



BIG CREATIVE  
EDUCATION  
APPRENTICESHIPS  
TRAINING  
ACADEMY



BIG CREATIVE ACADEMY  
CLIFTON AVENUE  
WALTHAMSTOW  
LONDON, E17 6HL

TEL: 020 8498 3300  
WWW.BIGCREATIVE.EDUCATION



PRINCIPAL: SACHA CORCORAN MBE

## Academy Business Manager (1FTE)

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to staff and student wellbeing and excellent teaching. Our mission is to Develop Talent, Transform Lives and Create careers. We achieve this through working from a new state of the art £21m Academy building, underpinned by our new 5yr strategy and a belief we really can re-imagine education.

### What we are looking for:

Permanent School Business Manager – This is a permanent, full time position and the ideal candidate should be able to start as soon as possible, however the Academy will consider a January start for the right person. The Academy prides themselves on being part of a diverse and multi-cultural community, with Creativity and learning at the heart of everything they do, working in partnership with parents and the wider community to support the students and staff. The role of business manager is responsible for managing the strategy and operation of the business functions of the school, including financial management, health and safety, human resources, ICT and compliance and administration. To advise and implement day-to-day support that enables the Academy to operate effectively and efficiently. Key duties within the role include: Leadership and strategy, Financial management and fundraising, Human Resources, Health and Safety Compliance Administration, Catering and IT. You will be passionate about education, working in creative and inspiring environment and enjoy the challenges and inspiration our young people offer.

For full details of the role, please see the job description and person specification. **If you wish to apply, please complete the application form and email it to: [bca-hr@bigcreative.education](mailto:bca-hr@bigcreative.education). The application closes on 29<sup>th</sup> October at 1pm.**

To find out more about Big Creative Academy and our approach to education please see our website: [www.bigcreative.education](http://www.bigcreative.education)

Job application forms are available at: <http://www.bigcreative.education/jobs/>

Big Creative Academy is an equal opportunities employer and positively welcomes applications from all sections of the community. We are committed to safeguarding all learners enrolled on our programmes and appointment of successful applicants will be subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. Subject to timetables we are open to flexible working.



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## **JOB DESCRIPTION & PERSON SPECIFICATION**

**Post Title:** Academy Business Manager

**Full/part time:** Full time with 35 days' holiday.

**Hours:** 9-5pm

**Salary:** £60-65K depending on experience

**Location:** Big Creative Academy, Clifton Avenue, Walthamstow, London E17 6HL

**Reporting to:** The Principal

### **Purpose of the role:**

1. To actively model and promote the values and ethos of the Academy
2. To be responsible for strategic planning in relation to the business and support services of the Academy including all financial implications, and ensuring that the Academy uses its resources effectively and efficiently at all times.
3. To be responsible for personnel management, estate management, ICT infrastructure, administration aspects of financial management, and Academy compliance with financial regulations.
4. As a member of the Senior Leadership Team to be responsible for: creating and delivering a shared corporate strategic vision; raising standards of learning and teaching; building capacity across the workforce; improving organisation structures and functions so the Academy remains fit for purpose; building and sustaining effective relationships and communications strategies; working with the community and other services to improve the outcomes and well-being of students.
5. To generate and co-ordinate new income streams which are supportive of the ethos of the Academy.
6. To support the board of trustees and ensure they are provided with the information and support they need to perform their role.

### **Principal Accountabilities:**

- Advisor on Finance, audits and Operations
- Reports to the Finance and General Purposes committee
- Line manager to Buildings, and MIS manager and HR officer.



## Key responsibilities:

### Finance and Business

1. To implement the financial decisions of the Academy and Governing Body.
2. To advise the Academy and board on financial policy, preparing appraisals for future projects and for the development of a long term financial strategy for the future development of the Academy.
3. Work with SLT to ensure that correct and robust financial controls and procedures are in place and the academy is compliant with the academies financial handbook.
4. To maximise income generation within the ethos of the Academy.
5. In conjunction with the Headteacher, create the detailed budget for the Academy, with monthly accounts reports and year end accounts submitted on time.
6. To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends, and directly advise the SLT accordingly.
7. Monitor and control income and expenditure in relation to the Academy budget and reporting spend to budget holders, SLT and the board.
8. Monitor and control income and expenditure in relation to the Academy's extra-curricular activities and student bursary spend, in conjunction with the leadership team
9. To assist in the preparation of all financial returns for the DFE, EFA and other central and local government agencies within statutory deadlines.
10. To give advice to the Principal and when necessary the Governors on salary assessment, sickness, maternity and paternity procedures, redundancy, capability, disciplinary issues and any matters of dismissal.
11. To provide leadership and guidance for support staff, including direct line management responsibility for managers in MIS, premises, ICT and Human resources
12. To be responsible for the application and recording of all EHCP/LEA funds working with the SEND team to ensure audit compliance.
13. To advise governors on the policies needed to comply with all employment legislation.
14. To be responsible for the updating of the Academy Risk register
15. To have a good knowledge of internal and external audit requirements for Academies.



