

Barnet Special Education Trust



Barnet Special Education Trust
Oak Lodge School
Heath View
LONDON N2 0QY

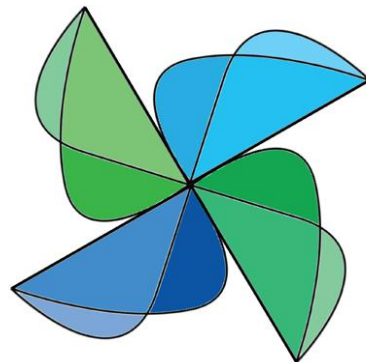
0208 444 6711

**BUSINESS DIRECTOR,
Barnet Special Education Trust
Candidate Application Pack**

Closing Date: 7th May 2021

Interview Date: Week commencing 17th May 2021

Employment Commencement 1st September 2021



The Windmill School

Barnet Special Education Trust



About Us:

Barnet Special Education Trust was created in March 2016 to support an application for a new autism specific special free school in the Barnet area.

- [Barnet Special Education Trust](#) is an Academy Trust registered in England and Wales as a private company limited by guarantee, whose lawful activities are defined by its Academy Articles of Association.
- The founder members were all experienced special education professionals who have fulfilled successful roles in special school leadership and education consultancy
- The Academy Trust's [Articles of Association](#) were signed by its Founding Members and follow the standard DfE model.
- Barnet Special Education Trust has entered into a [Master Funding Agreement](#) (MFA) with the Secretary of State for Education to form a Multi Academy Trust.
- For a detailed short term (and longer-term objectives for the Trust), please see the BSET Development Plan 2020-21 [here](#).

The provisions of the Trust comprise the following:

Oak Lodge School - <https://www.oaklodeschool.org/index.php>

Oak Lodge converted from local authority control on 1st January 2017, becoming our first special academy.

- Barnet Special Education Trust holds a [Supplemental Funding Agreement for Oak Lodge School](#) as a Special Academy Converter.
- For the academy year 2020-21, the school is funded by ESFA for 195 places for students aged 11-19 with a wide range of learning difficulties.
- The school is well regarded and in demand from its local authority commissioners. As a result, it is accepting additional admissions over its funded place numbers in September 2020, taking the roll from the current 192, to 206. The local authority has offered the opportunity of additional accommodation on a separate site to enable Oak Lodge to accept additional pupils.
- Oak Lodge provides education to children and young people with moderate to complex learning difficulties, predominantly in the area of cognition and learning. Students can expect to follow a curriculum relevant to their needs, with increased opportunities for the development of social skills.
- Students attending Oak Lodge have a wide range of special educational needs. More than 50% have an autism spectrum condition. Whilst all students will have moderate to complex learning difficulties, some may also have physical disabilities, sensory impairments, language and communication difficulties or medical needs. A few students will exhibit challenging behaviour arising out of their communication difficulties.
- The quality of Autism provision at the school has been awarded Advanced Status by the Autism Accreditation Award Committee of the National Autistic Society. [See the school website for further information and a full copy of their report.](#)

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- The school has been judged as 'Outstanding' by three successive Ofsted Inspections. The last Ofsted Inspection Report can be found [here](#).

Oakbridge Special Education - <https://oakbridgesen.org/>

Following the Children and Families Act of 2014, SEN provision was expanded to the 25th birthday of young adults with an Education Health and Care Plan. In response to parental demand, it was decided to create an alternative SEN provision to that offered by local FE providers, for learners aged 19 onwards. Oakbridge is funded by ESFA to offer up to 18 specialist places for students aged between 16-25 who have Special Educational Needs and an Education, Health and Care Plan.

- Barnet Special Education Trust has established Oakbridge Special Education as a private company limited by guarantee (as a subsidiary company of BSET, who remain the corporate member, appointing the subsidiary's independent directors).
- Oakbridge has entered into a [funding contract](#) with the Secretary of State as a Specialist Post-16 Institution.
- Oakbridge offer a transition placement of up to two years, to help young people aged 19 or above who are not yet ready for a full college placement to develop their skills and prepare for future college courses or social service support.
- Oakbridge provides a 5-day week curriculum, personalised to each young person's strengths, interests and aspirations. It includes functional skills in English and Maths, vocational learning and the development of independent living skills. Through travel training and supported work placements, the provision aims to prepare all students for the next stage in their development and progress into adult life.
- Students are only admitted to Oakbridge following a suitability assessment and a local authority naming the provision on a young person's Education, Health and Care Plan.

The Windmill School - <http://www.thewindmillschool.org>

In 2015, senior leaders at Oak Lodge formed a development group with other SEN specialists and the director of the Centre for Research in Autism Education at UCL. The group subsequently made a successful application to DfE through its free school programme to open a 5-19, 90 place special academy.

- The provision will offer places for children and young people on the autism spectrum whose academic ability lies just behind their mainstream peers, but who would find the environment of a mainstream setting or generic special school too challenging to thrive.
- A site for the new school has been identified and agreed – feasibility and technical assessment phases are underway, for a projected opening in 2023.



OUR VALUES AND ETHOS

‘Learning for Life’

- The founding school of Barnet Special Education Trust, Oak Lodge School is recognised by Ofsted as an outstanding special needs provision. Our staff are at the heart of this success. “Learning for Life” is our core mission and staff teams passionately believe that all students should have the right to access learning at an appropriate level to enable them to enjoy and achieve to their maximum potential.
- We prepare students to leave school as confident young people who are as self-reliant as their strengths and abilities will allow them to be. We believe passionately that all students should have the right to access learning at a level and in a setting appropriate to their needs that will enable them to enjoy and achieve. **If a student cannot learn the way we teach, we should teach the way they learn.**
- We look for talented individuals who share our vision for creating exceptional special needs provision and we are committed to ensuring that every child with special educational needs attending a Barnet Special Education Trust provision has access to the best possible education to meet their individual needs.



