

Briefing Pack for Applicants Business Support Manager



STOCKSBRIDGE HIGH SCHOOL

— This is Just the Start —

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



Contents

| | |
|---|----|
| Section 1: Post Advertisement | 1 |
| Section 2: Letter from the Chief Executive – Bev Matthews | 3 |
| Section 3: Letter from the Headteacher | 4 |
| Section 4: About Stocksbridge High School | 5 |
| Section 5: Job Description..... | 9 |
| Section 6: Person Specification | 14 |
| Section 7: The Appointment Process | 16 |

May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

| | |
|--------------------|--|
| Post: | Business Support Manager |
| Location: | Stocksbridge High School |
| Pay scale: | NJC Grade 7, point 27: £35,745 to 31: £39,186 gross per annum |
| Contract: | Permanent, full time, 37 hours per week x 52 working weeks |
| Start date: | November 2024 |

Minerva Learning Trust is an expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost. Stocksbridge High School is an ambitious and inclusive 11 to 16 comprehensive school firmly rooted in our local community. We are open, friendly and welcoming with great students and a dedicated staff. Stocksbridge High School is part of Minerva Learning Trust and together we have a vision of providing outstanding education for all the students within our schools.

We are seeking to appoint a highly motivated, well organised and committed individual to undertake the role of Business Support Manager. The post-holder will be key to ensure all our support systems enable the very best teaching and learning and maximise success for all our students.

The successful candidate will operate an efficient and effective business services provision for our school. Opportunities are available to develop as a business professional and undertake a recognised professional qualification to support the delivery of the role. Full induction and any necessary training will be provided. The successful candidate will link with Trust Managers and will:

- Be a team player with a flexible approach that ensures continuous school support.
- Contribute toward the successful management and administration of the school and its day-to-day efficiency to underpin teaching, learning and school business management.
- Have particular responsibility for aspects of the operational delivery of the school's administrative, personnel, premises and business development functions.
- Undertake and manage the operational aspect of school business administration as delegated by the Headteacher/Trust Business Manager.

If you have any questions and/or would like to discuss this role before submitting your application, please contact Adele France, Chief Finance and Operations Officer via email afrance@central-mlt.co.uk.

The closing date is at 9am on Friday 11 October 2024 with interviews taking place on Tuesday 22 October 2024.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website Statutory Information - Minerva Learning Trust. The successful candidate will be required to complete an

Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack is available on the Trust's and School's website.

Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, only Minerva Learning Trust application forms will be accepted.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering making an application for this position at Stocksbridge High School. We are an ambitious and inclusive 11 to 16 comprehensive school firmly rooted in our local community. You will find us to be open, friendly and welcoming with great students and a dedicated staff.

Every one of the young people we serve is entitled to thrive at school so that they may leave skilled, qualified and confident to make a success of their next steps in life. This is achieved through high quality leadership, teaching and support from our staff so that all students learn and progress well. Working at Stocksbridge High School means that you will always hold young people in high regard and have nothing but the highest of expectations for their learning, conduct and aspiration. This is reflected in our core vision of 'Believe, Achieve, Succeed' and felt by our values of:

- Be Positive
- Be Kind
- Be Confident
- Be Reflective

We are here to make a difference to the young people and families of Stocksbridge and we aim to be recognised as outstanding in this endeavour. It is an exciting time to join our school and if you share that ambition and determination, I look forward to receiving your application.



Ben Gilder
Headteacher

Section 4: About Stocksbridge High School

...THIS IS JUST THE START...



Our Mission, Vision and Values

Our Mission:

All pupils have the opportunity to grow academically, socially, morally and spiritually to ensure that when they leave our care every door to a potential future remains firmly open.

Our Vision:

Our vision is based upon our core principles of **'Believe, Achieve, Succeed'**

Believe

We generate **belief** in students through personal development, raising aspirations and self-respect, and encouraging all students to pursue their dreams.

Achieve

We have a relentless and unapologetic focus on the outcomes of students to ensure that they **achieve** their dreams.

Succeed

We recognise and celebrate **success** for students on a daily basis with a positive learning culture.

