

Business Manager

Information Pack



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*Celebrating World Book Day at Berewood School*

**Welcome from Ricky Leigh, Headteacher**

**Thank you for your interest in the role of Business Manager at Berewood Primary School.**

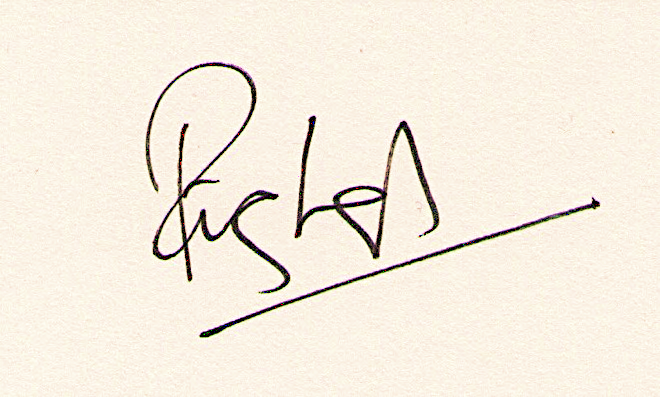
Berewood Primary School is a two-form entry primary school rated good serving the community of the West of Waterlooville development in Hampshire. The school is set in wonderfully extensive grounds including a large playing field and playground and our site is bordered at the north by the river Wallington. Together we work every day to create a vibrant, happy and exciting school, with a rich curriculum that provides a wealth of opportunities to inspire our pupils in their learning and personal development. Our school is a positive and energetic environment in which everyone is encouraged to do their best and achieve their full potential, a place where everybody is valued and respected.

The Business Manager is a key role across the Trust and the School, and being part of the Senior Leadership Team brings an opportunity to make a real difference to children and young people’s lives. With a clear path for growth it is an exciting time to join Berewood. Contributing to the development of the school in the next phase of our journey to excellence, you will have excellent financial management, planning and organisational skills with a people-centric and solutions focused approach.

Whilst Berewood Primary is a unique school at the heart of our community, we share the values and ethos that you will find in all of the schools within our Trust. As a school we also benefit from the Trust’s partnership with our sponsor, the University of Chichester, where the Education Faculty brings over 180 years of experience in the training of teachers and is fully engaged in the work of our academies.

I hope this information pack provides an insight into our school and will help you to learn more about the role of Business Manager and our school. For an informal discussion, please contact Ricky Leigh, Headteacher in the first instance at [r.leigh@berewoodprimary.co.uk](mailto:r.leigh@berewoodprimary.co.uk) or telephone (0239) 400 6070.

Best wishes,



Mr Ricky Leigh

Headteacher

**Our shared** **Vision is all young people to be inspired by an excellent**

**education which raises their aspirations and**

**enriches their lives.**

**We are proud to be part of the University of Chichester**

**Multi-Academy Trust family**



Berewood Primary is part of the University of Chichester Academy Trust family. The Trust was established in 2012 by the University of Chichester, and is now firmly established as an educational charity and is uniquely placed to make a difference to schools in the regions. The Trust has 15 schools within its family all of whom have access to University resources, whose education heritage goes back nearly 200 years. Berewood Primary draws on the resources and expertise, including school improvement specialists from the University’s Education department, and the extensive experience of the Trust’s core team of Finance, HR and Premises professionals which is tailored to the school’s specific needs.

**A Collaborative approach**

The Trust and its schools seek to add powerful momentum to the progress of our family of academies through a shared aspirational vision and inclusive ethos. As a Business Manager within our Trust, you will join a group of committed and dedicated Business Managers and finance colleagues who support each other and demonstrate a commitment to encouraging high aspirations and success for everyone through excellent management of resources both for teaching and learning and other areas of the school.

We believe in:

• Promoting high aspirations and success for all;

• Ensuring progressive and sustained improvement in standards of education;

• Creating a learning environment where staff promote and deliver a positive, exciting and relevant learning experience for pupils;

• Supporting and building leadership and management capacity;

• Developing a community where parents and carers are valued;

• Valuing and encouraging the continual professional learning of staff.

