



Wyvern
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Business Support Officer



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Business Support Officer at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. Here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Welcome from the Headteacher

Dear Candidate,

As Headteacher of Wyvern Academy, I am privileged and proud to welcome you to our school.

Our school's vision, in the work that our school community conducts is that we achieve 'Excellence in all that we do'. We have a vested interest that all students 'reach for the stars' and are given a world-class education.

Everything we do is focused on improving life chances and experiences. Through academic studies, sports, drama, music or through our pastoral care, we believe it is our role to open up students' understanding of everything they can be and everything they can do, supporting them to make informed and aspirational choices for their future lives.

As a school that is part of the family of nine schools that form Consilium Academies Trust, we strongly uphold the Trust mission of "Enriching Lives, Inspiring Ambitions" as a keystone to our Vision and Values. Of the six Trust values we hold the following closest to the local needs of the school: Partnerships, Opportunity, People-Centred.

Our journey of rapid school improvement continues. My ambition is that Wyvern Academy becomes a truly outstanding school and a leading educational establishment, both regionally and nationally.

Mr Owen Inglis

M.Chem (Hons) NPQH, MCCT



About the Academy

Wyvern Academy is a coeducational secondary school with academy status, located in the Branksome area of Darlington, County Durham, England. We are committed to offering a warm, friendly and purposeful setting for all our students to flourish, and feel that this new Team will contribute strongly to enhancing our commitment.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

At Wyvern Academy, we believe in:

Partnerships – Collaboration is the key to success. We work together to deliver on the promise set out in our mission statement.

Opportunity – Our aim of “Enriching Lives, Inspiring Ambitions” applies to all members of our Trust community, with our inclusive approach delivering a breadth of opportunities to give each individual the chance to fulfil their potential and prosper.

Integrity – Through our student-centred approach, advantage and ability are never seen as a ticket to involvement. We believe in every child’s right to high-quality education and access to amazing opportunities – irrespective of their individual circumstances. Integrity at Consilium means always putting students at the heart of everything we do.

Equity – We are truly inclusive, believing passionately that every student should be given the skills and support needed for them to meet their full potential. We are aspirational for all of our students, and we will ensure every student has the opportunities they need to achieve the highest of ambitions.

Excellence – We don’t settle for second-best, our standards are always high and we support everyone across the Trust to achieve them.

People-Centred – We genuinely want the best for each member of Consilium, that’s why everyone is treated with the highest level of respect. Our inclusive culture inspires us to be bold and engenders trust. It brings us together in ways that help us make a difference

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations.

Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focused on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in-depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

- Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.
- Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.
- Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.

About the Role

Job Title: Business Support Officer

Start date: To be agreed

Hours: 36 hours per week, all year round

Contract: Permanent

Salary: Grade 11 (scale points 33 – 36) £37,568 - £40,578

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Wyvern Academy who are committed to providing the best possible education for our pupils.

We are looking to appoint an experienced Business Support Officer to join our dedicated team. You will work both strategically and operationally to ensure the efficient and safe running of the school. Working in conjunction with Trust and Academy leads to ensure the effective operation of administrative, estates, governance and HR functions on site.

The successful candidate will have the ability to manage, lead and motivate a team. As the Business Support Officer, you will be working as part of a wider team to ensure all outcomes are successfully met with regard to school operational requirements thus contributing to the success of school strategies, activities and operations, creating a vibrant, safe, secure space to deliver effective Teaching & Learning.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Gaynor Cuthbertson Gaynor.cuthbertson@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is Friday 19th August 2022 at 9am.

Interviews will take place on a date to be agreed.

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

| | |
|---------------------------|---|
| Job Title: | Business Support Officer |
| Reports to: | Headteacher |
| Based at: | Wyvern Academy |
| Grade & working pattern: | Grade 11 |
| Supported by Trust Leads: | <div>Head of Estates</div> <div>Finance Team</div> <div>Governance Team</div> <div>Marketing Team</div> <div>HR Team</div> <div>Data Team</div> <div>Safeguarding Team</div> <div>IT Team</div> |
| Reporting Staff: | Administrative Team/Catering Team/Site Team |

Main purpose of the Role

Manage diverse teams to ensure all outcomes are successfully met with regard to school operational requirements thus contributing to the success of school strategies, activities and operations, creating a vibrant, safe, secure space to deliver effective Teaching & Learning.

Core Responsibilities & Tasks

Site, Premises, Grounds, Health & Safety:

- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Line management responsibility for school's Site Manager.
- Ensure that the Site Manager fulfils their responsibility to monitor, assess and review the school's maintenance schedules and support the site team in ensuring that the school is safe and compliant with all legislation in regards to repair and maintenance programmes.
- Liaise with the Trust Health and Safety lead as required to ensure policies, procedures and systems for monitoring are in place and that school based risk assessments are robust and up to date.
- Effective management of the school's health and safety training register, ensuring it is up to date.
- Risk Management (site and staff specific and to work with colleagues to centralise departmental and student specific RA's).
- Ensure compliant fire and evacuation plans are in place and reviewed regularly.
- Ensure that all policies relating to site, premises, and vehicles are implemented, adhered to and regularly updated.
- Vehicles are managed in accordance with law, contracts and school policies
- Ensure effective processes and procedures are in place to manage Health & Safety for all stakeholder and implement and manage and monitor effective reporting systems.
- Management of Site/operation in response to any changes required by DfE or PHE.
- Ensure there are sound and robust procedures in place for administration of first aid and accident reporting.
- Undertake analysis and interpretation of all first aid, accident and incident records, and produce detailed reports as required.

