



Biddick
Academy

Application Pack
Director of Business and Finance

Closing date: Tuesday 3rd November at 9am

Dear Applicant

Thank you for your interest in the post of Director of Business and Finance at Biddick Academy.

Biddick Academy is a very popular and well-regarded school, oversubscribed at entry into Year 7. We have an experienced, loyal and able group of staff, delightful students, plus an extremely supportive parent body. It is a great place in which to work.

I have been Headteacher at Biddick since January 2019, and am excited about the future and the opportunity to build on our existing strengths, and lead us to even greater success. We are on a journey from Requires Improvement, and have already made huge strides, and by our own assessment now have a number of Good elements. I, along with the Trustees and the Senior Leadership Team, see the Director of Business and Finance (DBF) as a key colleague, participating in and indeed leading elements of the development.

There are some specific areas that will form early priorities for you, including reviewing the areas of Business Support, transferring the oversight of HR, including line management of the HR Manager, a review of income generation and associated opportunities, and inevitably the ongoing need for COVID secure systems and the procedures which support our response to the pandemic. Beyond that, there is a real opportunity to make your mark.

You will see in the Person Specification that we do not believe it essential for candidates to have experience of working in schools, nor indeed to be a qualified accountant. What is most important is the range of attributes you bring, and we very much value a strategic thinker, with the flexibility to embrace, with energy and imagination, a very wide ranging role, inspire confidence in colleagues, and of course have a secure and in-depth experience of finance. The successful candidate will follow a Business Manager who is retiring in December after some eighteen years' service.

We are determined to offer a rigorous and fair selection process, for the benefit of all, but it is possible that some elements of the selection may not be conducted face-to-face due to the current COVID restrictions in place. For instance, we reserve the right to carry out an initial telephone interview, and it may also be that we ask you to undertake one or more written exercises remotely and return them to us within a specified timescale. Naturally though, the eventual plan will be dependent on the local infection rates plus government and /or local guidance at that time. What we are very keen to do, however, is hold a face to face formal interview for shortlisted candidates, as the final element of the selection process. Rest assured this will be conducted in a safe manner, in an appropriate setting with social distancing in place.

You have taken an important step by accessing the application pack and reading through the details. I do hope you will be inspired to apply for the post, and I look forward to receiving your application.

Our aim is to inspire children to learn, unlock their potential and achieve success. We are passionate and determined that every student feels a sense of achievement, enjoys their learning, is happy and cared for, and develops as a well-rounded individual.

At Biddick Academy, we are preparing students not just to excel in examinations but also to have the skills and attributes to be successful in life. Our curriculum is designed with the intention of developing curious, resilient, aspirational young people who leave us, truly ready for their next

steps. We recognise the importance of the informal and formal curriculum and actively encourage a wealth of extra-curricular activities.

I am proud to lead a team of exceptional staff who develop positive relationships with students and are committed to providing opportunities so that students fulfil their potential. You will be joining a team that works together, supporting and motivating each other to ensure our students thrive and flourish.

Biddick Academy is at the heart of the local community and for this reason the Academy is a warm, energetic and supportive environment. We provide a comprehensive induction programme for new colleagues and offer a range of high quality professional development opportunities.

I would like to wish you the best of luck with your application and should you require any further information please do not hesitate to contact the Academy.



Miss K. Morris

Headteacher

Academy Information

As an oversubscribed school, Biddick Academy has an excellent reputation in the local community. With 1100 students on roll and a specialist ASD provision comprising of 35 places, Biddick Academy is a dynamic place to work. We have 6 feeder primary schools and our catchment area is comprehensive, encompassing a wider variety of backgrounds.

The Academy has benefited from significant investment over a number of years and has excellent facilities, including a purpose built Engineering workshop and Hair and Beauty salon. After school hours, the Academy is busy with many community groups using the 3G pitches and leisure facilities.