Intrinsic to our approach, is that all our academies are unique, with needs that emerge from their specific context. We work in partnership with the Headteacher, Governors, staff, parents and carers to affect a programme of long-term and sustainable excellence that will have a real impact, first for the pupils, but also for the staff and wider community.

Underpinning the tailored programme of school improvement is a ‘core offer’ so that the strain of managing finances, HR and legal aspects can be supported centrally, allowing the Headteacher and staff team to focus on teaching and learning, and the pastoral role that is naturally part of academy and community life.

**What We Offer You**

**To your career**

* A strong commitment and support for your personal leadership journey
* Opportunities for shared learning and collaboration across the Trust and the wider network
* Extensive professional and personal development opportunities
* To help shape the future of a successful and innovative School.

**To be part of something bigger**

* A system leader on the local and regional stage
* A strong and supportive governing body
* The opportunity to be part of the School’s Leadership team who are passionate and committed to a shared set of values to make a difference as we drive improvement in a changing world
* A collaborative Trust which inspires innovation and a network of Business Managers that can influence and shape the strategy of the wider Trust.

**To make a difference**

* To be part of a team that makes a real difference to the life chances of our children and young people
* Contributing to the creation of a culture and environment in which staff feel valued, are inspired and work in buildings which promote and enhance child progress and learning.

**Other staff benefits**

* Local Government Pension Scheme
* The mental health and wellbeing of staff is of key importance and in addition to professional support we provide an extensive employee assistance provision, including 24/7 telephone helpline and counselling
* Lifestyle health and wellbeing programme
* Access to an extensive personal development programme
* Access to the University’s vast Library resources and to the National College resource
* Employee Discounts platform, saving £££’s on a range of goods and services
* Gym Discount



* Eyecare Voucher Scheme
* Eligibility to join TOTUM (NUS Extra)
* Security of knowing you are joining an organisation whose

sponsor has been promoting education for almost

200 years.

*This graphic can be seen on the windows in our library. We want our pupils to be outward-looking and have a wider sense of the world, both local, national and international.*

**Job Profile**

**Reports to:** Headteacher, Berewood Primary School

**Function of the post:**

As an integral member of the Senior Leadership Team you will be responsible for the operational effectiveness and efficiency of the finance, HR and administrative functions. Ensuring a professional service provision which supports the vision and aims of the Academy and Trust to deliver the Journey to Excellence Plan, you will ensure budgets are financially viable and sustainable within the context of Trust regulations, and in compliance with EFA, UK and Trust and Academy legislation and policy.

