



**Application Pack**

**Trust Business  
Manager**

# Letter to Applicants:

Dear applicant,

We are delighted you have shown an interest in the role of Trust Business Manager.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust


Applicants should return their application form to [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk) by the closing date of **Sunday 27<sup>th</sup> February 2022, midnight.**

Should you wish to enquire about the role, please do not hesitate to contact Sarah Hindmarch on 01642 777963 or via email [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk)

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Galileo Multi Academy Trust is committed to safeguarding and promoting the welfare of children.*

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.



**Jane Spence CEO**



## Why work for us?

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten 'Good' and 'Outstanding' schools whose vision is:

**'To make Galileo Multi Academy Trust a leading provider of education, recognised for its core values, ensuring each and every pupil thrives, develops a love for learning and is prepared to take their next steps in life.'**

Our values are:

We are **AMBITIOUS** and want every child and colleague to reach their full potential with confidence and to enjoy their learning and work.

We are **INCLUSIVE** so everyone has an opportunity to shine whatever their talents or interests, and no one is left behind.

We act at all times with **INTEGRITY** ensuring that the children in our trust are at the centre of everything we do, and every decision we make.

Our core values make us a great organisation of which to be part, every member of our school community is equally important to us, we want every colleague to reach their full potential and enjoy interesting and fulfilling jobs.

# Employee Benefits & Wellbeing:

Staff wellbeing is paramount, especially during recent stressful times which have required seismic changes to the way we both live and work. Staff feedback over the last academic year has been overwhelmingly positive with colleagues feeling supported both practically and emotionally, allowing them to carry on doing the best by every child.

Working for Galileo has many benefits, and as we become more established these will get even better. We want only the best people to take us into the next successful chapter and help realise our vision.

- Galileo adheres to the School Teachers Pay and Conditions Document, and for support staff the NJC conditions.
- Access to comprehensive CPD opportunities from external providers as well as in house from our home-grown team of experts, whether it is nationally recognised accreditation or bespoke provision, we take professional development very seriously.
- Access to all internal cross Trust career opportunities, all posts appear on the Galileo Career site, we love to employ and promote our own people.
- Access to cross Trust secondment and special project opportunities to broaden your experience and help the Trust develop its expertise and share best practice.
- A full human resource service providing advice and support to all colleagues regardless of role or working pattern with welfare at the heart of everything it does.
- Full access to a 24/7 Employee Assistance Programme which is a confidential support programme to help manage stress, and offers specialist counselling and information on both financial and work-life issues.



# Job Advert

**Required:** 1<sup>st</sup> April 2022

**Salary:** NJC Grade G (£32,234 - £33,782) £27,541 - £28,864 Pro rata

**Hours:** 37 Hours per Week, Term Time only plus 2 weeks

**Location:** The Post reports to the Central MAT Team but is predominately based at Galley Hill Primary School and John Emmerson Batty Primary School. However, on a temporary or on indefinite basis you may be required to work at any School within the Multi Academy Trust.

Galileo is an exciting multi academy Trust based in Redcar and Cleveland, serving just over 3,000 children aged 2 – 11 with around 500 staff. We are currently a family of ten 'Good' and 'Outstanding' schools.

We are looking for an experienced Business Manager who has high levels of initiative and is motivated to work in a busy school environment.

## **The successful candidate will:**

- Be committed to the Galileo MAT Vision Values
- Have extensive experience of working in a business management environment with specific knowledge of finance, contract management, estates management and HR related issues
- Act as the link between the Trust's Central Team and School Leaders
- Provide strategic and operational support across non-teaching and learning areas of responsibility
- Line manage other school based administration and support staff

**Closing date: Sunday 27<sup>th</sup> February 2022, midnight**

**Interviews: W/C 7<sup>th</sup> March 2022**

**Please refer to the back cover of the application pack for details of how to apply for this position.**

*Galileo Multi Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Trust Business Manager

**Grade:** NJC Grade G (£32,234 - £33,782), £27,541 - £28,864 Pro rata.

**Responsible to:** Headteacher day-to-day, CFOO at Trust level

## Job Purpose

- To act as the link between the Trust's Central Team and School Leaders across multiple school sites, primarily Galley Hill and John E Batty Primary schools but to work flexibly as required in other Trust schools
- To provide strategic and operational support across non-teaching and learning areas of responsibility.
- To line manage other school based administration and support staff.
- To lead by example in creating a culture of professional excellence and achievement in all aspects of work, and at all times demonstrate commitment to upholding and developing the Galileo MAT ethos and aims of the Trust.