Catering:

- Line management responsibility for school's Catering Manager.
- Ensure that the Catering Manager fulfils their responsibility to manage the school's catering provision effectively, ensuring that it is compliant with current legislation in line with school food standards and allergen labelling requirements.
- Work with the Trust Catering Lead as required, ensuring reports and information about the school's catering function are provided in a timely manner.

- Ensure that the Catering Manager has up to date and robust policies and procedures in place to provide a safe and efficient catering function.

Admin, Data & Finance:

- To have extensive knowledge of and insight into the organisation's structure and a thorough knowledge of the aims and objectives of the school and to ensure that these are regularly communicated to all staff.
- Overall management of the administration team to ensure the efficient and effective operation of centralised administrative systems and functions which underpins school strategies, operational requirements, and effective Teaching & Learning.
- To work with the Trust Data Manager and line manage the school's Data & Exams Officer.
- Ensure all reports, documentation and information is prepared for committees (including Pupil Exclusion);
- Records management in line with ICO guidance, GDPR compliance and Trust policy.
- Support with statutory returns such as the workforce Census.
- Policy management.
- Raising of purchase requisitions and orders to Access system, liaising regularly with the Trust finance team.
- Record and report delegated budget information regularly to the Headteacher and Trust finance team;
- Manage banking administration.
- Create and maintain SLA and contracts register specific to school.
- Main contact for any school based operating systems.
- Quality assurance of all internal and external correspondence.

Governance Support

- Oversee matters relating to governance which will include but it is not limited to; taking minutes of meetings as and when required including Local Board, School Improvement Group, Pupil Exclusions and confidential meetings. Ensuring that papers for all meetings are circulated and using Governor Hub to distribute these papers when required.

Senior Leadership Team Support

- To lead, manage and promote a culture of open-door leadership.
- Maintaining systems and procedure to ensure the efficient operation of the Headteacher.
- To provide day-to-day administration support to the Headteacher in a discreet and highly confidential manner including typing letters and reports and diary management.
- To take minutes as and when required at Senior Level events, ensuring that agendas and minutes/notes are kept and made available to participants in a timely manner.
- To answer routine enquiries from staff, parents and other agencies made to the Headteacher and wider leadership team and to deal with them effectively, in the first instance wherever possible.

Human Resources & Personnel

- Line management responsibilities where appropriate including recruitment, induction, professional development reviews and ongoing training/upskilling of staff.
- To record and manage the day to day absence, leave of absence administration and other general staffing matters including but not limited to annual leave entitlements, monitoring working time commitments, return to work and absence management procedure and PDR process.
- To complete occupational health referrals supported by HR.
- Manage the school's single central register ensuring compliance in line with safeguarding requirements.
- Ensuring the monthly payroll checks are completed in a timely manner and issues queried with Trust HR team.
- Arrange suitable levels of training for staff for Fire Wardens & First Aid.
- Management of the full recruitment process, in line with Trust policy from identification of role to induction and training.
- To undertake other HR related duties which may arise from time to time. These to be agreed with the Headteacher.

Information Technologies

- To monitor the IT provision, centralise issues and report accordingly to the IT Trust Lead.
- Support Trust Lead in day to day management of onsite Technician

- Manage the security and provision of resources on site
- Manage CCTV, printing, biometrics, catering and door access systems

Safeguarding Responsibilities

- The postholder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual children.
- To be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To support the protocols and systems that are in place to address the needs of children with special educational needs and 'children in need' as defined by the Children Act.
- To ensure child protection procedures and processes are followed across the school.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

Review Arrangements

The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust expect to revise this Job Description from time to time and will consult with the post holder at the appropriate time.

Person Specification

| Qualifications and CPD | Essential | Desirable |
|---|-----------|-----------|
| Level 6 - Leadership & Management (or equivalent) | | X |
| School Business Management Qualification | | X |
| Site/Premises Management qualification i.e IOSHH | | X |
| Experience, Knowledge and Skills | Essential | Desirable |
| Excellent numeracy / literacy / ICT skills | X | |
| Well-developed understanding of school IT needs | | X |
| Experience of managing aspects of school facilities | X | |
| In depth knowledge of school safeguarding, health and safety, fire procedures, risk assessments, COSHH, EVC, administrative systems, associated policies and codes of practice and an understanding of relevant legislation | X | |
| Proven track record of successfully managing, leading, organising, deploying and motivating a team. | X | |
| Prioritise, plan and organise direct and co-ordinate the work of others; build, support and work with high performing teams | X | |
| Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards and provide a role model for pupils and staff | X | |
| Experience of formally recording/minute taking meetings | | X |
| Personal Attributes | Essential | Desirable |
| Open – minded and receptive to new ideas, approaches and challenges | X | |
| Deal sensitively with people and resolve conflicts | X | |
| Able to respond flexibly and adapt to changing and challenging circumstances | X | |
| Ability to maintain strict confidentiality of information received and processed as part of the job role | X | |
| Ability to interpret advice & statute and to devise policy & practice in the light of these | X | |
| Ability to relate well to children and adults and demonstrate very good communication skills both verbally and in writing | X | |
| English Fluency | | |
| Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognised institution abroad | X | |
| Passing an English spoken language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad. | X | |