As an organisation, we want everyone, students and staff alike, to:

- Be part of a safe and respectful community
- Feel happy, valued and empowered so that we all thrive
- Aspire to be the best we can be
- Act with integrity
- Nurture resilience and independence
- Have the attitude and character to excel in life
- Have a desire to learn and work with passion, purpose and pride

Curriculum

Key Stage Three

In Years 7 to 9 students study a broad range of subjects that, at the end of Key Stage Three, enable them to make informed choices for their GCSEs. For example, at present students study the following subjects: English, Mathematics, Science, Geography, History, Religious Education, Physical Education, Music, Art, Design Technology, ICT, IAG (Information, Advice and Guidance), Accelerated Reader, Spanish/French.

Key Stage Four

At the end of Year 9, students make choices regarding the courses they would like to study in Years 10 and 11. All students study GCSEs in the following subjects: English Language, English Literature, Mathematics, Science, History and /or Geography. In addition, all students must also continue to study Physical Education, Ethics, and IAG (Information, Advice, Guidance) as part of the non-examined curriculum.

Students may then choose from a wide variety of further subjects to make up their option choices. At present GCSEs and vocational courses are available in: French, Spanish, Philosophy and Ethics, Engineering, Computer Science, Creative iMedia, Business and Enterprise, Food and Nutrition, Fine Art, Art and Design, Textiles, Digital Art, Hair and Beauty, Physical Education, Dance, Drama and Music.

Director of Business and Finance
Salary L13- L17 (£55,202 - £60,895)
Required for January 2021 or earlier if possible

Biddick Academy is a thriving, oversubscribed secondary school conveniently located 10 minutes' drive from Newcastle and Durham. We are passionate about education and believe that all students can and should achieve their full potential. Our extensive range of extra-curricular opportunities motivate students to aim high. The Academy enjoys an excellent reputation within the local community and has a strong and distinctive ethos of being a safe place where we continually strive to inspire learning, unlock potential and achieve success for every student.

An outstanding opportunity has arisen to take up the post of Director of Business and Finance and join the Senior Leadership Team at Biddick Academy. We are a friendly and supportive school with academy status since 1st July 2013.

You will shape, lead and develop the financial and business management of the Academy. Candidates should have significant experience of strategic financial planning and be able to secure effective services and manage colleagues in the areas of finance, premises, human resources, ICT and administration. The ability to lead and develop teams and manage projects to fruition is essential.

We are genuinely open-minded about the background of potential applicants for this role. Whilst we recognise there may well be staff from a school background seeking career development, we will equally welcome applicants from other areas of work, with relevant skills, experience and personal qualities. Regardless of background, the ability to lead and develop finance and business management functions to support the development of the Academy and our students will be paramount.

The starting salary is aligned to the senior leadership pay structure, and the Academy will be prepared to pay at an appropriate point on the structure, commensurate with the experience of the successful candidate.

The hoped for start date is January 2021 or earlier if possible. However, candidates unable to start at this time due to an extended notice period will not be disadvantaged in any way.

We welcome socially distanced visits and would be delighted to show you around our Academy to fully appreciate our excellent learning environment and facilities. Please contact Mrs Helen Neary, HR Manager at neary.h@biddickacademy.com or 0191 5111600, ext 5013 to arrange a visit or to have an informal discussion regarding the role.

To apply, please complete an application form and return to Mrs H Neary at the email address above.

Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.

Closing date for application: Tuesday 3rd November 2020 at 9am

Interview date: Thursday 12th November and Friday 13th November 2020



Job Description

Post Title:	Director of Business and Finance
Responsible to:	The post holder is directly accountable to the Headteacher
Grade and Terms and Conditions	L13 – L17 NJC terms and conditions except locally agreed terms

Contract:

It is anticipated that there will at times be a higher demand for work during school term time, with a requirement to attend events such as training and meetings that take place outside normal working hours. A flexible approach will be needed to accommodate the demands of the post.

Line Management Responsibilities:

Strategic overview across all teams of support staff.

The following roles report directly to the Director of Business and Finance Director (DBF), who will assume responsibility for performance management and appraisal:

Site Supervisor, Finance Officer, ICT Manager, Receptionists, Lettings and Purchasing Officer, The structure as regards HR is under review, with the intention for the HR Manager to report to the DBF.

