

# Business Manager Candidate Pack

Montsaye  ACADEMY



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# About us

"We pride ourselves on being at the heart of the local community"

Montsaye Academy is located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire. Northamptonshire is a popular place to live and one of the greenest counties in England with over 161 parks covering 1600 acres. Montsaye Academy is a vibrant and active community where learning and achievement, in their widest sense, are viewed as the core purpose of our work. It is also a caring and supportive environment in which children can become adults, unafraid to make mistakes, flexible enough to overcome obstacles and ambitious enough to be extraordinary not average.

The school is a member of Pathfinder School's Multi-Academy Trust and collaborates closely with the Trust Central Team, and its nine other Schools. The academy has developed very effective partnerships with other local secondary schools, which enhances our curriculum and supports our practice.

We are fortunate to support the learning of over 1000 students between the ages of 11-18, including a vibrant Sixth Form. Our students join us from Rothwell and a number of neighbouring villages and towns. We employ close to 200 staff, including 70 teachers and leaders and 130 support staff, who enable our academy and students to thrive.

Our on-site facilities include:

- A Community Sports Centre with a Sports hall, Swimming Pool, Fitness Suite, Dance Studio, a full-size 3rd Generation Rubber Crumb all weather surface, grass football pitches and Multi-use Games areas.
- Staff room and Faculty bases
- State-of-the-art Science laboratories
- Dedicated Sixth-Form area
- Recently refurbished restaurant and café



# Our Values Excellence, Resilience Aspiration



“

These are more than just words on a page—they reflect who we are today and guide our decisions’

”

As an educator of young people, what we do speaks volumes. How we do it resonates even more loudly. Our values of **Excellence**, **Resilience** and **Aspiration** underpin everything we do and have become common language throughout the academy.

**Excellence**—The spirit of Montsaye is one that celebrates excellence in all things. Our curriculum is specifically aimed at making lessons both varied and challenging by putting enquiry, thinking, questioning and independence at the heart of everything we do.

**Resilience**—Resilience in learning is about persevering through setbacks, taking on challenges and risking mistakes to reach a goal. Here at Montsaye we want everyone staff and pupils alike to have the tenacity to overcome barriers and exceed expectations.

**Aspiration**—Inspiring students and staff to be the best they can be is a whole school approach, we want our students and staff to seek new and exciting opportunities to develop themselves. At Montsaye we invest heavily in our student careers and our staff continuous professional development programmes.

# Career Development

**'Montsaye Academy  
nurtures aspiring  
leaders'**

We are a research engaged school and our teaching and learning strategies are driven by the evidence of what works. Our aim is to re-intellectualise teaching and to give all our teachers the opportunity to engage in research and development to improve their teaching practice.

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning.

We also provide our staff with access to accredited qualifications and training.

## **Apprenticeships**

Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

## **Early Career Framework**

We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) will be delivering the new Early Career Framework. Our Early Career Teachers will benefit from our specialist skills in the new framework.



## **National Professional Qualifications (NPQ'S)**

Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the National Professional Qualifications (NPQ) training programmes to schools. The qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

# What our staff say...



**“There’s a family atmosphere amongst staff”**

**“Shared resources allow flexibility, and we are constantly evolving to further improve”**

**“Excellent team spirit”**

**“There’s a staff buzz; they rally the troops and get on board to have some fun”**

**“Montsaye staff really care about the students”**

# Staff Wellbeing



“

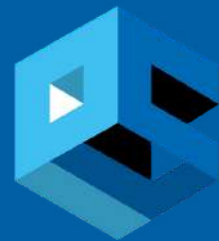
**‘Team Montsaye:  
staff look out for  
each other.’**

”

Montsaye Academy is heavily invested in staff wellbeing and is proud to offer access to the following;

- A dedicated wellbeing hub
- A weekly focus on wellbeing with regular wellbeing-focused activities
- Cake Wednesdays, where staff have the opportunity to bring in their bakes and catch up with colleagues
- A reduced membership rate for our on-site Sports Centre, which boasts a pool and modern gym where staff can swim for free
- Access to 24/7 telephone counselling service for staff and their immediate family via Zurich
- Access to a health and wellbeing cash plan via Westfield Health
- Access to trained staff Mental Health First Aiders, and part of the Pathfinder Schools Wellbeing Committee
- Access to an exceptional Occupational Health advice
- Support to create Wellness Action Plans
- An employer who is committed to empowering our colleagues to achieve and maintain life-work balance

# Being part of Pathfinder Schools

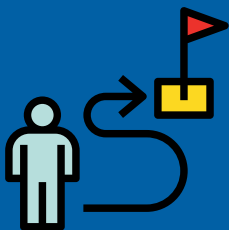


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

**One Trust, transforming lives and communities, inspiring greatness**

## Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

We exist to deliver the very best educational outcomes for every learner.

Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

## Our vision



Together we want to develop inspirational schools which instil **Aspiration, Responsibility and Courage** in every learner, enabling them to find the greatness within them.

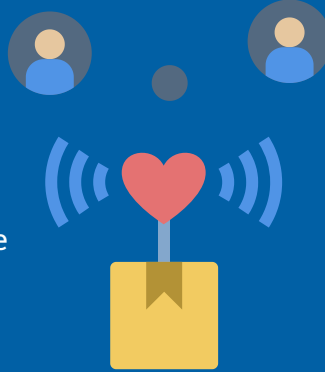






## Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



## Our Values

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

## Our Values

### Aspiration

#### We aim high



Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

### Responsibility

#### We play our part



We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



### Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.



# Advert

An exciting opportunity has arisen at Montsaye Academy. We are seeking an experienced, dynamic manager who will work closely with the Principal, Senior Leadership Team and Trust Central Team colleagues to contribute to strategic decision making and planning, to help us achieve our aims. You will sit on the leadership team and line-manage a range of business administration and operational teams across the school, with responsibility for Financial Management, Premises, Health and Safety, Human Resources, Administration, Data Protection and Administration management of the Academy.

The successful candidate must have an operational management background, significant team management experience and be competent in the areas of finance, HR, business administration including general premises health and safety.

The successful candidate should be:

- A hard-working, resilient, and flexible individual who is used to leading teams
- Someone who can work with high levels of integrity, discretion, and confidentiality
- Forward-looking, aspirational and familiar with current and future developments in education
- Able to lead and plan with agility and a long-term perspective

In return, you will get to lead an enthusiastic and hard-working team and join a creative and innovative organisation with experienced leaders at every level who really want to make a difference to the communities we serve.

If you would like to arrange a tour of the school or to speak with a member of the team to learn more about our Academy and the role, please email the academy Interim Business Manager Claire Allsopp who will assist you further [callsopp@montsaye.pfschools.org.uk](mailto:callsopp@montsaye.pfschools.org.uk)

Montsaye Safeguarding Policies and Procedures are available on their website, which can be accessed on the following web address:

<https://www.montsaye.northants.sch.uk/about-us/policies-and-funding/>

## Contract type

- Permanent
- 37 hours per week
- 40 weeks per year

## Salary

- Grade L Points 37 - 41
- £43,516 - £47,573 per annum pro rata

## Interviews

- TBC

## Start date:

- As soon as possible

## How to apply

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website

[www.pathfinderschools.org.uk/join-us/vacancies](http://www.pathfinderschools.org.uk/join-us/vacancies)

Completed application forms should be accompanied by a letter of application and should be sent to [recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)

Being part of Pathfinder Schools offers a fantastic opportunity to develop yourself, as a Trust we actively encourage collaboration and the sharing of good practice; we believe that by developing a love of learning and having the highest expectations, all members of the Pathfinder Schools community can achieve and inspire greatness. Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

### Online searches

As part of our rigorous Safer Recruitment process, Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview.

Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is passionate about its values of Aspiration, Responsibility and Courage, we believe that when people feel respected and included, they can be more creative, innovative, and successful. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints. Our employee lifecycle processes are designed to prevent discrimination against our colleagues, regardless of gender identity or expression, sexual orientation, religion or belief, pregnancy and maternity, marital status, ethnicity, age, disability status, or any other aspect which makes them unique. While we have more work to do to advance diversity and inclusion, we're committed to moving our Trust and the education sector forward.



## Job Description

### Purpose of the post:

The Business Manager is responsible for managing the strategy and operation of the business functions of our Academy, including financial management, health and safety, human resources, data protection, compliance and administration. They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

- Working with the Principal and Trust Central Team, you will ensure the most effective use of resources in support of the Academy's learning objectives and the objectives of the Trust.

