



Enquire Learning Trust

Ever Curious, Always Learning

Enquire Learning Trust Application Pack

Academy Business Manager

Summer 2024

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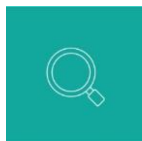
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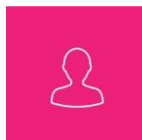
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The Enquire Learning Trust

We are a multi-academy trust currently responsible for 30 academies in four clusters across the North of England; North East Lincolnshire, Hull, Manchester and Stockton-On-Tees.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people to every single role. Our core

values and beliefs are consistent throughout all of our academies, and our keys to success are at the heart of everything we do.

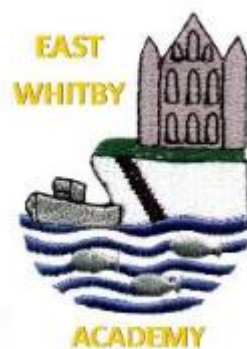
Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and encourages autonomy to academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that taps into their passions and interests and use the potential of emergent technologies.

The Academy



East Whiby is a one form entry primary school set in on the East side of Whitby in the NorthYorkshire. The community we serve is diverse and our children often have complex needs. Over 40% of our pupils are eligible for the Pupil Premium, and a high percentage have Special Educational Needs, we also have a Special needs Communication and Interaction hub.

Our school reduced its PAN is 45, However in pupil numbers over time fluctuate. This brings with it budgetary challenges, which the Academy Business Manager will support the Principal with.

Our school has had many exciting developments in recent years, including the opening of a two-year-old provision and significant investment in our outdoor areas. We are equally housed our trust's first residential centre on site that will benefit pupils from across the trust. Becoming Academy Business Manager of our school will give you the chance to be part of a forward-thinking school where all staff are united in their desire to create a world-class learning environment for **all** children.

Many of the children that attend our school have complex social, emotional and mental health needs. We provide an exceptional level of support for these pupils At the same time, we have the highest expectations of our pupils' behaviour. Our school is warm and calm environment where all children can flourish and no minute is wasted.

Our building boasts a wide range of spaces and spacious library filled with high quality texts.

We hope that you will come and visit us to see more about what makes our school unique. More information can also be found about us on our website:

Health and Wellbeing Package

The Enquire Learning Trust offers an extensive health and wellbeing package to support employees in maintaining health and wellbeing including:

- an employee assistance programme through Westfield Health;
- a mental health first-aid programme;
- access to formal supervision through Applied Psychologies;
- access to a wide range of training and development opportunities;
- subsidised gym/sports facilities;
- a stress risk assessment;
- employee wellbeing support plan;
- special leave arrangements;
- opportunities for flexible working;
- support for workers with disabilities;
- counselling for all employees through Westfield Health;
- counselling through Education Mutual
- support from trade union representatives.



The Trust offers a cash plan through Westfield Health which allows you to claim money back, up to set limits, towards the cost of your essential healthcare, as well as providing access to valuable health and wellbeing services.

Mosaic Health Cash Plan:

- 12 healthcare benefits and services
- Money back towards your everyday healthcare bills
- 100% reimbursement, up to set limits, with one year benefit periods
- Health & wellbeing services
- Voluntary upgrades and partner cover available by Direct Debit

Key Features:

- No medical required before joining
- No limit on number of claims, up to limits of your cover level
- Pre-existing medical conditions covered for all eligible employees
- Worldwide cover on most benefits
- Dependent children covered on key benefits at no extra cost

Job Description – Academy Business Manager

Purpose of post:

Reporting to: Academy Principal/Trust CFO

Main responsibilities

Leadership and Strategy

- Contribute to senior leadership team meetings and attend Trust business meetings as required
- Actively contribute to the development of the organisation by sharing good practice across the Trust
- Provide leadership support to the senior leadership team including undertaking research and obtaining information to inform decision making
- Plan and manage change in accordance with the academy's improvement plan
- Manage premise and office staff including line management responsibilities
- Take a lead role in the recruitment of staff and in managing associated employment procedures such as induction/probation/appraisal processes and paperwork.

Finance

- Work with the Principal to prepare an annual budget for submission to the Chief Finance Officer and for approval by the Board of Trustees
- Evaluate budget and financial information and present budget performance to the senior leadership team to inform decisions relating to ongoing budget management
- Regularly and actively monitor the agreed budget to ensure effective financial management, including the preparation of budget reports for the Principal and Trust finance leads
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with the Trusts Finance Policy and the ESFA's Academies Financial Handbook
- Monitoring the weekly/monthly expenditure and advising the Principal of possible under/overspending whilst providing narrative of the issues
- Assist with forecasting future years' budgets, taking in to consideration any relevant plans and new directions as well as predicted changes to budgets, salaries and other costs
- Identify the need for, select and manage the ordering of supplies, services and equipment for the academy, ensuring invoices are inputted on the system in a timely manner
- Maintaining an assets register and inventory in line with the Trust's policy
- Lead and process academy insurance claims in line with the relevant processes
- Prepare statutory returns as agreed or directed by the Principal or relevant Trust officers
- Negotiate, manage and monitor service level agreements, tenders and agreements for the academy to ensure effectiveness of delivery and value for money, under direction of the Principal and having awareness of the SLA's to be procured and maintained by the central trust team.