Job Purpose:

1. To provide the strategic leadership of the business management of the Academy to support the development of its students.
2. To provide advice and guidance to the Headteacher and Trust Board on strategic financial planning and other aspects of business management.
3. To be responsible for ensuring the business function operates in accordance with statutory regulations including all health and safety matters and that high levels of customer service are provided.
4. To be an active, full member of the Senior Leadership Team (SLT).
5. To act as CFO (Chief Finance Officer) as defined in the Academies Financial Handbook
6. To fulfil the role of Company Secretary.
7. To act as Data Protection Officer.

Corporate:

Key Accountability:

As a member of the SLT, take a full and active part in the leadership, development and operation of the Academy, and contribute to its success.

Specifically:

1. Contribute to system leadership through purposeful collaboration with partner schools and other organisations.

2. To provide professional advice to SLT in all areas of expertise, including finance, facilities, human resources, health and safety, GDPR, marketing and services, and to take delegated responsibility for premises and financial decisions following appropriate discussions with the Headteacher.
3. To maintain an up to date Risk Register, in liaison with the Trust Board / SLT, ensuring mitigating actions are identified and staff responsibilities allocated.
4. To deputise for the Headteacher as required in relevant fields of expertise.
5. Ensure that the Academy is fully prepared to meet Ofsted financial criteria.
6. To liaise with relevant members of the Local Authority, the ESFA and other stakeholders
7. To provide support as relevant to the SLT.
8. To ensure all policies and procedures related to areas of expertise are in place, reviewed appropriately and communicated to all staff.
9. Undertake staff duties as required, and be prepared to play a part in the wider life of the Academy, for example, accompanying school trips, supporting and mentoring students, and the like.

Strategic:

Key Accountability:

Provide the professional leadership and management of the Business function of the Academy.

Specifically:

1. Provide a strategic overview across all teams of support staff, including those not directly line managed.
2. Ensure the business functions operate in accordance with statutory regulations.
3. Interpret new legislation and guidance and identify and communicate the implications for the Academy.
4. Motivate and facilitate teamwork and good practice in order to achieve excellent standards of service delivery, and maximise the positive impact on teaching and learning, safeguarding of young people and extended service provision.
5. Ensure effective procedures for the recruitment, induction, review and development of staff in the team, overseeing the recruitment of support staff involved in site, ICT, administration, payroll, HR and finance.
6. Develop and implement procedures to evaluate the effectiveness of the team and feed directly into improvement planning.
7. Establish strong and agile systems, standard operating procedures and other processes to extend the efficiency of the team and provide for service continuity in the event of staff absence.
8. Develop and maintain up to date business continuity plans.
9. Develop an ongoing customer service focus.
10. Secure arrangements to source external advice where appropriate.
11. Lead the development of income generation within the ethos of the Academy through, for example, capital bids, seeking grants, reviewing the lettings strategy with a view to increasing business.
12. Maintain up to date knowledge of developments and thinking within the education sector.

Governance:

1. Attend all meetings of the Trust Board.
2. Secure effective administration and clerking support for the Trustee Board,, committees and any working groups, in liaison with or on behalf of the Chair of Trustees, as required.
3. Draft policies within all areas of responsibility for approval and adoption by the Trustees.
4. Act as Company Secretary to the Trust.

Finance

Key Accountabilities:

Lead, operate, maintain and develop the financial procedures and systems of the Academy, in co-operation with the SLT and Trust Board, ensuring that legal and safety requirements with regard to people and property and function of the Academy are maintained.

Working with the Headteacher, prepare an annual budget for the Academy, to be submitted to the Trust Board.

Provide professional in-depth expertise in long-term financial management.

