



# Recruitment Pack

Tees Valley Education



## Dormant Primary Academy

Job Ref: DPA069



**TEES VALLEY**  
**EDUCATION**  
[www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk)

# WELCOME LETTER FROM THE TRUST



**TEES VALLEY**  
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Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

**Katrina Morley**

Chief Executive Officer and Executive Head Teacher of Pennyman Primary Academy

# ADVERTISEMENT

## Academy Business Manager

**Status: Permanent**

**Required: April 2019**

**Hours: Part time, 22.5 hours per week, Term Time Only + 3 weeks**

**Salary: SCP30 – SCP33 £27,632 - £30,209 (pro rata £15,195 - £16,612)**

Reporting to: Executive Head Teacher of Dormanstown Primary and Wilton Primary Academies

Dormanstown Primary Academy is seeking to appoint a suitably qualified Academy Business Manager.

In order to continue our drive for excellence, the successful candidate will have significant and proven impact in business management at a senior level, as well as being enthusiastic, with a strong commitment to teamwork.

You will be responsible for a diverse range of academy support services, including financial management, human resources, payroll, administration and management, ICT, catering, health and safety, facility and premises management

In return, we can offer you the opportunity to join a successful academy with a strong inclusive ethos and an inherent drive for quality. Our children are proud academy citizens, care for each other and are focused on learning and enjoy coming to school.

We are a fabulous team and we all enjoy working together to improve outcomes for our children. We are offering a varied and challenging role in a busy and rewarding working environment with access to excellent continuous professional development, as part of a highly functioning team.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an amazing team and help continue the journey towards excellence.

Visits to the academy are strongly encouraged and can be arranged by appointment with the academy office on the following dates: **31st January 3.30 p.m. 4th February 3.30 p.m. or 11th February 3.30 p.m.**

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## HOW TO APPLY

Application packs can be downloaded or printed directly from the Trust website [www.teesvalleyeducation.co.uk](http://www.teesvalleyeducation.co.uk) or requested from the Academy. Only applications on Trust's official application form will be accepted.

If you are submitting your completed application, form by e-mail via [Recruitment@tved.org.uk](mailto:Recruitment@tved.org.uk) please be aware that the academy cannot be responsible for any formatting anomalies when printing. Hand written or electronic printed copies should be posted

or hand delivered to the following address for the attention of Mrs Alison Hill:

Dormanstown Primary Academy

South Avenue

Redcar and Cleveland

TS10 5LY

If you have any queries about the application process or the position please feel free to contact Mrs Ruth Hunter, Senior Academy Business Manager on 01642 483696 or email [ruth.hunter@tved.org.uk](mailto:ruth.hunter@tved.org.uk).

**Closing Date: Friday 15<sup>th</sup> February 2019 9.00 a.m.**

**Shortlisting: Friday 15<sup>th</sup> February 2019**

**Interviews: 26<sup>th</sup> February 2019**



## JOB DESCRIPTION ACADEMY BUSINESS MANAGER

Applicants should be able to demonstrate the following skills and attributes:

### THE ROLE OF THE ACADEMY BUSINESS MANAGER

To make a major contribution to the successful management and administration of the academy by:

- Supporting the Senior Leadership Team in attaining its aims and objectives by ensuring the effective operation of all aspects of the academy's finances; attending meetings as required and providing appropriate information
- Ensuring academy finance, systems and processes are up to date and maintained in line with the Trust's Financial Handbook and the ESFA's MAT Financial Handbook.
- To support the Executive Head Teacher to manage the academy's budget and highlight budget constraints/issues as appropriate
- Taking a lead role in premises management and development, including the day to day management of ancillary /catering staff employed within the academy premises
- Generating income for the academy that can be used to acquire extra funds

### MAIN DUTIES AND RESPONSIBILITIES

#### Leadership and Strategy

- Contribute to Senior Leadership Team and attend Trust Business Meetings as required
- Actively contribute to the development of the business team by sharing good practice across the Trust
- Provide leadership support to the Senior Leadership Team including undertaking research and obtain information to inform decisions as directed by the Executive Head Teacher
- Plan and manage change in accordance with the academy's development/strategic plan
- Undertake quality assurance audits
- Manage premises staff including line management responsibilities
- Hold regular meetings with managed staff
- Take a lead role in the recruitment of staff and in managing associated employment procedures such as induction/appraisal/mentoring for other staff as appropriate

#### Finance

- Evaluate budget and financial information and present budget performance to the Senior Leadership Team to inform decisions relating to ongoing budget management
- To regularly and actively monitor the agreed budget to ensure effective financial management. This includes preparation of half termly accounts, meeting with the Executive Head Teacher and to attend budget surgeries with the Chief Accounting Officer and Chief Finance Officer
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with the Trusts Financial Handbook and ESFA's MAT Financial Handbook
- Monitoring the weekly/monthly expenditure and advising the Executive Head Teacher of possible under/over spending whilst providing narrative of the issues
- Assist with forecasting future years' budgets, taking into consideration any relevant plans and new directions
- Identify the need for, select and manage the ordering of supplies, services and equipment for the academy, ensuring invoices are inputted on the system in a timely manner including liaising with the Central Finance team for sales invoices to be raised
- Responsible for the selection and management of resources including a lead role in procurement
- Management of the academies financial responsibilities relating to income and expenditure
- Maintaining an assets register and inventory in line with the Trust's policy
- Lead and process academy insurance claims in line with the relevant policy
- Prepare statutory returns as agreed by the Executive Head Teacher or the Chief Finance Officer
- Negotiate, manage and monitor service level agreements, tenders and agreements for the academy to ensure effectiveness of delivery and value for money