## Duties and responsibilities

### Finance, Procurement & Contract Management

- To implement the financial management strategy of the Trust on an operational basis including the adherence to all Trust financial policies and procedures.
- To oversee all actions and reconciliations required to support the Trust's monthly and year-end financial management timetable.
- To maintain school based contract registers and to identify and undertake non-Trust led procurement activity to achieve value for money with support and guidance from the Trust's Chief Financial and Operational Officer (CFOO).
- To collate appropriate information as requested to support Trust led procurement activity.
- To manage all operational performance and quality issues at a local level for both Trust and school led contracts.

- To oversee the maintenance of school based inventories in line with the Trust's financial regulations and to undertake an annual inventory check of all items in each respective school site.
- To support and advise, on specific school issues, the CFOO and respective Headteacher when developing both the annual and 3 year budget plans for approval by the Trust.
- To ensure monthly capitation reports are collated and issued to agreed budget holders and that any issues / actions are discussed if required at meetings to ensure expenditure is controlled within agreed budgets.
- In conjunction with the Trust Finance Business Partner meet with school leaders to agree and report the monthly management accounts for each respective school.
- To present the latest monthly management accounts to each respective Local School Board meeting as required.
- To act as the lead point of contact for school internal and external audit visits, ensuring provision of required information in a timely manner and to oversee the implementation, with agreed timescales, of actions arising.
- Work with support from the Trust to maximise and generate additional income streams for respective schools and the Trust, including the development of grant bids.
- To review and submit monthly payroll reports in accordance with agreed timescales, agree any required changes and to ensure relevant authorisations are in place from each school's respective Headteacher.

### **Estates & Health & Safety Management**

- In liaison with the Trust's CFOO and school leaders be responsible for overseeing the maintenance and upkeep of each respective school estate, ensuring an attractive and vibrant environment for learning.
- Assisting the Trust's CFOO with any relevant information in the development of bids for capital funding opportunities.
- To maintain on a continuous basis an up to date condition survey and 5 year Estate Management & Capital Investment plan, in the Trust's agreed format, for each school and to use this to assist identify school based priorities to the Trust for capital investment decisions.
- To oversee on an operational basis contractors are employed on work projects on each school site and to ensure effective liaison is in place between the contractors, each respective school, and the Trust on major projects.
- To work under guidance from the Trust's CFOO to ensure a robust assurance framework is in place to manage all statutory compliance requirements at each school and to act as the lead point of contact for any contractors / internal staff with responsibility for premises / compliance management.

- To ensure all Trust requirements and approvals are met when planning estate capital works.
- To act as the main point of contact for external Health & Safety inspections of each school and to oversee with support from the Trust's Central Team where required the timely implementation of all agreed actions.
- To ensure all risk assessments for estates, educational visits and other areas are robust and in place
- To liaise with the CFOO to ensure all relevant insurance (or RPA) cover is in place for each school.
- To act as a school based champion for all energy efficiency measures and initiatives.

### **Human Resources**

- To maintain on a continuous basis each school's Single Central Record, to undertake safer recruitment training as required and to be responsible for the employment clearances and checks for any new staff, in liaison with the CFOO.
- To liaise with the Trust's CFOO and Central team in respect of the advertisement, recruiting and appointment of all school based staff and in line with the Trust's establishment control procedure.
- To maintain up to date and complete personnel files for each school.
- In line with Trust procedures and with support from the Trust's Central Team and external HR Support Team manage all leave, attendance and sickness management issues at each school.
- To ensure the accurate completion and timely submission of all statutory school workforce returns.
- To manage all other administration and support staff at each school, providing leadership and professional development as required, to ensure high performing teams with a clear focus on contributing to the overall effectiveness of each school.