Specifically:

1. Ensure the Academy has appropriate financial systems.
2. Manage all aspects of the financial systems, both official and private funds, in accordance with agreed policies and timetable; ensure accurate financial records are maintained, and report on a regular basis to the Headteacher and Trust Board.
3. Prepare and set annual and long-term budgets including revised estimates, savings, growth and the identification of future changes in funding levels and expenditure needs.
4. Ensure the curriculum, present and proposed, is thoroughly costed, and that proposed staffing change is costed, and affordable. Work with the member of staff responsible for the curriculum planning to cost different models and proposals.
5. Monitor the budget for the current financial year including reporting to SLT and Trustees.
6. Ensure that the financial transactions in the Academy are carried out in an appropriate manner and that the financial regulations of both the EFSA and Biddick Academy are observed.
7. Prepare, for approval by the Trustees, annual estimates of income and expenditure.
8. Prepare the year end accounts.
9. Manage the finance and budget management software, giving guidance to other users. Review its use from time to time, to ensure the Academy continues to benefit from efficient systems and software.
10. Prepare business case assessments and appraisals for projects, and for the development of long-term initiatives for the Academy.
11. Lead liaison with external auditors, and initiation of and management of audit procedures as necessary. This may include peer review with other schools or other internal audit provision on behalf of the Trustees.
12. Attend and participate in the Trust Board meetings.
13. Plan for and author bids for funding as required.
14. Manage the tendering for all service contracts; monitoring all insurance policies, with a view to cost effectiveness; and ensuring that the Academy maximises its potential from the EFSA
15. Prepare and submit capital bids to the EFSA, monitoring and control of capital expenditure on buildings and grounds, placing of contracts, appointment and monitoring of contractors.
16. Support staff responsible for delegated budgets with procedures and training which enable them to effectively monitor these budgets and use resources efficiently.
17. Secure appropriate arrangements for the effective provision of payroll and pension administration services for teaching and support staff.
18. Oversight and support of the work of the Finance Team, ensuring that a high quality service is provided.
19. Secure a high quality payroll service for the Academy, ensuring staff pay is accurate and timely.
20. Undertake the role of Chief Finance Officer (CFO) as defined in the Academies Financial Handbook (AFH).
21. Ensure compliance with the guidance and regulation laid down in the AFH, and training / advising colleagues and Trustees on any key changes as they pertain to their roles and activity.

Facilities Management

Key Accountabilities:

To bring a strategic approach to the facilities and premises function, and identify opportunities for development, for the benefit of student progress and opportunity, and /or income generation.

To oversee the Site staff team, to ensure that the estates function is led and managed effectively and in accordance with the operational needs of the Academy and any regulatory requirements.

Secure an effective catering service, to operate efficiently within the guidelines adopted, through any national policy and the Academy's own relevant policies.

Specifically:

1. Take the lead on compiling, and implementing, a Premises and Facilities Development Plan including energy conservation.
2. Develop and maintain a site maintenance and decoration plan.
3. Secure the maintenance and development of the site, buildings and grounds to meet the needs of users, and ensure that there is a safe environment.
4. Maintain high standards of security of the site and its contents.
5. Ensure arrangements are in place for the maintenance, servicing, testing and inspection of site equipment, fixtures and vehicles.
6. Ensure efficient arrangements are in place to deal with emergency repairs and call outs.
7. Ensure purchasing arrangements represent best value and that contracts are secured in accordance with financial regulations and guidelines.
8. Ensure provision of effective, economic and appropriate telecommunications systems.
9. Develop and promote energy efficiency measures.
10. Ensure the appropriate placing of all service contracts including cleaning and catering, and ensure contracts are effectively monitored and managed.
11. Through regular contact with the premises staff, ensure the proper maintenance and repair of the site and building is carried out, and progress monitored.
12. Secure arrangements for the site to remain open and operational during inclement weather.
13. Ensure the work of the estates team and contractors meets the requirements of health and safety and other regulations.
14. Support the Site Supervisor, advising on all Health & Safety matters, including measures in the event of emergencies including critical incident plans.
15. Support the Site Supervisor in provision of systems for telecommunications, porterage, laundry and waste disposal.
16. Appraise projects for the development of the Academy.
17. Ensure systematic monitoring of the work of on-site contractors and arrange for estimates for work.
18. Ensure that the best use is made of premises personnel and be responsible for their allocation of hours and pay claims.
19. Monitor and oversee the quality of work by contractors, caretakers and cleaning staff, reporting to the Trust Board as appropriate.
20. Secure arrangements to source external advice where appropriate.
21. Oversight of Catering contract and line management of the Catering Manager.

Human Resources

Key Accountability:

To secure appropriate arrangements to enable the Academy to perform Human Resources functions effectively and in accordance with statutory regulations and guidance.

