



ADVANCE
LEARNING
PARTNERSHIP

Business Manager

Candidate Information Pack

Advance Learning Partnership is a not-for-profit Multi Academy Trust consisting of a mix of primary and secondary academies. We have developed our educational blueprint from the original school at Parkside Academy and used this to enhance the education provision in all of our schools, having a transformational effect on children's life chances.

All academies within our Trust collaborate as a 'family of schools'. The trust as a whole is not a separate body or group of people, but rather one single organisation made up of all our academies with one single vision and shared set of values.

We work together to ensure that all children, irrespective of their starting point, receive an excellent education. We pride ourselves in meeting the needs of the children in our care, including those who are most vulnerable or challenging. These groups of students are a major priority and we work closely with parents/carers in helping to raise their child's self-esteem, resilience and subsequent achievement and attainment.



Securing Excellent Education through Collaboration

OUR TEAM

ALP Executive Team

Kelvin Simpson	Chief Executive Officer
Linda Davies	Chief Operating Officer
Claire Oates	Chief Financial Officer

ALP Central Service Managers

Andrew Reynolds	Central Services Manager
Laura Mellis	Data Analyst
Helen Overfield	Finance Manager
Stephanie Emmerson	Governance & Compliance Manager
Emma Luke	HR Manager
Marián Sumega	Marketing & Publicity Manager
Mike Carnaffin	Network & Infrastructure Manager
Nicola Milne	Senior Business Manager

ALP Learning Partner

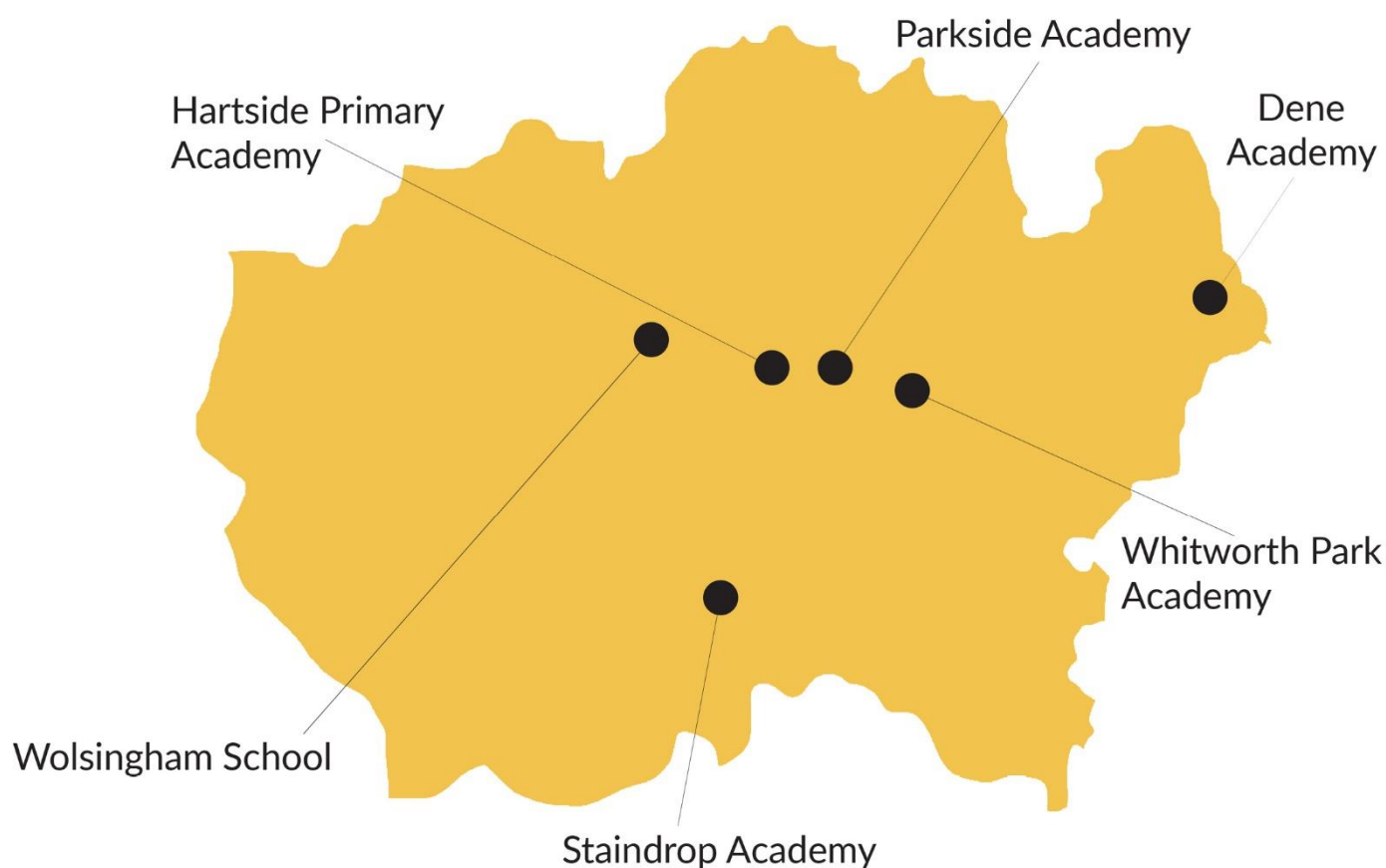
Janet Bridges	School Improvement
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ALP Learning Directors

Paul Cowen	Director of Leadership and Management
Peter Mason	Director of Research and Development
Catherine Taylor	Director of Quality of Education



County Durham



Parkside Academy

An Outstanding School

Parkside Academy

Our founding Academy. Aged 11-16 school. Located in Willington, Crook.