HR and Payroll

- Manage the administration and approval process of the payroll system, ensuring all new starters, variations, expenses and other information is submitted accurately and on time in line with payroll deadlines

- Ensure that recruitment procedures are followed for all new staff and coordinate the relevant employment checks for all individuals
- Maintain the academy's single central record ensuring that all employees records are completed and updated at all times and correspond effectively with the documentation held in personnel files
- Maintain and update confidential information on the relevant systems including SIMs, iTrent and Flick
- Liaise with the Principal on personnel issues and undertake relevant actions including sickness absence reviews with support staff and monitoring absence trends across the academy, highlighting potential issues to the Principal
- Provide advice and guidance to the Principal and employees on payroll and employment issues where relevant.

Estates Management

- Manage facilities including premises lettings and associated income
- Manage catering and cleaning services to ensure they remain consistently effective
- Implement risk management and loss prevention strategies in conjunction with the Trusts Estates Officer
- Coordinate the security and maintenance of the academy site, including oversight of maintenance schedules and the efficient operation of all facilities on the property
- Ensuring effective records of maintenance of fire protection equipment is in place and that regular fire tests and alarm checks are undertaken
- Ensure business continuity procedures are in place
- Prepare work specifications for tenders and assist with the selection of contractors.

Health and Safety

- Ensure the Health and Safety Policy is implemented at all times and is subject to relevant review and assessment at regular intervals or as situations change, in liaison with the Trusts Estates Officer
- Ensure the academy's written Health and Safety Policy is clearly communicated and available to all including external visitors
- Ensure that relevant staff are trained in First Aid and that their training is updated as necessary
- Ensure that all statutory testing is carried out annually or in accordance with policy.

Administration

- Manage the administrative function of the academy, including overseeing the entire office function and staffing
- Oversee the academy website ensuring that it remains compliant and updated at all times, and that the academy is promoted effectively through social media
- Ensure that administrative processes and procedures are effective and efficient, and review these on an ongoing basis
- Act as the point of contact for central team staff for the purposes of collating information and responding to external requests for information – including freedom of information, subject access requests and any other formal request for information.

General Responsibilities

- Undertake any other duties that are reasonably in line with the general nature of this job description
- Ensure all work is undertaken in line with Trust policies, procedures and guidance documents including (but not limited to); child protection, health, safety, equality, security and confidentiality
- Pay particular attention and adhere to the Information Governance Policy and its subsequent policies and the guidance within, in relation to keeping information and data safe and understanding your individual and collective responsibilities
- Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing
- Ensure compliance with the Trusts Equality Policy at all times and promote the Trust values of equality and treat all employees and colleagues in a professional and respectful manner at all times.

The post holder may reasonably be expected to undertake such duties, which are commensurate with the general character of the post and its level of responsibility.

Person Specification – Academy Business Manager

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Area:	Desirable/Essential
Qualifications	
Relevant level 4 formal qualification in school business management or AAT Level 2	E
Good standard of education in English and Maths (GCSE grade C or above)	E
School Business Management qualification	D
Experience	
Using and maintaining a range of management information systems	E
Using and reporting from finance systems such as Access	E
Experience of payroll systems and processes	E
Assisting in the setting of budgets and managing and monitoring those budgets frequently	E
Line management and supervisory experience of designated staff	E
Reporting to and working with senior leaders	E
Working with a wide range of agencies and stakeholders	E
Managing a diverse workload and conflicting deadlines	E
Experience of working in an education setting	D
Experience of managing organisational change	D
Experience of procurement including the drafting of tender documents and contracts	D
Knowledge and Skills	
Budget management knowledge, ability to produce, analyse and evaluate financial information and confidence to highlight and address areas of concern	E
Ability to negotiate contracts with suppliers to secure best value	E
Knowledge and understanding of health and safety procedures, premises management and compliance	E
Knowledge and understanding of personnel systems and procedures	E
Confidently and efficiently lead a team to meet the academy's strategic objectives	E
Excellent communication and interpersonal skills	E
Excellent time management and organisational skills	E
Understand safeguarding in relation to the Business Manager's role in an education setting	D
Qualities	
Ability to work as part of a team and independently	E
Ability to work accurately and methodically with attention to detail	E
Professionally assertive and able to remain calm under pressure	E
Proactive, enthusiastic and has a positive mindset and attitude	E
Friendly with a 'can do' and solution focused attitude	E
Ability to maintain confidentiality and integrity	E
Committed to equality and diversity	E
Committed to CPD	E