### **Governance & Risk Management**

- To maintain on a continuous basis and in line with the Trust's Risk Management Strategy an operational risk register for reporting to every meeting of each school's Local School Board and to ensure that any risks requiring escalation to the Trust's Strategic Risk Register are reported to the Trust via the respective Governance Clerk.
- To maintain on a continuous basis and in line with the Trust's Business Continuity Plan a Business Continuity and Emergency Plan for each school and to ensure that this is reviewed and tested on at least an annual basis and following any major incident.
- Ensuring all school level publication requirements for each school's website are adhered to with advice and support from the Trust's CFOO and Central Team.



- Ensuring the continuous maintenance of an up to date register of business and pecuniary interests for all senior staff and governors is held, and any changes are highlighted to the Trusts Central Team.
- Ensuring the Trust is informed of any changes to membership at each school's LSB ASAP to allow the Trust to update the DfE within the required 14 day timescale.
- To attend and present any items as required, in support of school leaders, at each school's LSB meetings.

### **Marketing & Communications**

- To develop and maintain excellent working relationships with all key internal and external stakeholders including, but not limited to staff, parents, governors and external agencies.
- To act as the lead point of contact with the Trust's Central Team and key stakeholders for marketing initiatives and the organisation and promotion of both school and Trust wide events.
- To oversee communication and related systems with parents ensuring they are effective and that communication is undertaken in a timely manner.

### **Whole School & General Administration**

- To act as a champion for the effective implementation on an operational basis of all agreed Trust wide and school based policies and procedures.
- To identify and/or report any ICT refreshment requirements to the Trust's CFOO for consideration and to report any operational ICT support requirements to the Trust's external ICT Support Team for action.
- To manage each school's lettings and charging requirements efficiently and in line with the Trust's Charging & Remissions Policy.
- To oversee and authorise the completion and submission of school census and other statutory returns in accordance with published timescales.
- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.

### **Safeguarding, Equality & Diversity and Health & Safety**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Galileo MAT Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/CFOO may determine..*

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.**

## Person Specification

Attribute	Essential	Desirable	Stage
Education/Qualifications	Degree or equivalent in a relevant qualification at NVQ level 4 or above.	Recognised Accountancy qualification  Safeguarding training  Health and safety qualification	A/I
Experience	Extensive experience of working in a business management environment with specific knowledge of finance, contract management, estates management and HR related issues  Experience of both leading and working collaboratively as part of a team  Experience of interpreting legislation and regulations in order to develop robust policies and procedures  Experience of working under own initiative with minimal supervision over a broad range of responsibilities  Experience of delivering accurate and detailed reports for a wide range of audiences including Governors and senior leaders	Experience working in a finance role	A/I/R

	<p>Highly developed financial management and commercial skills and experience of contributing to and challenging annual and medium term financial plans that are sustainable while meeting the development needs of each school.</p>		
Skills/Knowledge	<p>Proven ability to use Microsoft packages and MIS systems</p> <p>Ability to interrogate databases to produce management information</p> <p>Ability to exploit the potential of ICT packages in delivering efficiencies</p> <p>Developed persuasive, motivational, negotiating and influencing skills</p> <p>Excellent numeracy and literacy skills</p> <p>Proven ability to display attention to detail and to work creatively and innovatively</p>	Experience of updating websites.	A/I/R
Personal Attributes	<p>Ability to relate to children and adults and specifically those from vulnerable backgrounds with significant emotional, social and/or learning / behavioural difficulties</p> <p>Ability to respond to sensitive issues with tact, diplomacy and professionalism</p> <p>Ability to build and sustain</p>		I/R

	<p>effective working relationships</p> <p>A high degree of personal motivation and a positive “can do” attitude</p>		
Special Requirements	<p>A commitment to the Galileo MAT Vision and values.</p> <p>Ability to travel regularly between sites within the Multi Academy Trust and attend evening meetings as required</p> <p>A knowledge of safeguarding and child protection requirements</p>		I



## How to Apply

Application form and further information is available from: [www.galileotrust.co.uk](http://www.galileotrust.co.uk) under Careers and Vacancies.

Applicants should complete the Trust Application form for all Vacancies and return to [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk)

**Job Description:** This lists the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Sarah Hindmarch on 01642 777963 or via email [info@galileotrust.co.uk](mailto:info@galileotrust.co.uk)

Thank you for your interest in Galileo Multi Academy Trust. We look forward to receiving your application.