



The **GALLERY TRUST**



A community of special schools



**School Business Manager
Candidate Information Pack
June 2023**



Welcome

Thank you for your interest in the post of School Business Manager at Orion Academy.

Orion Academy currently offers places to 94 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. The new facilities offer a wide range of exciting curriculum and vocational opportunities to learners, and a fantastic working environment.

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

Students are taught through a differentiated and bespoke curriculum designed to enhance their personal and social development and academic achievement. We have a strong intent to ensure our students leave with the personal characteristics to thrive in their communities. Classes are taught in stages, not necessarily age, allowing innovation and creative approaches to teaching and learning. The Academy provides support for our students with social and emotional needs through our Academy Community Learning Team, which consists of youth workers, therapeutic and pastoral workers.

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

Harry Paget-Wall Collins
Executive Head Teacher

Hannah Shuker
Head of School



School Business Manager

Competitive salary

Hybrid role - minimum 3 days on site, 2 days remote (negotiable)

Work Pattern: 37 hours per week, 42 weeks per year

(Term time plus INSET days, plus three additional weeks)

Available as a secondment or fixed term contract until July 2025

Starting September 2023

Orion Academy is seeking to appoint a School Business Manager to advise and support the Associate Head Teacher, Head of School and Senior Leadership Team in providing vision, strategic direction, professional leadership and management to ensure high quality education, pastoral and therapeutic care for all students.

The role is responsible for supporting the leadership team with strategic planning as well as managing all aspects of operational school business management, including estates, finance, human resources, procurement, administration and data protection. The role will hold line management responsibilities for the wider admin and facilities team who will support the post holder.

The successful candidate will:

- Have relevant experience of working in a business or school environment at a similar senior school business manager level
- Have administrative experience, ideally in a management capacity
- Have knowledge and understanding of financial principles and controls
- Be experienced in budget planning forecasting
- Understand HR principles, policies and procedures, ideally with experience of managing employee processes such as absence management, disciplinary investigations
- Have knowledge of estates and facilities management
- Have experience of compliance including health and safety
- Have knowledge of administrative systems and working practices
- Be committed to and able to promote the aims of the School and the values of the Trust
- Be committed to the welfare, wellbeing and Safeguarding of pupils

If you meet the person specification above and would like to apply for this post, please state your interest in writing.

Benefits of working at Orion Academy, part of The Gallery Trust

Working at Orion Academy offers many benefits.

Career Progression

- 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 and to your career aspirations
- Develop your career in The Gallery Trust, an expanding and successful organisation which offers opportunities for progression, secondments and collaborative working with colleagues across our schools

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Perkbox membership
- Access to LGPS pension linked to salary life assurance
- Contribution towards glasses and eye tests for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance
- 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
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- The opportunity to work in a new, purpose-built school building, which offers an exciting environment in which to teach and learn, located just a short drive from Oxford's ring road
- Free car parking and cycle storage
- On-site catering

In a staff survey undertaken in Jan 2023, 92% of staff reported that they valued the school's culture (0% negative response).

Application Process

To apply for this post, please submit your application form by **12:00pm Sunday 25th June 2023** to recruitment@orionacademy.co.uk or by post to the Recruitment Office, 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.

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

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 pupils 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.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. 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 six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and 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.

JOB DESCRIPTION

School Business Manager

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 Associate Head Teacher and Head of School. The Associate 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.

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

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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 to:

Leadership and Management Responsibilities

- Member of the Academy's Senior Leadership Team providing specialist advice and guidance on key strategic responsibilities
- Ensure quality control, effectiveness and delivery of support functions 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
- Responsible for the procurement, selection, management, maintenance and use of resources, ensuring their effective use and value for money, following best value guidelines, and statutory guidance
- 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 of Admin Officers and Facilities Manager
- Contribute to the school's strategic planning

Finance and Payroll

- Managing the school budget and staff forecasting to support the Associate Head Teacher
- 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, the Trust's policies and procedures
- Pursue additional sources of funding, sponsorship, bids and grants
- Research and develop fundraising opportunities for the school
- 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
- Leading disciplinary investigations, absence management procedures and capability procedures
- Safer Recruitment Lead including implementation of Trust policies, maintaining the Single Central Record and safeguarding records.
- 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. Oversee absence meetings (which are managed by the school admin team)
- Manage and monitor the induction and probation processes for all support staff
- Manage personnel information on the school's management information software
- Oversee payroll submission liaising with the Trust's payroll team, where required
- Support 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
- Support with the development and planning for efficient community use with the facilities team

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 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 School and Trust's policies and procedures
- Safeguard and promote the welfare of all pupils
- 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, Orion Academy**

| | Essential | Desirable |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Professional Qualifications | <ul style="list-style-type: none"> • Level 3 / 4 qualifications or relevant experience • Willingness to continue professional development • Excellent literacy and numeracy skills | <ul style="list-style-type: none"> • Qualification in Business or Administration Management: or HR: or finance/accountancy: CSBM: DSBM |
| Experience | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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, board members, trustees, and promoting effective relationships with the wider community • Ability to maintain confidentiality and integrity. | |
| Other requirements | <ul style="list-style-type: none"> • A satisfactory enhanced DBS check | |

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| | <ul style="list-style-type: none">• Understanding and commitment to equality of opportunity, participation, diversity and responsibility• Committed to and able to promote the aims of the School and the values of the Trust• Committed to the welfare, wellbeing and Safeguarding of pupils, staff and visitors to school | |
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June 2023





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.

September 2021