## Human Resources Management

1. To be responsible for general personnel matters ensuring required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc.
2. To maintain confidential staff records, and to ensure that staff records held in the Academy by others are kept confidential.
3. To provide leadership and guidance for the HR officer and administrative staff, including direct line management responsibility where appropriate.
4. All safeguarding procedures are in place and adhered to generally, particularly in relation to the Single Central List (CRB checklist) and recruitment.
5. Ensuring all HR processes and systems are legal, compliant with internal policies and best practice, and are efficiently undertaken
6. Ensure CPD activities are logged and the budget is agreed and allocated to directorates.

## Operations

1. To work with the buildings manager to implement the premises and site decisions of the Principal and Governing Body.
2. To share responsibility with the Principal and buildings manager for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property.
3. To lead the planning and implementation on site of new capital and refurbishment projects.
4. To lead on the planning and implementation of ICT projects, purchases and delivery of ICT strategy.
5. To work with the buildings manager to ensure all contracts are maintained to the highest quality and provide the school with value for money and tenders are completed in line with the academies financial handbook.
6. To maximise the use of the accommodation both by Academy and outside agencies in order to generate income.
7. To take responsibility for the main health and safety issues specific to the Academy and how they relate to pupils, staff, visitors and contractors.
8. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.



9. To support the ICT manager to provide an innovative, fit for purpose and reliable ICT system that meets the needs for students and staff.
10. To provide and document effective Risk Management, for example, in Health and Safety and in the management of any third party service contracts.
11. To prepare disaster recovery plan and be aware of its place within the management procedures of the school.
12. Advising the Governing Body's Finance and General purposes committees.
13. To manage the catering contracts, cleaning contracts, leasing arrangements, and Asset Register.

### **Organisation**

1. Be responsible for the planning, development, design, organisation and monitoring of support services and whole school systems/procedures/policies.
2. Provide organisational and advisory support to Governors, attending and leading meetings as appropriate and to minute meetings as required
3. Participate as part of the Senior Leadership Team and to minute meetings as required
4. Lead a team of support staff team leaders to ensure effective communication and development of systems and procedures across support services.
5. Represent the support staff at relevant meetings.

### **Whole School Administration**

1. To manage the administrative function including the administrative functions of facilities.
2. To provide for the preparation and production of all Academy records and publications.
3. To act as a bridge to facilitate closer working relationships between teaching and business support staff.
4. To be responsible and accountable for key objectives in the one-year Academy Quality Improvement Plan and the five-year Strategic Improvement Plan.
5. Be responsible for the provision of specialist advice and guidance to the leadership team/Governing Body etc. on national and local guidelines/policy/statute etc.
6. Interpret matters of policy/procedure/statute to ensure the Academies compliance and initiate any appropriate action necessary.



## Staff Responsibility

1. All support staff within Finance, Premises, Administration and Reception.
2. Direct Line Management of ICT manager, Buildings manager, MIS manager and Human resources officer.

## Safeguarding Children

1. To be fully aware of the understanding and duties and responsibility arising from the Keeping Children Safe in Education policy and working together in relation to child protection and safeguarding children and young people as this applies to the role the organisation.
2. To be fully aware of the principles of safeguarding.

## General

To undertake any other duties as appropriate to the grade of the post as requested by the Principal.

