

Nihil quam optime

Chulmleigh College

Nothing but our best



Assistant Business Manager Candidate Pack

Closing date: 10.00am Monday 2nd December 2024

Interview date: Monday 9th December 2024



COMPASSION AMBITION TEAMWORK



A Very Warm Welcome

Welcome to Chulmleigh College and thank you for requesting this pack.

If you would like to work in a school that values hard work and achievement, becoming part of a team focussed on preparing children to leave school as well-educated and resilient young people, please read on.



The successful candidate will be joining the College at a point where five years of growth has been stabilised and secured: with every year group fully subscribed. Our reputation across Devon is such that we are the chosen school for many families who live a great distance outside our designated transport area. This is because they like the way we operate as a school; valuing tradition and concentrating on ensuring pupils achieve highly and behave very well. Those visiting the school always comment on how well-mannered our pupils are.

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We are looking for someone to provide comprehensive finance and administrative support to ensure the smooth day to day operation of tasks within specific areas of the Academy and maintaining and devising efficient and effective financial and administrative processes and procedures. The successful candidate will need to have a sound knowledge of the principles of financial management in an education context, and be confident with excellent interpersonal, communication and IT skills.

Good behaviour, hard work and excellent manners are at the heart of our school and we welcome applications from candidates who share our values and approach. This is a great school to be a part of.

Michael Johnson

Executive Headteacher Chulmleigh College

CEO Chulmleigh Academy Trust

We are looking for someone who:

- Has experience of managing a team
- Has excellent attention to detail and a high standard of accuracy
- Has excellent organisational skills
- Is adaptable in their approach to work
- Has the ability to prioritise and meet deadlines whilst working within a general framework of recognised procedures and deadlines
- Is computer literate with good knowledge of WORD and EXCEL
- Is able to ensure confidentiality
- Is able to work independently, in addition to being part of a team
- Has the ability to work under pressure
- Has excellent verbal and written communication skills



About Our School

Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. In 2024 our provisional Progress 8 Figure of +0.81 places us in the top 5% of schools nationally.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

As a school we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We offer a broad and rich curriculum, enhanced by excellent extra-curricular activities; our outdoor education in the form of Ten Tors and Duke of Edinburgh is particularly strong. As well as having high academic achievement, we also have a proud record in sport, music, drama and art.

Our pupils read an astonishing amount of literature and develop themselves by making the most of the array of opportunities available. This is all possible because teaching and support staff create the best opportunities for our pupils. We are very proud of our team, who work hard to make our school a happy place where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.

Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid Devon border. It lies near the banks of the Little River Dart, and is surrounded by

rolling hills, woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is in a beautiful part of the county and is easily accessible from all other areas.



Our Values

Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

WE GIVE NOTHING BUT OUR BEST



The Chulmleigh Academy Trust

Finance Department

We are looking to appoint an enthusiastic, organised and friendly person to manage our committed and hardworking finance team. This role would be suitable for an ambitious professional seeking a new challenge in a supportive, friendly environment where staff can achieve their highest potential. There is never a dull moment, and no two days are ever the same.

The Assistant Business Manager will work closely with the Academy Business Manager offering the very best support to our staff, pupils, and parents. Their key responsibilities will be:

- Payroll reconciliation with Devon County Council and budget software
- Staffing analysis for audits
- Teachers Pensions Audit and the monthly pension tasks
- Updating the budgeting software with staff changes
- Reconciling staff claims (eg casual hours)
- Oversight of childcare vouchers and Cyclescheme

- Preparing management reports
- Preparing budget monitors
- Completing Budget Forecast Return annually
- Preparing the bacs batch weekly

Based at Chulmleigh Community College, our Finance Team are responsible for the processing of all financial data for our three primary schools in addition to the College.

The Finance Department creates reports for senior management, academy directors and national bodies, and are regularly audited to ensure high standards of financial management and propriety of public funding.

We use a variety of accounting software systems, such as IMP Budgeting, Iris, PS Financials and ParentMail, in addition to Microsoft Office programs.

Full training and a comprehensive handover will be provided to ensure a smooth transition for this key role. We pride ourselves on supporting staff to achieve their highest potential, in a friendly, positive environment.



