity.	
Other requirements	A satisfactory enhanced DBS check Understanding and commitment to equality of opportunity, participation, diversity and responsibility Committed to and able to promote the aims of the Academy and the values of the Trust Committed to the welfare, wellbeing and Safeguarding of pupils	



## Aims

At Orion Academy we believe our children and young people are unique individuals and as such we have designed our school curriculum with their learning and Social, Emotional and Mental Health needs at the heart of all we do.

Our nurturing approach seeks to extend our work out into the community; actively supporting, listening and engaging with our families and carers to deliver the best possible environment for our children and young people, thus enabling them to learn effectively, become active and responsible citizens who are well prepared for life after school.

We are committed to delivering this through:-

Our **nurturing approach** that will provide an environment to thrive –

- Where every child or young person is treated as an individual in a safe and nurturing environment that understands that all students can achieve but will require differentiated approaches based on their individual needs.
- With a school-wide family ethos demonstrating our values of empathy, acceptance and mutual respect, so each member of the school community feels valued and supported.

Our focus on **personal development** is designed to –

- Enable our children and young people to become more socially aware and of their responsibilities with a focus on trust and choice.
- Ensure we support our children and young people to make better decisions, coach them how to regulate frustrations, and reflect on their experiences through our restorative practices.
- Help our children and young people to make sense of the changing world and of the importance of diversity and equality of opportunity.
- Enable them to make informed choices and develop the confidence to be successful in their adult lives through our embedded personal, social and health education programme.

Our focus on **celebration and recognition of success** is designed to –

- Encourage and celebrate each student's talents, skills and attributes.
- Develop the confidence and self-belief of the individual – a culture of 'I can' or 'I can't... yet' is ingrained across our school.
- Provide opportunities for our children and young people to be successful and support them in both developing and promoting their individual resilience as well as celebrating the achievements of others.

Our **ambitious curriculum** offer that is designed to –

- Create the capacity to learn and enjoy learning by broadening our students' horizons and extending learning beyond the classroom.

- Use real-world examples and first-hand experience; develop curiosity and a desire to challenge their understanding and deepen learning.
- Prepare our children and young people for their future through our broad and balanced curriculum, providing them with knowledge, core literacy and numeracy skills and experiences as well as a range of qualification pathways.
- Embed key learning and understanding through careful and thoughtful revisiting and reinforcing, whilst increasing student independence.

Our **personalised provision** that –

- Is responsive to the needs of each student but is uncompromising in expectation. We will be relentless in our support for our children and young people to achieve beyond their expectations.
- Understands that whilst a student's needs are recognized and met, they are not confined by them; we do not define a future based on a child or young person's past and we are unapologetic in our approach in wanting our students to continue to push the boundaries of their potential.

Our commitment to **working in partnerships with our parents and carers** which demonstrates that –

- We believe our children and young people will achieve their best when families and our school work together in a partnership.
- Effective working relationships are characterized by open and honest communication in order to achieve the best possible outcomes.

Our **specialist and expert workforce** who –

- Are passionate and committed to working in special education and will know each student as an individual, recognising their unique talents, skills and interests.
- Have developed strong and positive relationships with our children and young people in order to support them effectively.
- Have expertise, specialist knowledge and an understanding of a child or young person's needs that embraces the most recent and evidence-based research will result in the best possible outcomes for students
- Are committed to working with therapeutic specialists and external agencies to enhance our provision for our students and their families.
- Support children and young people to recognise and value their own learning journey.

March 2022