## Person Specification:

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Competencies	<ul style="list-style-type: none"> <li>• Relevant qualification in accountancy/finance (minimum AAT or Similar)</li> </ul>	<ul style="list-style-type: none"> <li>• HR qualification</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>• Financial accounting and management</li> <li>• Building and monitoring budgets</li> <li>• Year-end accounts preparation</li> <li>• Systems Implementation</li> <li>• Audit and risk management</li> <li>• HR management</li> <li>• Direct and co-ordinate the work of others</li> <li>• Performance management</li> </ul>	<ul style="list-style-type: none"> <li>• Buildings management</li> <li>• Experience of a 16-19 education setting</li> <li>• Experience of EFSA funding and</li> <li>• MIS and EFSA returns</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• 16- 19 education funding</li> <li>• EFSA grants</li> <li>• Academies and Free schools finance</li> </ul>	<ul style="list-style-type: none"> <li>• High needs funding</li> <li>• Bursary and Free school meals</li> </ul>





	<ul style="list-style-type: none"><li>• Producing accounts</li><li>• Audit and risk management processes</li><li>• Employment law</li><li>• Equality, Diversity and Inclusion</li><li>• Up to date knowledge of company finance</li><li>• Up to date knowledge of charity finance</li></ul>	
Skills/Ability	<ul style="list-style-type: none"><li>• High level of computer literacy</li><li>• Advanced Excel</li><li>• Competent in a range of Financial software</li><li>• Think creatively to solve problems and identify opportunities</li><li>• Communicate effectively orally and in writing to a range of audiences</li><li>• Manage communication systems</li><li>• Produce monthly accounts and year end accounts</li><li>• Write timely reports and strategy documents</li><li>• Work closely with the board providing the trust and clerk with information as requested.</li><li>• Over see the completion of ILR returns.</li></ul>	
Personal Skills	<ul style="list-style-type: none"><li>• Open-minded and receptive to new ideas, approaches and challenges</li><li>• Build positive relationships with staff and students.</li><li>• Innovative and creative when finding solutions</li><li>• Form good relationships with all stakeholders</li><li>• Is an advocate for equality, diversity and inclusion.</li><li>• Places high priority on effective team working</li><li>• Prioritise and manage own time effectively</li></ul>	<ul style="list-style-type: none"><li>• Passionate about education and creativity</li></ul>



	<ul style="list-style-type: none"><li>• Work under pressure and to deadlines</li><li>• Achieve challenging professional goals</li><li>• Take responsibility for their own professional development</li><li>• Energy, vigour and perseverance</li></ul>	
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## ABOUT US

### Big Creative Academy

Big Creative Academy (BCA) is a post-16 free school specialising in the creative industries. We believe that teaching skills employers want and empowering young people to think reflectively enables positive outcomes for students and our wider community. Big Creative Academy is committed to wellbeing and excellent teaching. We have recently had an Ofsted inspection and were judged Grade 2 'Good', with inspectors recognizing that the Academy makes a significant difference to the outcomes for young people. We have high expectations of our staff and students and want to be recognised as one of the leading providers of vocational programs in the creative arts. We are already a DfE best practice school for LGBT+.

Big Creative Academy opened in September 2014 and have 350 students, aged 16-19, primarily studying Level 3 vocational qualifications. Our students are diverse, challenging and ultimately extremely rewarding to work with. Our study programs specialise in music, fashion, media, gaming, events, performing arts as well as GCSE Maths and English.

The Academy is lively! We are well connected with industry and all of our teaching staff have industry experience. We also have industry ambassadors from companies such as MTV, ITN, Barcroft Media and Island Records and experts are kind enough to provide masterclasses for students. Our focus on skills, wellbeing and networks gives our students the edge in a competitive marketplace.

### The Team

Sacha Corcoran MBE is Principal of the Academy, an inspiring self-made woman involved in education for over 25 years. She has brought together a small outstanding team who are committed to the vision and ethos of the Academy. There are three senior managers, 20 teaching staff and fifteen in business support. Our team are high achievers and have interesting and diverse backgrounds. Many have their own creative careers as musicians, actors, producers and fashion designers and all have a passion for creativity.

Some of the benefits of working at Big Creative Academy





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Big Creative Academy has a Wellbeing Manifesto promoting positive relationships, resilience and reflection which extends to staff as well as students. We want our team to be productive and happy. The Academy provides the following benefits:

- State of the arts on site Gym facility.
- Discretionary half days on Fridays.
- A staff wellbeing day.
- An employee assistance line.
- Full pension benefits in either the Teachers' Pension Scheme or Local Government Pension Scheme.
- An individual CPD plan.
- Admin days built into the academic year
- Teaching, learning and assessment groups to share best practice and try new teaching techniques.
- Opportunities to learn from your creative colleagues, for example, learning how to DJ, sew, improve your Photoshop skills.