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JOB DESCRIPTION

Job Title: Assistant Business Manager

Status: Permanent, Full Time, 37 hours per week, all year round or 32 hours per week, may also be considered

Grade F: £34,314 - £37,938, depending on experience

Job Purpose (including main duties and responsibilities)

Accountable to the Academy Business Manager

Main Duties

- To oversee and support the functions of the finance team.
- To contribute to a positive ethos in the college in which everyone, staff, students, parents and directors feel valued.
- To ensure an effective and efficient finance operation.
- To supply information and reports, as required, to our Senior Leadership Team, Directors, Auditors and statutory bodies such as LGPS.
- To ensure the smooth day to day operation of tasks within specific areas of the Trust and maintaining and devising efficient and effective financial and administrative processes and procedures.
- To ensure Health and Safety requirements are met.
- To assist with personnel administration procedures.
- To provide advice and guidance within established frameworks.
- Establish constructive relationships and communicate with other professionals.
- Participate in training opportunities and professional development as required.

Autonomy

Can determine own priorities in order to achieve deadlines, but will seek guidance to resolve conflicting priorities and if assistance is needed with juggling demands.

Health & Safety

Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied.





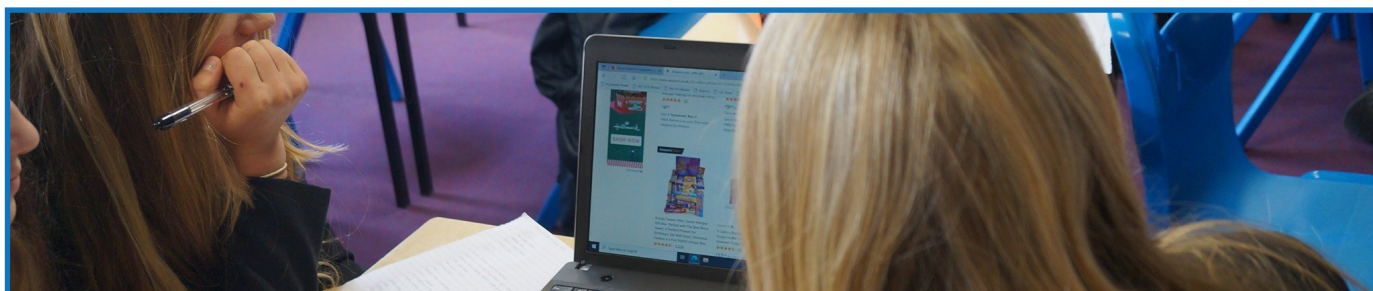
Assistant Business Manager

ATTRIBUTE	ESSENTIAL	DESIRABLE	EVIDENCE
Experience	<ul style="list-style-type: none"> ◆ Experience of managing a team of staff ◆ A sound knowledge of the principles of financial management in an education context 	<ul style="list-style-type: none"> ◆ Experience of the practical day to day management of a school budget 	AF / I / R Task
Practical Skills	<ul style="list-style-type: none"> ◆ Accuracy (attention to detail) ◆ Excellent organisational skills ◆ Adaptable in approach to work 		I / R / Task
Communication	<ul style="list-style-type: none"> ◆ Excellent verbal and written communication skills for dealing with parents, pupils, teachers, directors and outside agencies 		AF / I / Task
Personal Qualities	<ul style="list-style-type: none"> ◆ Able to deal with pressure ◆ Post holder needs to ensure confidentiality at all times ◆ Team player with the ability to work independently at a high level 	<ul style="list-style-type: none"> ◆ Ambassador for the school 	R
Strategic Thinking	<ul style="list-style-type: none"> ◆ Be able to meet deadlines whilst working within a general framework of recognised procedures and deadlines ◆ Use own initiative 		AF / R
Technology/IT Skills	<ul style="list-style-type: none"> ◆ Computer literate/use of WORD and EXCEL 	<ul style="list-style-type: none"> ◆ Experience with Iris, PSF, ParentMail and SIMS 	AF / I / Task
Education & Training	<ul style="list-style-type: none"> ◆ Good Standard of Education to GCSE level or equivalent 	<ul style="list-style-type: none"> ◆ Level 4 in a school business management discipline or Financial Management qualification 	AF
Equal Opportunities	<ul style="list-style-type: none"> ◆ Chulmleigh Academy Trust and its staff have a statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 		I

AF Application form

I Interview process

R References





COMPASSION AMBITION TEAMWORK

How to Apply

Please complete the online application form available [here](#).

A tour of Chulmleigh College will be arranged as part of the interview schedule.

Status: Permanent, Full Time

37 (or 32) hours per week, all year round

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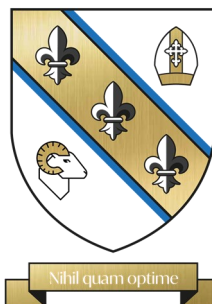
Start date: 22nd April 2025

If you have any questions please email: personnel@chulmleigh.devon.sch.uk or call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



Academy staff photo taken at a recent inset day.



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