Job Description

BUSINESS DIRECTOR

Salary range	<i>Spinal Point Range: 45 – 54 £50,826 to £60,396 (depending on qualifications and experience)</i>
Hours	<i>36 hours per week, 52 weeks per year; flexible working hours may be required to cover meetings outside of school hours. Part-time or flexible hours also considered for excellent candidates</i>
Contract	<i>Permanent</i>
Responsible to	Executive Headteacher (Chief Executive Officer)

CORE PURPOSE

- To be the Trust's leading business professional, and a key member of the Senior Leadership Team, providing broad support to the CEO to determine and implement financial strategies to ensure that the Trust is able to meet its educational objectives.
- Provide assurance to the CEO and Board over all financial matters, including financial strategy and risk, systems of internal financial control, financial standing and sustainability of the Trust's financial position.
- Be accountable for the accuracy and resilience of the Trust (and component provisions') accounting practice, systems and data and directly responsible for providing the required levels of competence to the financial operation of the Trust.
- Provide strategic and operational oversight on behalf of trustees of all finance matters, administration, resources, health & safety, estates management and procurement across BSET and its subsidiary trading company.
- Promote the highest standards of business ethos and practice within the Trust, to strategically ensure the most effective use of resources in support of its learning objectives.
- Support the CEO and Trustees to promote a culture of continuous improvement across the Trust's business, administrative and estates functions, working to improve efficiency and effectiveness in all aspects of operational support services.

KEY ACCOUNTABILITIES/DUTIES/RESPONSIBILITIES:

- Undertake the role of Chief Financial Officer of Barnet Special Education Trust.
- Ensure compliance with all relevant legal and regulatory requirements of the academy trust and its subsidiary, Company Memorandum and Articles, and the funding agreements with DfE/ESFA to support effective governance of the Trust and its subsidiaries.
- Overall control of all financial transactions and accountancy matters.
- Arrangement of internal and external financial audits.
- Management of relationships with all relevant funding bodies (inc. ESFA and Local Authorities) to ensure continuity of income for education operations.
- Strategic oversight of budget setting and financial controls to prepare financial

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forecasts and plans in consultation with the CEO and senior colleagues; propose revisions to the budget if necessary, in response to significant or unforeseen developments.

- Provide ongoing budgetary information to support operational efficiencies and effective governance.
- Responsibility for co-ordination of payroll services with the external provider
- Oversee operational and commercial risk management and ensure business continuity plans are established and regularly reviewed across the Trust and its subsidiaries.
- Lead effective management, review and communication of relevant financial policies, including Data Protection and GDPR compliance in accordance with the Trust's policies and procedures.
- Directly line-manage relevant financial, or other administrative officers of the Trust in agreement with the CEO; contributing to current appraisal or other performance review arrangements.

PROMOTION OF TRUST VALUES

- Support and promote the Trust's ethos, modelling professional behaviour, promoting high expectations, challenging peers and being a lead professional.
- Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection
- Ensure that customer care is maintained to the highest standards according to the values of Barnet Special Education Trust, and that a high level of confidentiality is maintained in all aspects of work.

FLEXIBILITY

- Participate in training and other professional development as required
- Be alert to opportunities for growth, and in consultation with CEO, support ongoing review of roles and responsibilities within the leadership structures of the Trust
- Carrying out other such duties or responsibilities as may be required and as are commensurate with the grade of the post.

THE TRUST'S EQUALITY COMMITMENT

- To deliver the Trust's commitment to equality of opportunity in the provision of its services, all staff are expected to promote equality in the work place and in the services the Trust delivers.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks.



BUSINESS DIRECTOR

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A degree qualification or equivalent • Recognised accounting qualification (ACA, ACCA, CIMA or CIPFA) 	<ul style="list-style-type: none"> • A member of the National Association of School Business Management or equivalent • Middle or senior management qualification
Knowledge/ Experience	<ul style="list-style-type: none"> • Experience of understanding complex financial information, managing budgets effectively and ensuring financial propriety with organisational procedures and current legislation • Experience of working with external auditors in the preparation of annual reports and accounts • An understanding of academy funding and understanding of the legal and financial regulations and procedures relevant to the education sector including VAT and tax, charity and company law • Experience of strategic management to help drive efficiencies 	<ul style="list-style-type: none"> • Experience of working in a school environment • Managing at a senior management level • Experience of working within the parameters of the Academies Financial Handbook and ESFA rules • Experience of raising funds from grant giving organisations • Experience of premises matters and H&S law
Skills/Abilities	<ul style="list-style-type: none"> • Strategic thinker and long-term planner • Strong interpersonal and communication skills • Ability to prioritise workloads and manage the work effectively • High level of IT competence • Outstanding organisational abilities • Sound financial reporting skills • Ability to develop and maintain good relationships with a wide range of people including staff, students, parents and Governors 	
Personal attributes	<ul style="list-style-type: none"> • The desire to make a difference to young people's lives and to become involved in the life of the provisions in the Trust and its subsidiary • Honesty, reliability, integrity, 	

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	<p>commitment and enthusiasm</p> <ul style="list-style-type: none">• Receptive to new ideas and able to generate them• Resilience and the ability to meet the demands of a high-pressured environment	
Safeguarding	<ul style="list-style-type: none">• Enhanced DBS clearance• Ability to form and maintain appropriate relationships and boundaries with children and young people in line with Safeguarding and Child Protection policies	