**Principal Accountabilities:**

1. Work closely with the Senior Leadership Team and Governors to develop a financial strategy that is robust and legally compliant, meeting the requirements of a complex and growing School and of the University of Chichester Academy Trust (the Trust); prepare reports and present to non-financial audiences at SLT meetings and Governing Body meetings.
2. Take responsibility for all financial operations within the School in compliance with the Academies Financial Handbook and Trust requirements. This will include financial transaction processing, setting comprehensive budgets in line with a 3-year financial plan, the preparation of Management Accounts including appropriate and accurate prepayments and accruals, monitoring and reporting as appropriate, producing forecast and trend reports, managing cash-flow, whilst working closely with the Trust to ensure all aspects of statutory reporting are complied with in a timely manner;
3. Manage the operational business of the School, including the support and development of staff, negotiating and reviewing the performance of out-sourced contracts and service level agreements in line with Trust guidelines and the principles of value-for-money. Ensure a professional service that is efficient, effective and meets the needs of the School and which enhances working relationships between staff in Professional Services and Teaching staff in line with school and Trust policy and procedure;
4. Take a proactive approach to the development and enhancement of professional services available to the School;
5. Support the Head Teacher and Governors in the recruitment and selection of staff in the context of the needs of the school. Provide advice, guidance and information on HR process and maintain accurate and up-to-date HR files and records including the Single Central Record, liaising with the Head Teacher and the Trust HR team as appropriate, ensuring compliance with legislative and Trust Policy and procedures;
6. Ensure HR and Payroll administration is undertaken in line with policy and procedure, payroll data is verified and staff records are secure and accurate, with statutory reporting and information for the Trust completed on time; act as the lead for the school HR/Payroll system. To be the first point of contact for all school employee related matters, liaising with Trust HR and Payroll as required.
7. Manage the ICT systems and equipment in line with the Trust’s IT strategy ensuring a management and maintenance programme that achieves an uninterrupted, fully functional, future proof system. To act as first line of contact to external ICT support staff.
8. Working with the Administrative Team, ensure that the school website is fit for purpose and up to date. Oversee the correct functioning of on-line payments systems, parent communications systems and school meal systems (Tucasi modules).
9. In liaison with the Head Teacher and reporting to the Governors contribute to the plans to improve the building and site ensuring financial viability and value for money in line with policy. On approval act as facilitator to ensure the plans are delivered on time and within budget.
10. In conjunction with the Head Teacher and appropriate parties, project manage any capital developments, bid processes, tenders and other projects on behalf of the School in line with agreed objectives, timescale, budget and policy.
11. Working with the Administrative Team and Site Maintenance Coordinator ensure the Health and Safety Policy and risk assessments are up to date, relevant and adhered to and statutory guidelines are followed (examples include asbestos register, water quality & fire risk assessments).
12. Take a lead role in developing the school has a business continuity plan and that it is remains current and fit for purpose.
13. Take a lead role in ensuring school income is maximised in often complex areas – for example Pupil Premium – and establishing robust systems to support this and an appropriate reporting mechanism.
14. Promote a high-quality professional service through effective line management of the professional services staff (non-teaching) including recruitment and selection, induction and training, performance reviews and absence management in line with Trust Policy and procedures;
15. Detailed preparation of timely and accurate data returns as required by the Trust, DfE, EFA, Office for Standards in Education, The Teacher Training Agency and other external bodies as appropriate. Examples include pupil census, workforce census etc.
16. To assist the Trust working on specific projects that affect all schools, as required. Make a positive contribution to the Academy’s self-evaluation procedures, whole school improvement planning cycle and undertake duties which promote wider school impact, which may include some out of school hours activity.

**Other duties:**

You are required to undertake such other duties appropriate to the salary grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with the post holder, the University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

**University of Chichester Academy Trust:**

The Trust’s vision is “For all young people to be inspired by an excellent education that raises their aspirations and enriches their lives”, and it is our mission “To create a vibrant, inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.”

With a supportive and collaborative approach, it is expected our academies are actively engaged and contribute to the work of the Trust; have a shared vision and work within the requirements of the Trust whilst retaining and developing the academy’s own identity.

**Equality and Inclusion:**

The University of Chichester Academy Trust and the Academy believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the Academy has a number of policies that you should ensure you are familiar with and compliant to. Any breaches may lead to termination of employment.

**Right to Work:**

British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK.

Please advise if you require any guidance or further information.

**Health and Safety:**

You are responsible for ensuring that workplace responsibilities within the Section are carried out with full regard to, and in support of, the School’s Health and Safety Policies

**Sustainability and Environment:**

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives.  It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of regional and local environmental issues.  The University of Chichester Academy Trust will support the academy in continuously seeking to find ways to improve its environmental performance and all staff are required to support these aims.

**Data Protection:**

You will be responsible for conducting activities in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code, especially concerning confidentiality, treatment of personal information and records management.

**Safer Recruitment:**

The University of Chichester Academy Trust and School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School’s staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dbs

**Person Specification**

**E**ssential requirements are those, without which, you would not be able to do the job. It is expected you will have the knowledge and qualifications indicated, or their equivalent.

**D**esirable requirements are those which would be ideal for you to possess and will be considered when more than one applicant meets the essential requirements.