Our Values:

Be Positive

We smile, we accept compliments, we are polite, and we are respectful

Be Kind

We are caring, we show empathy, we have good manners, and we are considerate

Be Confident

We develop our self-esteem, we show resilience, we are ambitious, and we set high standards for ourselves

Be Reflective

We learn from our mistakes, we identify our targets, we always look to improve, and we celebrate our successes

Our Beliefs:

We drive our Mission through the school by believing in the pupils, staff and community to work together. To do this we:

- Develop **belief** from the community by engaging key stakeholders in every aspect of school life and working together to create a world-class learning environment for their children.
- **Believe** in the staff we have to develop professionally and encourage a culture of succession and personal aspiration.
- **Believe** in a solutions-focussed continuous improvement cycle to drive change and raise standards.

Our Mission, Vision and Values

| Leaders at SHS | All Staff at SHS | Parents at SHS | Pupils at SHS |
|--|--|---|---|
| <ul style="list-style-type: none"> • Lead with a positive approach • Are solutions focussed • Are highly visible • Are highly active and act quickly to resolve issues • Model expectations and never ignore problems • Are reflective, support and develop colleagues within our teams • Have high expectations of all stakeholders • Are accountable and confident to hold others to account • Are kind and mindful of well-being, physical and mental health • Communicate with clarity in a timely manner • Put the school's vision and values front and foremost | <ul style="list-style-type: none"> • Have high expectations for all stakeholders and build confidence • Are reflective and continually strive for improvement • Look after their own well-being and that of others • Put relationships at the heart of everything they do through kindness • Have a relentless focus on outcomes • Uphold standards positively and support the school's drive towards excellence • Use policies and guidance to provide clarity of purpose • Recognise achievements of all stakeholders and celebrate through a culture of success | <ul style="list-style-type: none"> • Be part of the decision-making process by involving themselves as part of the school community • Support school decisions by reflecting on the rationale and encourage their children to • Understand that pupil success is at the heart of the school's values • Engage with the school and respond positively • Be kind to staff that are working hard to do the best for their children • Be confident to approach the school about how we can work more closely together | <ul style="list-style-type: none"> • Have high expectations of themselves and their peers • Be positive in all that they do • Be kind, compassionate and caring to others • Be confident to make choices even when they might be difficult • Be reflective and consider the impact of our actions on others • Understand that staff are here to help them to be the best version of themselves • Be part of the decision-making process by fully engaging in leadership opportunities • Adhere to the school's policies |

Our Mission, Vision and Values

Believe:

- Generate **belief** in students through personal development, raising aspirations and self-respect, and encouraging all students to pursue their dreams.
- Develop **belief** from the community by engaging key stakeholders in every aspect of school life and working together to create a world-class learning environment for their children.
- **Believe** in the staff we have to develop professionally through a comprehensive CPD package that takes into account career stage and encourages a culture of succession and personal aspiration.
- **Believe** in a solutions-focused continuous improvement cycle to drive change and raise standards.

Achieve:

- Have a relentless and unapologetic focus on the outcomes of students to ensure that they **achieve** their dreams.
- Improve the life chances of the community by creating a generation of **high achieving** young people that can drive industry and entrepreneurship, both locally and further afield.
- Celebrate staff **achievements** and recognise their contributions through a morally driven and determined staff body.
- Be recognised nationally for our **achievements** in outcomes and our wider enrichment offer.

Succeed:

- Recognise and celebrate **success** for students on a daily basis with a positive learning culture.
- Be an oversubscribed, **successful** school that is the choice of parents both locally and further afield.
- Have **successful** teachers that are driven to improve their own practice and develop their careers.
- Make our vision a reality, then we will have **succeeded**.

ABOUT US

Stocksbridge High School joined the Trust in December 2017. Our aim is to create and sustain educational excellence for all young people, whilst still developing the whole person, building in them the skills they need to be confident, happy and successful.

Based in a superb new building we are proud to offer a stimulating environment for learning. As a growing school we have a unique opportunity to get to know every child individually, enabling us to develop and support them throughout their time at our school. We are driven as a school to constantly challenge ourselves and to accept the challenge of our parents to improve all that we do.

We want all students to make progress from their individual starting points and achieve outcomes that enable them to move on to the next phase of their education at the highest possible entry point.