Specifically:

1. Advise the Headteacher, other staff and the Trust Board on Human Resources issues.
2. Embed arrangements for an effective case work service relating to individual staff including attendance management, capability, grievance and disciplinary procedures.
3. Ensure that appropriate arrangements are in place to secure effective recruitment and induction of new staff.
4. Secure arrangements to source external advice where appropriate.
5. Ensure that the Academy has policies and procedures in place in regards to Human Resources, reviewing the policies when appropriate and communicating to all staff.
6. Performance Management, Appraisal and development of the staff directly managed.
7. Ensure compliance with reporting requirements, such as Equalities, Modern Slavery etc.

The DBF will have oversight of the work of the HR Manager, advising and supporting as necessary, to ensure the HR service is planned and delivered efficiently.

Administration and ICT

Key Accountabilities:

Secure high quality, reactive ICT and Administrative services, to support and enhance the work of the Academy, across all aspects of its business.

Note that the DBF will be accountable for those aspects of administration of the Academy which do not relate to the teaching, supervision and pastoral care of students. Many of the detailed operational activities will be carried out by other staff.

Specifically:

1. Oversee the ICT Support Team in order to coordinate planning for the effective provision of ICT resources including hardware / software and the efficient running of the ICT Technician Team.
2. Plan strategically for provision of ICT and Reprographic services, to best support academy development.
3. Manage the efficient running of the administration and reception team, ensuring a high quality service is provided to all stakeholders.
4. Ensure inventories of equipment and stock are maintained, and that approval mechanisms are in place for acquisition, sale and disposal.
5. Ensure all statutory and statistical returns are completed as appropriate.
6. Ensure the Academy's management information system, currently Integris, is well-used to maximum effect across all business functions, to save time, provide timely and relevant information at all times.
7. Ensure completion of the School Census, along with other EFSA returns.
8. Maintain an overview of copyright, licensing and data protection.

Marketing

Key Accountability:

Contribute to the positive representation of the Academy in the local area, and beyond as appropriate.

Specifically:

1. Develop and maintain a marketing and communications plan, in line with and in support of the Academy Development Plan.
2. Ensure robust systems exist for maintenance of the Biddick website.
3. Ensure the website is compliant, noting and embedding intermittent changes to statutory guidance, and that staff responsible for updating particular sections do so reliably, working to a clear timetable.

4. Arrange for the building of relationships with representatives of the local press and media.
5. Arrange for copy and photographs of newsworthy events to be provided to local media sources.

Data Protection Officer

Key Accountability:

Protect the Academy by embedding strong General Data Protection Regulation (GDPR) systems and procedures.

Specifically

1. Maintain expertise in the relevant detail of the GDPR, advising, guiding and training staff and Trustees as needed.
2. Deal with freedom of information requests and subject access requests in line with legislation, including the Freedom of Information Act 2000.
3. Ensure the Academy (the data controller) handles and processes data in accordance with the GDPR.
4. Keep comprehensive and accurate records of all data processing activities, detailing the purpose of the activity and making these records public upon request.
5. Report any data breaches to the Information Commissioner's Office within the legal time frame.
6. Undertake audits of the Academy's data protection processes.
7. Ensure that the Academy has policies and procedures in place in regards to data protection, reviewing the policies when appropriate and communicating to all staff.
8. Present reports regarding data processing to senior leaders and the Trustee Board.
9. Act as the first point of contact, in relation to data protection, for the Trustees and staff members, as well as for individuals whose data is processed.

Community

1. Promote the academy's activities and premises with the objective of maximising letting income.
2. Ensure appropriate Lettings Policies and procedures are developed and maintained to secure compliance in all areas, including proper treatment of VAT, insurance for hirers, pricing, and safeguarding and safety procedures.
3. Ensure appropriate budget monitoring arrangements for lettings and other community activity.
4. Ensure that community use of the site is in accordance with health and safety, safeguarding and other regulatory requirements, including co-ordination of risk assessment procedures.

Health and Safety

Key Accountability:

To maintain a secure, safe working and learning environment.