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|  | **E** | **D** | **Evidenced through** |
| **Knowledge and Qualifications** | | | |
| Educated to A-level or equivalent with good competence in Mathematics | **🗸** |  | Application Form  Interview Process |
| An understanding of the current thinking and best practice in business and administration management, such as finance, procurement, admissions to enable implementation of effective systems | **🗸** |  |
| Knowledge of the school or academy funding framework and statutory regulation | **🗸** |  |
| Current and relevant CPD activity | **🗸** |  |
| Qualified or part qualified at CCAB or CIMA level |  | **🗸** |
| Further relevant professional qualifications e.g. NASBM certificate |  | **🗸** |
| An understanding of business management within an academy environment |  | **🗸** |
| **Skills** | | | |
| Excellent interpersonal and communication skills, both verbal and written; empathetic, sensitive and challenging as the situation requires, and with the ability to explain accounting or technical concepts to a diverse range of people, including non-financial experts | **🗸** |  | Application Form  Interview Process  Assessment Activities |
| Excellent literacy, numeracy and ICT skills, including extensive expertise in MS Excel and financial systems | **🗸** |  |
| Evidence of sound administrative, organisational and prioritisation skills with an analytical and innovative approach to problem solving | **🗸** |  |
| An ability to maintain a good attention to detail and accuracy whilst under pressure and to conflicting demands | **🗸** |  |
| Skilled in the use of PS Financials software |  | **🗸** |

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| --- | --- | --- | --- |
| **Experience** | | | |
| Two years relevant current experience of financial and operations management | **🗸** |  | Application Form  Interview Process  Assessment Activities |
| Proven understanding of the importance of the collection, analysis, interpretation, verification and presentation of meaningful data and statistics | **🗸** |  |
| Previous experience of formulating strategies and translating these into operational policies and procedures | **🗸** |  |
| Managing sensitive situations effectively | **🗸** |  |
| Experience within an academy finance office |  | **🗸** |
| **Personal attributes** | | | |
| A pro-active, enthusiastic and creative team player who is both adaptable and flexible and a catalyst for change | **🗸** |  | Interview Process |
| Flexible attitude with regard to hours and tasks, adapting to changing priorities and the needs of the school, whilst remaining calm and professional under pressure | **🗸** |  |
| Ability to maintain effective and professional working relationships and networks with a range of internal and external stakeholders | **🗸** |  |
| Well-developed social intelligence with the personal credibility required to influence key internal and external stakeholders | **🗸** |  |
| Able to work successfully with a variety of different post holders at different levels of the organisation | **🗸** |  |

*Our children and young people deserve the best, inspired to reach for their stars and dreams, achieving aspirational goals. We know this can only be achieved through the incredible work our people do every day and we value each and every one. In return we offer all employees opportunities for development and personal achievement in inclusive and vibrant environments across the Trust.*

**Application Procedure**

Applicants should **complete** an **Application Form** and are requested to complete the **Equality Monitoring** Form which can be downloaded from the Trust’s website [www.unicat.org.uk/find-job](http://www.unicat.org.uk/find-job) and return it by email to [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk). **The closing date is 7th February 2022. Interviews to be held week commencing 14th February 2022.**

If you have any queries, please contact the University of Chichester Central Team by emailing [unicathr@chi.ac.uk](mailto:unicathr@chi.ac.uk).

Berewood Primary School

Kentidge Way

Waterlooville

Hampshire

PO7 3BE

**T:** 0239 4006 070 **E**: [finance@berewoodprimary.co.uk](mailto:finance@berewoodprimary.co.uk)

**Application Form Completion**

When completing the application form, please refer to the Job Profile and particularly the Person Specification in the context of the accountabilities.

You should provide examples which evidence how you believe your knowledge and qualifications, skills, experience and personal

attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

If you would like to receive this information pack in an alternative format, please contact the School.

**Selection Procedure**

The shortlist will be completed shortly after the closing date on the 7th February 2022 and successful candidates will be invited to interview. Candidates will be invited to attend a selection process week commencing 14th February 2022.

Failure to email your application form to the above address may invalidate your application.

**Receipt of Application**

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please email the HR Team.



*A view of the main entrance, from Kentidge Way; and below a view across the trim trail and school field.*



**Berewood Primary School**

**Kentidge Way**

**Waterlooville**

**PO7 3BE**

**T: (0239) 4006070**

**W: www.berewoodprimary.co.uk**

**University of Chichester Academy Trust**

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Proud to be part of the **UNIVERSITY OF CHICHESTER ACADEMY TRUST**