Reporting to: Principal

### Relationships

- Work closely with the Trust Central Team and Trust Business Managers to maximise resources for all Trust schools
- Be an active member of the Academy Leadership Team, attending all Senior Leadership Team meetings
- Be an active member of the Trust Business Manager network
- Represent your areas of operation in Local Academy Board (LAB) and Sports Centre Director meetings
- To lead and manage school non-teaching staff who report through your areas of operation
- Participate as required in selection and appointment of teaching and non-teaching staff

### Financial Management

- In partnership with the Principal and the Trust Central Team manage the Academy's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the CFO
- Monitor the budget all year round, advising the Principal where revisions or changes are needed
- Forecast future years' budgets, based on the Academy's estimated funding and trends in expenditure, to enable the Principal to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Ensure the effective and efficient operation of Academy finance colleagues, delegating tasks to finance/office staff where appropriate
- Oversee Academy bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the Academy's fundraising and income generation strategy, choosing to fundraise priorities in line with the school improvement plan
- Find and apply for grants
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Prepare for and attend internal and external Finance audits
- Instigate ensuing actions from internal and external Finance audits
- Manage the Academy lettings offer

## Facility and Property Management

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Guide the Academy Premises Manager to ensure the safe maintenance and secure operation of the Academy premises
- Ensure the Trust's written Health & Safety policy statement is clearly communicated and available to all people
- In conjunction with the Site Manager, guarantee compliance with Health and Safety standards in relation to premises and grounds
- Monitor, assess and review contractual obligations for outsourced Academy services
- Ensure ancillary services e.g. catering etc. are monitored and managed effectively
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements
- Seek professional advice on insurance and process claims as necessary
- Develop, review and implement effective risk assessment strategies, including business continuity planning, crisis management and health and safety, to mitigate risks to the successful operation of the school and to ensure a safe and secure environment.
- Project manage school capital projects in conjunction with school site team

## Health and Safety

- Act as the Academy's Health and Safety Co-ordinator and Fire Officer.
- Adhere to health and safety guidelines for schools, liaising with the Trust and Health and Safety retained service provider to obtain guidance where required.
- Ensure the health and safety policy reflects current legislation and is communicated and available to all stakeholders.
- Ensure the health and safety policy is implemented at all times, and that its implementation is reviewed and assessed at regular intervals, or as situations change.
- In conjunction with the site manager, ensure fire practices and alarm tests are planned, performed and recorded.
- Ensure systems are in place to enable the identification and assessment of hazards.
- Ensure a contingency plan is in place for emergency situations.
- Prepare for and attend internal and external Health and Safety audits
- Instigate ensuing actions from internal and external Health and Safety audits
- Ensure systems are in place for the effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Local Academy Board, Trust Central Team and where appropriate, the Health & Safety Executive.

## Human Resources

- Coordinate effective recruitment activity within the school, ensuring compliance with legal, statutory and Safer Recruitment policies. Ensure all new employees are effectively onboarded and that offer letters and contracts are provided in a timely fashion
- Lead and champion effective performance appraisal, development, and succession planning activity within the Academy
- Understand and Academy line managers and employees on all HR policies and people matters. Ensure policies are effectively communicated and understood within the Academy
- Work with key stakeholders to build workforce plans, identifying the types of skills, knowledge and experience required now, and in the future

- Ensure staffing costs fall within budget. Support school teams to achieve budgeted headcount and monitor costs throughout the year, including periodic forecasting activity
- Hold responsibility for ensuring critical people systems are managed and maintained
- Produce key HR metrics for the Academy and Central HR Team
- Manage compliance with pension (Local Government Pensions and Teachers' Pensions) regulations, ensuring contribution rates are correct for all staff, that staff are in the correct scheme and that the necessary communications are sent from the Academy
- To be responsible for accurately maintaining and updating the Single Central Record to ensure that it is compliant with statutory guidance and is inspection ready at all times
- To be responsible for the maintenance of all staff personnel files, ensuring that they are held securely and meet safeguarding and GDPR expectations

#### Data Protection Lead

- Record and investigate data breaches; suggest solutions; report to the Trust DPO and ICO when required and within legal timelines
- Prepare for and attend Trust DPO visits
- Instigate ensuing actions from DPO visits
- Support the Trust data protection officer with ensuring data protection compliance and ensuring the Academy community understand how to comply with data protection law
- Update privacy notices, GDPR policy and any other GDPR-related policy in conjunction with DPO
- Undertake Subject Access Requests within the legal timelines

#### Compliance

- Manage the Academy's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Monitor and update the risk register

