



APPLICANT PACK

# Trust Business Manager

*Sacred Heart Catholic Secondary School & St Benedict's Catholic  
Primary School*

*Redcar*

# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Trust Business Manager. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

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



**Applicants should return their application forms to [recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk) by the closing date, **Thursday 30th November 2023 by 12 noon**.** Any gaps in previous employment must be explained.

Should you wish to enquire about the role, please do not hesitate to contact Jonny Coates, Head of Business and Financial Support Services on 01642 529200 or via email [coates.j@npcat.org.uk](mailto:coates.j@npcat.org.uk)

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

*Nicholas Postgate Catholic 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.

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC

# Job Advert

<b>Required:</b>	As soon as possible
<b>Salary:</b>	L/M, SCP 31-36 (Actual salary £35,593 - £40,355)
<b>Hours:</b>	37 hours per week, Term Time Only plus 3 weeks
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Sacred Heart Catholic Secondary School & St Benedict's Catholic Primary School, Mersey Rd, Redcar, TS10 1PJ

The Post covers duties across two schools.

Nicholas Postgate Catholic Academy Trust is a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 staff, the Trust is now one of the largest Catholic Multi Academy Trusts in the UK.

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

## The successful candidate will:

- Be committed to the Catholic ethos of the NPCAT
- 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 Services 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

## We can offer:

- Fantastic pupils and a strong Catholic ethos
- A welcoming work environment
- A Leadership Team, Staff and Governors who are dedicated, talented and highly motivated
- A commitment to professional and personal development
- The opportunity to work with and learn from other establishments in partnership with our Trust schools in the Nicholas Postgate Catholic Academy Trust

**Closing date: Thursday 30th November 2023, 12 noon**

**Interview: W/C 4th December 2023**

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

*Nicholas Postgate Catholic 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. The successful candidate will be required to sign a Catholic Education Service contract.*

# 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:** L-M, SCP 31-36

**Responsible to:** Head of Business & Financial Support Services

## Job Purpose

- To act as the link between the Trust's Central Services team and school leaders across multiple school sites.
- 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 the NPCAT's Corporate Services team and to at all times demonstrate commitment to upholding and developing the Catholic 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 Procurement, Contracts and Exchequer Manager.
- 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 respective Trust Senior Finance Partner 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 Senior Finance 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 LGB 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 Estates & Compliance team and school leaders be responsible for the maintenance and upkeep of each respective school estate, ensuring an attractive and vibrant environment for learning.
- Assisting the Trust's Estates & Compliance team 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 work in support of the Trust's Estates & Compliance team in developing an approved list of contractors for undertaking works on the Trust's estate.
- 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 Estates & Compliance team 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 and Diocesan 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 Estates & Compliance 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 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 Trust's HR team.
- To liaise with the Trust's HR team in respect of the advertisement, recruiting and appointment of all school based staff (excluding reserved posts) and in line with the Trust's establishment control procedure (advertising to be undertaken at a school level and with all contracts to be produced centrally by the Trust's HR team).
- To maintain up to date and complete personnel files for each school.
- In line with Trust procedures and with support from the Trust's HR 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 LGB and to ensure that any risks requiring escalation to the Trust's Strategic Risk Register are reported to the Trust via the respective Governance Partner.
- To maintain on a continuous basis and in line with the Trust's Business Continuity Strategy 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 also 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 Central Governance & Policy team.
- Ensuring through the Trust Governance Partner the maintenance of an up to date register of business and pecuniary interests for all senior staff and governors is maintained continuously.
- Ensuring the Trust is informed of any changes to membership at each school's LGB and a.s.a.p. 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 LGB 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 Marketing & Events 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 any ICT refreshment requirements to the Trust's ICT team for consideration and to report any operational ICT support requirements to the Trust's ICT helpdesk for action.
- To manage each school's lettings and charging requirements efficiently and in line with the Trust's Charging, Remissions & Lettings 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 NPCAT's 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 Line Manager 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

Stage	Essential		Desirable	
<b>Qualifications &amp; Education</b>	E1	School Business Professional qualification, degree or equivalent in a relevant qualification at NVQ Level 4 or above, or willingness to undertake a School Business Professional qualification at Level 4 or above within the first 12 months' of appointment	D1	Evidence of sustained CPD
<b>Experience &amp; Knowledge</b>	E2	Extensive experience of working in a business management environment with specific knowledge of finance, contract management, estates management and HR related issues	D2	Proven success as a team player
	E3	Experience of both leading and working cooperatively and successfully as part of a team		
	E4	Experience of interpreting legislation and regulations in order to develop robust policies and procedures		
	E5	Experience of working under own initiative with minimal supervision over a broad range of responsibilities		
	E6	Experience of delivering accurate and detailed reports for a wide range of audiences including trustees/governors and senior leaders		
	E7	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.		
<b>Skills</b>	E8	Proven ability to use Microsoft	D3	Proven effective

		packages and MIS systems and to interrogate databases to produce management information		communication skills
	E9	Ability to exploit the potential of ICT packages in delivering efficiencies		
	E10	Developed persuasive, motivational, negotiating and influencing skills		
	E11	Excellent numeracy and literacy skills		
	E12	Proven ability to display attention to detail and to work creatively and innovatively		
<b>Personal Attributes</b>	E13	Ability to relate to children and adults and specifically those from vulnerable backgrounds with significant emotional, social and/or learning / behavioural difficulties	D4	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E14	Ability to respond to sensitive issues with tact, diplomacy and professionalism		
	E15	Ability to build and sustain effective working relationships		
	E16	A high degree of personal motivation and a positive "can do" attitude		
<b>Special Requirements</b>	E17	A commitment to the Catholic ethos of NPCAT		
	E18	Ability to travel regularly between schools within the Multi Academy Trust and attend evening meetings as required		
	E19	A knowledge of safeguarding and child protection requirements		

# Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Tusker Car Salary Sacrifice Scheme
- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.



## How to Apply

Application form and further information is available from:

[npcat.org.uk/current-vacancies](https://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to:

[recruitment@npcat.org.uk](mailto:recruitment@npcat.org.uk)

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

**Job Description:** This informs you of 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 Jonny Coates, head of Business and Financial Support Services on 01642 529200 or via email [coates.j@npcat.org.uk](mailto:coates.j@npcat.org.uk)

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

*Nicholas Postgate Catholic 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.*