Whitworth Park Academy

Whitworth Park Academy

Joined ALP in September 2018. Aged 11-16 school. Located in Spennymoor.



STAINDROP ACADEMY

Staindrop Academy

Joined ALP in October 2017. Aged 11-16 school. Located in Staindrop.



Dene Academy

Dene Academy

Joined ALP in October 2017. Aged 11-16 school. Located in Peterlee.



HARTSIDE PRIMARY ACADEMY

Hartside Academy

Joined ALP in January 2018. Aged 2-11 school. Located in Crook.



WOLSINGHAM SCHOOL

Wolsingham School

Joined ALP in September 2020. Aged 11-16 school. Located in Wolsingham.

JOB DESCRIPTION

JOB TITLE:

Business Manager

ACCOUNTABLE TO:

Chief Financial Officer

SALARY:

Grade 10-12. £31,346 to £40,876 (Placing within grade dependent upon experience and qualifications).

CONTRACT TYPE:

Permanent, 37 Hours, Whole Time.

REQUIRED:

1st June 2021 or earlier if available.

LOCATION:

ALP Central Services. Required to work across all schools within the ALP family of schools.

ROLE PURPOSE:

To manage the operation and delivery of support services within designated MAT schools. To ensure the most effective use of resources in support of each School's learning objectives.

KEY RESPONSIBILITIES

Key Areas of Responsibility:

- To maintain oversight of designated areas of Trust organisation and development.
- Produce quality work that meets deadlines and is accurate and professionally presented.
- To be responsible for the internal strategic development, risk management, health and safety and maintenance of the estate/buildings, ensuring compliance in all areas.
- To comply with Advance Learning Partnership policies and procedures.

Generic Responsibilities:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- To model the values, ethos and vision of the Trust.
- To maintain at all times, the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, pupils and other information of a sensitive or confidential nature.
- Gain understanding and support the continuous improvement of operating processes.
- Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.
- Attend relevant meetings as required, including termly Academy Council meetings.

Facilities & Property Management:

- Coordinate and work in conjunction with the Trust's property team to support the management and maintenance of the academy facilities and buildings in accordance with compliance and budgets.
- Managing and directing the Site Managers.

- Follow sound practices in estate management and grounds maintenance.
- Ensure the safe maintenance and security operation of all school premises.
- Ensure the continuing availability of utilities, site services and equipment.
- Ensure ancillary services e.g. cleaning, etc., are monitored and managed effectively.
- To monitor and ensure compliance with all related legislation to ensure the safety and security of all uses of the School's site and premises e.g. fire risk assessment, asbestos and legionella statutory requirements.
- Planning and preparation of building works to include plans of proposed work, cost and planning permission, building regulation approvals and tendering for works in keeping with current legislation.
- Maintain and update the Trust's health and safety policy and ensure all staff received Health and Safety training.
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- To co-ordinate a strategic plan of maintenance, repair and improvement for the Trust schools.
- Oversee designated contracts for the Trust to include Cleaning, Catering, Grounds maintenance etc.

Health & Safety:

- Contribute to Health & Safety Coordination across the Trust.
- Contribute to the Trust's Risk Management processes.
- Ensure the Trust's written health & safety policy statement is clearly communicated and available to all people.
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Executive Board, Trustees and where appropriate the Health & Safety Executive.
- Ensure the maximum level of security consistent with the ethos of the school.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.
- Contribute to the Trust's accident reporting procedures ensuring that the Trust is meeting its reporting requirements.

Premises:

- Project management of capital projects and building works.
- Through regular contact with the premises staff, ensure the proper maintenance and repair of the school is carried out, and progress monitored.
- To ensure the appropriate placing and monitoring of all service contracts.

Special Conditions:

- Participate in training and other learning activities and performance development as required.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.

PERSON SPECIFICATION

Criteria		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests and strengths in the role.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	Level 4 (or equivalent) in relevant subject.	*	
	5 GCSEs A*-C including English and Maths (or equivalent).	*	
	Degree in relevant subject.		*
Experience	Experience of taking initiative and self-motivation.	*	
	Leading a team(s).	*	
	Working within a school/ MAT.		*
Qualities & Values	Ability to assume full responsibility for the efficient day to day functioning of the ALP Central Service Support Manager role.	*	
	Excellent communication skills both written and oral, with the ability to communicate effectively with people at all levels.	*	
	High level of administrative and organisational skills.	*	
	Able to work as part of a team and contribute towards its success.	*	
	Record keeping and information retrieval.	*	
	Able to use all MS Office programs particularly TEAMS, Word, Excel, Outlook and PowerPoint and be familiar with other bespoke databases.		*
	Able to work to tight deadlines, managing and prioritising time effectively.	*	
	Self-starter, with an ability to work independently and use own initiative to overcome obstacles.	*	
Personal Attributes	Have an openness to learning and change.	*	
	Have a positive attitude to personal development and training.	*	
	Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility.	*	
	Demonstrate good interpersonal skills.	*	
	Demonstrate integrity, confidentiality, impartiality, and empathy.	*	
Special Requirements	Be able to travel and work in designated schools across the Trust.	*	
	Be willing to, occasionally, attend evening meetings.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Interview Process and References. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding. Any relevant issues from references will be taken up at interview.

Please return a completed application form including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by 12 noon on Monday 12th April 2021 addressed to:

Mrs Claire Oates
CFO
Advance Learning Partnership
Whitworth Park Academy
Whitworth Lane, Spennymoor
County Durham, DL16 7LN

or by e-mail to alphr@alplearning.org.uk

If you have not heard from us within 4 weeks, please assume that you have been unsuccessful on this occasion.

Unfortunately, we are unable to acknowledge receipt of your application.