### **Personnel and Staffing**

- Manage the administration and approval process of the payroll system
- To be responsible for ensuring that recruitment procedures are followed for new staff and coordinating relevant employment checks
- Maintain and update confidential personnel database - SIMS.
- Liaise with the Executive Head Teacher on personnel issues
- Provide advice and guidance to staff and managers on payroll and employment issues where relevant

### **Estates Management**

- Manage facilities including premises lettings and associated income
- Manage catering and cleaning services and ensuring they remain consistently effective
- Implement risk management and loss prevention strategies in the academy to reduce insurance costs
- Co-ordinate the security and maintenance of the academy site, including preparation of maintenance schedules and the efficient operation of all facilities on the property
- Keep records of maintenance of fire protection equipment and initiate regular fire practices and alarm tests
- To ensure business continuity procedures are in place
- Preparation of work specifications for tender and assisting with the selection of contractors

### **Health, Safety & Accessibility**

- Act as the academy's Health and Safety Co-ordinator and Fire Officer
- Ensure the health and safety policy is implemented at all times and is subject to review and assessment at regular intervals or as situations change
- Ensure the academy's written health and safety policy statement is clearly communicated and available to all including external visitors
- Ensure that relevant staff are trained in First Aid and that their training is updated as necessary
- Ensure that all statutory testing is carried out annually or in accordance with policy
- Ensure that the Academy's Accessibility Plan is implemented and reviewed regularly with the Trust SEND and Inclusion Business Manager

### **Administration**

- Manage the administrative function of the Academy, including overseeing the office, reprographics and accurate record keeping
- Manage the academy's telephone and ICT administration facilities
- Act as the key point of contact with the Trust IT provider to ensure IT systems are maintained and fully operational within the academy and to report issues to the Trust's designated officers
- Be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness
- Ensure contingency plans are in place in the case of technology failure
- Take a lead role in marketing and promoting the academy through the website and social media

## GENERAL RESPONSIBILITIES

- Comply with and assist with the development of academy policies and procedures as required by senior leadership team
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work aims of the academy and uphold the Trust Diamond Standards (courage, curiosity, commitment and care)
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Any other duties consistent with the grading of the post and the needs of the business
- Be familiar with the EU General Data Protection Regulation (GDPR) and how it will impact upon the academy's practices

The job holder may be required to undertake additional duties as could be reasonably required.

The job holder may be required to work across the academy group, including for Trust wide initiatives.

The job holder may be required to undertake additional training.

## PERSON SPECIFICATION

### QUALIFICATIONS

Relevant formal qualification e.g. business management, administration, finance	E (1)
Good standard of education in English and Maths (GCSE grade C or above)	E (2)
School Business Management qualification	D (1)

### EXPERIENCE

Experience of using and maintaining a range of management information systems	E (3)
Experience of using finance systems such as Orovia BPS and PS Financials (purchasing)	E (4)
Experience of payroll system and processes	E (5)
Experience of setting and managing budgets	E (6)
Line management and supervisory experience of designated staff	E (7)
Experience of reporting to and working with senior leaders	E (8)
Experience of working with a range of multi agencies	E (9)
Experience of managing a diverse workload and conflicting deadlines	E (10)
Experience of working in an education setting	D (2)
Experience of managing organisational change	D (3)
Experience of procurement including tenders and contracts	D (4)

### KNOWLEDGE AND SKILLS

Budget management knowledge, ability to produce, analyse and evaluate financial information	E (11)
Ability to negotiate contracts with suppliers to secure best value	E (12)
Knowledge and understanding of health and safety procedures, premises management and compliance	E (13)
Knowledge and understanding of personnel systems and procedures	E (14)

Confidently and efficiently lead a team to meet the academy's strategic objectives	E (15)
Excellent communication interpersonal skills	E (16)
Excellent time management and organisational skills	E (17)
Understand safeguarding in relation to the Business Manager's role in an education setting	D (5)

QUALITIES	
Ability to work as part of a team and independently	E (18)
Ability to work accurately and methodically with attention to detail	E (19)
Professionally assertive and ability to remain calm under pressure	E (20)
Proactive, enthusiastic and has a positive mindset and attitude	E (21)
Friendly with a 'can do' and solution focused attitude	E (22)
Ability to maintain confidentiality and integrity	E (23)
Committed to equality and diversity	E (24)
Committed to CPD	E (25)

E – Essential

D – Desirable

**Important:** In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.