To ensure this happens we:

- Are relentlessly positive with all students every day, believing they can and will succeed.
- Work tirelessly to remove barriers to learning for all students so that all students can be successful.
- Deliver high quality (quality first) teaching and learning experiences all day every day.
- Provide opportunities for all students to develop the skills required to be successful beyond their formal education.
- Ensure that students are safe at school.
- Work with students, parents, carers and the community to support our values of respect and tolerance.
- Celebrate the achievements of all students, recognising that achievements are personal to every child.
- Create an environment in which all staff and students value and enjoy learning.
- Care for and support each other.

Our school is a popular, thriving 11-16 comprehensive. Our greatest asset lies in our people – a wonderful team of enthusiastic students, committed staff and supportive parents and governors. We value the contributions that each person brings. We are passionate about making school life enjoyable and challenging, providing varied opportunities for learning and securing the highest possible levels of achievement for each and every student. We believe our students deserve every opportunity to flourish, not solely in academic pursuits, but emotionally, socially, spiritually and culturally. We seek to ensure that every student develops vital transferable skills for life and work that will allow them to become active, informed and responsible citizens of the 21st century.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: [Stocksbridge High School](#)

Section 5: Job Description



Minerva Learning Trust Job Description



STOCKSBRIDGE
HIGH SCHOOL
— This is Just the Start —

Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

| | |
|--------------------------------|--|
| POST TITLE | Business Support Manager |
| GRADE/SALARY | NJC Grade 7, point 27 to 31 |
| CONTRACT | Permanent, full time |
| HOURS/WEEKS | 37 hours per week x 52 working weeks |
| LOCATION | Stocksbridge High School |
| RESPONSIBLE TO | Headteacher |
| RESPONSIBLE FOR | Support staff as appropriate to the role |
| PURPOSE OF THE JOB | <ul style="list-style-type: none"> • Organise and supervise administrative systems within school. • Contribute to the planning, development and monitoring of support Services. • Management of support staff including coordination and delegation of relevant activities. |
| RELEVANT QUALIFICATIONS | <ul style="list-style-type: none"> • Level 4 School Business Management or willingness to successfully undertake. • IOSH, or willingness to successfully undertake. |

Specific Duties and Responsibilities

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

Key Responsibilities:

- To contribute to the successful management and administration of the school and its day-to-day efficiency to underpin teaching, learning and school business management.
- To have particular responsibility for aspects of the operational delivery of the school's administrative, personnel, premises and business development functions.
- To undertake and manage the operational aspect of school business administration as delegated by the Headteacher.
- To ensure compliance to Trust and school policies and procedures, highlighting issues to the Headteacher and Senior Leadership Team or Trust Central Team.

Main Duties

To undertake, manage and delegate where relevant:

1. Personnel and Human Resources

- Responsible for overseeing the administration of the Single Central Record (SCR) and, in conjunction with the Headteachers PA, administer all associated checks including DBS, to main the SCR in-line with safeguarding policy and safer recruitment.
- Attendance, absence monitoring, reporting with Payroll and meetings with staff in conjunction with the Trust HR team.
- To undertake induction, annual performance development reviews and provide training for staff directly line managed by the post holder and in accordance with School policy.
- To line manage support services teams as directed by the Headteacher.

2. Administration and Data Management

- To produce monthly Key Performance Indicators (KPIs) as requested in relation to school business, i.e. lettings/out of school activities, etc.
- Maintain a record of subscriptions, service level agreements, contracts and leases in conjunction with the Trust Central Team and review as and when required.
- Source relevant grants and funding.

- Undertake document and report preparation, storage, format, retrieval, amendment and transmission using ICT skills and a range of technology to support information processing and communication.
- Maintain manual and electronic indexes, filing and information storage and retrieval systems to record, process and report information including financial information and transactions.
- Process, format and assemble documents, records, information and data. Manipulate information and undertakes routine analysis to produce reports and analysis of student data, and statistical returns.
- Collate and prepare information for reviews from a number of sources, within the school and from outside the school to a specific deadline.

3. Business and Premises Management

- To be the first point of contact for premises related matters, for example, caretaker requirements, etc. and PFI (where applicable) and manage the arrangements for delivery.
- To ensure transport is serviced, MOT, tax and meets all legal and permit requirements and ensure drivers maintain transport records in relation to daily operational checks, runs and ongoing.
- In conjunction with the Headteacher, promote and establish arrangements for use of school premises for school and non-school activities. Develop mutually beneficial links between the school and the wider community.
- Check and compile reports, returns and inventories to comply with statutory requirements related to staff attendance and remuneration, sites and buildings and student related issues.
- To support the school in adhering to GDPR, law, guidance and all school and Trust policies and procedures.