To line manage the *Site Supervisor* in all aspects of health and safety, and specifically to ensure appropriate arrangements are made for the following. The DBF will take a lead on a number of these functions, by agreement.

1. Formulate, monitor, implement and review the academy's Health and Safety Policy including the introduction of all Risk Assessment procedures.
2. Provide advice and guidance to other staff to assist them with the discharge of their responsibilities.
3. Develop and implement an internal Health and Safety audit process.
4. Ensure effective procedures are in place for reporting of accidents and near misses.
5. Ensure adequate levels of qualified First Aid staff are available as necessary.

6. Ensure Health and Safety is being discharged correctly across any external and out of hours service provisions.
7. Ensure that the Academy has policies and procedures in place in regards to health and safety, reviewing the policies when appropriate and communicating to all staff.
8. Provide for the control and co-ordination of emergency evacuation procedures.
9. Report to Trustees on Health and Safety.
10. In co-operation with the Fire Service, arrange for the installation and maintenance of equipment for protection against and escape from fire.
11. Ensure the correct keeping of fire safety records and initiation of regular fire practices.

Additional Duties

- Chair the meetings of Health and Safety Committee meetings as required
- Liaise with and support and advise the Parents Forum.
- Any other duties in line with the skills of the postholder and the general nature of the post, at the request of the Headteacher.
- Ensure awareness of and compliance with personal responsibilities and requirements communicated to the postholder in Academy policies and procedures, including Code of Conduct, Health and Safety and Child Protection.
- As a member of staff working in an educational setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and take reasonable steps to ensure the safety and well-being of students.

Biddick Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to checking through the Disclosure and Barring Service (DBS).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed:

Date:



Director of Business and Finance
PERSON SPECIFICATION

Qualifications/Training	Essential	Desirable	Method
Educated to degree level or equivalent.	✓		A
Business qualification, e.g. Management diploma, business studies diploma, MBA. Note that support to undertake further study could be provided by the Academy.		✓	A
Evidence of recent Continuing Professional Development (CPD).	✓		A
Evidence of a commitment to your own CPD.	✓		A
Member of a relevant professional association.		✓	A
Willingness to keep up to date in the education world, and the education business world.	✓		A/I

Experience	Essential	Desirable	Method
Strong experience of financial management and strategic financial planning.	✓		A/I
A deep understanding of Finance (although note that we do not specify an accountancy qualification).	✓		A/I
Strategic planning of premises matters.	✓		A/I
Leadership of people / teams.	✓		A/I
Persuasive writing e.g. of successful bids for funding or similar.	✓		A/I
Contract award and management.	✓		A/I
Developing and managing Service Level Agreements (SLAs)	✓		A/I
Change management projects.		✓	A
Management of multi-disciplinary teams e.g. HR, ICT, Site & Services.		✓	A
Options appraisal.		✓	A
Management of risk.		✓	A/I
Successful project management and completion.		✓	A/I

School or academy experience, or a keen interest in Education.		✓	A
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Knowledge and Skills

	Essential	Desirable	Method
A strategic and creative thinker.	✓		A/I
Effective presentational skills, both written and oral.	✓		I
An ability to influence decision making at a strategic level within an organisation.	✓		A/I
An ability to promote positive relationships.	✓		I
Excellent IT skills.	✓		A/I
An appreciation of national and regional factors that affect the role.		✓	I

Personal Attributes

	Essential	Desirable	Method
Highly developed interpersonal skills, including influencing, and willingness to constructively challenge the work of self and others.	✓		A/I
Resilience, strong sense of duty, initiative and a can-do attitude.	✓		I
Ability to project a calm and measured approach.	✓		I
Leadership capacity.	✓		A/I
Approachable, and a strong team player.	✓		A/I
Ability to work under pressure and to meet deadlines.	✓		A/I
Willingness to take a full role in the life of the Academy.	✓		I
Empathy with staff at all levels and with students.	✓		I
A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults in school.	✓		I
Commitment to Equal Opportunities.	✓		I

A – Application Form

I – interview

Biddick Academy is committed to the safeguarding and promoting the welfare of children and young people and expect that all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check before taking up the post, along with pre-employment safeguarding checks.