#### Community Sports Centre

- Lead the Sports Centre finance and administrative functions, including ensuring they are developed to meet the Sport Centre's objectives and business plan.
- Work with the Sport Centre manager to ensure financial stability of all sports centre operations
- Presentation of financial accounts to Sports Centre Directors and the Trust Central Team as required

#### Administration Management

- Oversee the whole school administrative function, resources department and lead all non-teaching staff
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals, ensuring that these are regularly reviewed and improved
- Prepare information for publications and returns for the DfE, ESFA and other agencies and stakeholders within statutory guideline

#### General

- This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.
- To comply with Montsaye Academy and Pathfinder Schools Policies & Procedures
- Demonstrate knowledge, understanding and positive promote equality of opportunity

- Support a positive culture and adopt behaviours that exemplify Pathfinder Schools and Montsaye Academy values
- Encourage the development of productive and collaborative working relationships across the Trust
- To indicate an acceptance of, commitment to and promotion of the underlying principles underlying the Pathfinder Schools Diversity and Inclusion Policy Statement
- To take responsibility for your own ongoing personal development and growth of expertise.
- To participate in training and other learning activities and appraisal as required.

## Special Factors

Subject to the duration of the need, the conditions given below may apply:

- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.
- This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post.

The Business Manager will be required to safeguard and promote the welfare of children and young people, and follow school and Trust policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

# Person Specification

## Business Manager



	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A degree or equivalent</li> <li>• Recent Designated Safeguarding person training</li> <li>• Evidence of CPD in areas relating to welfare, mental health and/or issues impacting on young peoples' wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised professional qualification in mental health support and/or social work, community work or youth work.</li> </ul>
<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>• Substantial recent experience of working with disadvantaged or vulnerable young people in a social care, community, youth work or education setting.</li> <li>• Successful experience of using administrative systems</li> <li>• Successful experience of working with staff in different roles</li> <li>• Experience in use of Microsoft Office applications, including proficiency in Excel and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing safeguarding cases, making referrals and multi-agency working.</li> <li>• Experience of working with young people with mental health issues.</li> <li>• Experience and awareness of current issues impacting on young people.</li> <li>• Experience and awareness of current issues impacting on young people.</li> <li>• Experience of setting and monitoring targets and objectives for groups and individual students</li> <li>• Knowledge and experience of post-16 education.</li> </ul>
<b>Aptitudes/ Ability</b>	<ul style="list-style-type: none"> <li>• Empathetic, non-judgemental and ethical approach.</li> <li>• Excellent organisational skills and attention to detail</li> <li>• Able to review information about students' progress and make appropriate judgements</li> <li>• Able to motivate young people to aspire to and achieve high standards and challenging goals</li> <li>• Able to challenge students constructively</li> <li>• Able to deal effectively with an issue or problem</li> <li>• Able to agree and monitor appropriate targets</li> <li>• Able to plan and prioritise work effectively and meet deadlines</li> <li>• A commitment to team working</li> <li>• Excellent written and oral communication skills, including literacy and proofreading</li> <li>• Able to evaluate evidence and make sound judgements</li> <li>• Able to maintain a positive outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop and run workshops for students with support needs.</li> <li>• Familiarity with CPOMS reporting system</li> </ul>



# Person Specification

## Business Manager



	Essential	Desirable
<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Interest in educational needs of students</li><li>• A commitment to deliver excellent standards of service for young people</li><li>• Flexible approach to working hours</li><li>• Enthusiasm and motivation</li><li>• Willingness to undergo an enhanced DBS check</li><li>• A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people</li></ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"><li>• Knowledge of how to promote inclusion and implement equal opportunities for all.</li><li>• An ability to promote equality of opportunity and recognise the potential for developing this in school communities</li></ul>	
<b>Special Factors</b>	<ul style="list-style-type: none"><li>• A commitment to safeguarding and promoting welfare of children and young people</li><li>• Willingness to provide a full Disclosure and Barring Service disclosure</li></ul>	

# Contact us



**1** Visit us Montsaye Academy  
Greening Road  
Rothwell  
Kettering  
Northamptonshire  
NN14 6BB

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**2** Call us Tel: 01536 418844

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**3** Email us Academy Interim Business Manager  
[callsopp@montsaye.pfschools.org.uk](mailto:callsopp@montsaye.pfschools.org.uk)  
[recruitment@pfschools.org.uk](mailto:recruitment@pfschools.org.uk)

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**4** Follow us @Montsaye



**5** Visit our website [www.montsaye.northants.sch.uk](http://www.montsaye.northants.sch.uk)