4. Health and Safety

- To be conversant with Health and Safety regulations and ensure they are complied with, although not definitive, this will include maintaining central records for risk assessments, accident reporting and management, near misses, violence to staff forms, trip management and risk assessments, etc.
- To assist in record keeping with regard to Health and Safety, ensuring standards are met and records are up to date and accurate.
- Ensure statutory and non-statutory health and safety checks and inspections have been carried out and that records of checks have been made and are safely stored. This will include in-house and PFI responsibilities.

- To assist and take part in whole-school risk assessments, be point of contact for management of whole-school risk assessments.
- To support the duties of an Educational Visitors Coordinator where appropriate.
- To address Health and Safety issues as relevant to the role and necessary to ensure a safe working and learning environment and maintain the learning environment for students and staff.
- Support the organisation and administration of emergency evacuation and lockdown arrangements.
- Ensure systems are in place to enable the identification of hazards and risk assessments and make recommendations to the Headteacher for mitigating these.

5. Marketing

- Support the development and implementation of a marketing strategy to raise the profile of the school within the community in liaison with the Trust Central Team.

6. Role Specific Responsibilities, Tasks and Duties

- Participation and attendance at meetings within school and wider Trust, as and when required.
- Actively engage with Trust partnership arrangements and collaboration to develop and improve services within the Trust and its schools.
- To actively participate in the school duty rota as and when required.
- Contribute toward special projects relevant to the post that may arise from time to time.
- To contribute to the delivery of staff meetings and briefings.
- Ability to meet the need to be flexible in workings hours in some instances.

General:

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.

3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Business Support Manager

| Minimum Essential Requirements | Method of Assessment |
|--|----------------------|
| QUALIFICATIONS AND TRAINING | |
| Level 2 English and Maths. | AF/I |
| Level 3 business qualification or related field. | AF/I |
| Level 4 school business management or willingness to successfully undertake. | AF/I |
| IOSH, or willingness to successfully undertake. | AF/I |
| EXPERIENCE | |
| A minimum of 2 years' in a relevant discipline to the post. | AF/I |
| Recent experience of working in a busy business operations environment. | AF/I |
| Experience of producing documentation, presentations and reports to a high standard. | AF/I |
| Experience of supervising or leading others. | AF/I |
| Experience of planning and organising events. | AF/I |
| KNOWLEDGE AND SKILLS | |
| Excellent interpersonal skills. | AF/I/AA |
| Knowledge and skills in the use of ICT packages such as Office 365, word, excel, PowerPoint, and database/management information systems. | AF/I/AA |
| Ability to work alone and on own initiative. | AF/I |
| Ability to work effectively and develop relationships with other adults and pupils in school, colleagues across the Trust, professionals from other agencies, parents/carers and Trustees/Local Governors. | AF/I |
| Ability to work accurately and with attention to detail. | AF/I/AA |
| Evidence of appropriate and recent professional development related to the post. | AF/I |
| Self-motivated and able to effectively prioritise competing demands/workload to meet strict deadlines. | AF/I/AA |
| Good organisational skills and ability to manage projects. | AF/I |
| PROFESSIONAL DEVELOPMENT | |
| Willingness to undertake further development. | AF/I |
| WORK RELATED CIRCUMSTANCES | |
| Ability to manage working hours flexibly to meet the demands of the role. | AF/I |
| Resilience to deal with the challenges faced in performing this role. | AF/I |
| Willingness and ability to travel to other work locations within the Trust and other venues. | AF/I |

| EQUAL OPPORTUNITIES AND SAFEGUARDING | |
|---|------|
| An understanding of safeguarding issues and promoting the welfare of children and young people. | AF/I |
| A commitment to safeguarding students. | AF/I |
| Suitability to work with children. | AF/I |
| A commitment to equal opportunities. | AF/I |
| Ability to recognise discrimination and willingness to put Equality Policies into practice. | AF/I |

Key: AA = Assessed activity
 AF = Application form
 I = Interview
 R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is
4. Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.
5. Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
6. The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
8. The Interview
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
9. Feedback
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications
When you have completed your application, the completed form and covering letter should be e-mailed to recruitment@minervalearningtrust.co.uk by the closing date.