

Applicant Pack

To be read in conjunction with our 'Join our staff' brochure



Outstanding Achievement for All

Job Advert



Silverdale School is an extremely popular and high achieving 11-18 comprehensive in the south west of Sheffield and is the founding school of Chorus Education Trust. The school has an excellent record of student achievement at both KS4 and KS5. At its heart is one of the country's largest Teaching Schools, the Sheffield

Teacher Training Alliance. The school sits within a new building with a full complement of facilities.

In 2020 it was named the Sunday Times Top State Secondary School in the North of the Decade, in recognition of its sustained success.

Silverdale School is part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.

You can view the school website at: www.silverdale-chorustrust.org

Business Support Services Manager

Salary: Grade 10 SCP 41-45 £47,573 - £51,586

Permanent 37 hours per week 52 weeks per annum

To start: May 2023 or before if possible

About this vacancy

This is an exciting time to join Chorus Education Trust working at Silverdale School. We are seeking an experienced manager who will work under the direction of the Trust and implement consistent operational procedures at the school, sitting on the leadership team and line managing the business administrative staff at the school site.

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

If you want to lead an enthusiastic and hard-working team, join an innovative growing Trust and school, with a forward thinking Senior Leadership Team, and staff who are passionate about improving the life chances of young people, then please apply for further information using the details below.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to India Cottiss (HR Administrator) at: recruitment@silverdale.chorustrust.org

Please note that CVs and Sheffield City Council/Derbyshire County Council application forms will not be accepted.

Deadline for applications: **11.59pm on 19th February 2023**

Interviews to be held: **week beginning 27th February 2023**

The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

Job Description: summary

Post title:	Business Support Services Manager
Profile:	OS5S
Grade:	10
Grade spinal point range:	41-45
Accountable SLT post:	Head of School and Chief Operating Officer
Line Manager of post holder (if different):	
Staff to be supervised or line managed by post holder:	Business support staff in the school
Post holder will work with:	School Senior Leadership Team Trust Business Services Team
Holiday and sickness relief by/for:	By and for business and operations support staff across the Trust
Purpose of job:	To deliver an efficient and effective business operational support service to the school ensuring it achieves the Trust stated aims and objectives. To effectively lead the school business support staff team and services not managed centrally.
	This post may work across the Trust schools.
Version revised:	July 2021

Job Description: Duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

These include but are not limited to:

Specific duties and responsibilities

Key Responsibility Areas:

- To be responsible for delivering an efficient and effective business support service at the school ensuring it achieves the Trust and school's stated aims and objectives, working with the Trust business support team.
- A member of the school leadership team, leading an effective and professional school based support staff team in the delivery of:
 - Financial Management in collaboration with school Finance Manager and Trust finance team
 - Oversee Human Resources and Payroll process in collaboration with Trust team
 - Administration and operational services management
 - Premises and health and safety management

Duties will vary depending on the school but may include, but not be limited to:

Leadership and Management

- Line manage and appraise school based business support services team leaders and managers: eg administrative, MIS, finance, HR, (if/as appropriate) premises and catering managers, including delegation of relevant activities.
- Postholder has full accountability for the whole business services team based in school (large secondary)
- Ensure effective delivery of an effective and efficient business operations service.
- Provide strategic support to the Head of School on aspects of academy business management within the role.
- Attend meetings of the Local Governing Body and other bodies as appropriate to represent the interests of the Trust/School, and occasionally the Trust as required. Acts as SLT Lead on the school LGB Resources Committee.
- Manage the School Risk Register.
- Autonomously lead and be accountable for a specific Trust wide project or area of activity, which is complementary to the role's areas of responsibility and knowledge, to drive improvement for Trust wide impact.
- Or, lead on and be fully accountable and responsible for the compliance and governance of a charitable arm specific to an individual school or entity connected to a school, which has significant impact on the Trust.

Financial, Administration and Operations Management

- Implementation and oversight of agreed trust systems and policies which ensure the effective maintenance and control of all budgets and accounts.

- Ensure financial control and compliance within School with all aspects of the Academies Financial Handbook and the Trust Finance manuals and policy at all times and advise staff on procedures, in conjunction with Finance Manager and Trust team.
 - Assist colleagues in the collation of information required for Audit purposes.
 - Oversee budget forecasting and management process with the Head of School and budget holders, and in conjunction with the Trust or School Finance Manager.
 - Act as budget holder for assigned budgets, in accordance with the Trusts Financial Procedures Manual, and ensure action is taken to identify variations and take corrective action.
 - Ensure effective administration systems are in place and operated to support the business operations of the school and the central team.
 - Provide financial and relevant management information and appropriate reports to the Trust Central Team, Head of School, Leadership Team, and Local Governing Body.
- Prepare bids for supplementary external funding/ sponsorship for the academy and maximize the income generated by the school from lettings if applicable.
 - Liaise with the Trust's IT Service to oversee and ensure the systems and IT resources are fit for purpose and meet school requirements.
 - Provide day to day support for school based IT and MIS colleagues who will ultimately be line managed by the Trust.
 - Work with the Trust team to ensure effective promotion and marketing materials for the school to different audiences are accurate, timely, consistent and appropriate.
 - Ensure school compliance with GDPR in accordance with Trust procedures and systems, working with MIS colleagues and the DPO.
 - Take a lead role in reviewing procedures and activities within the school, relating to general matters such as administration/clerical procedures, human resources and budgetary control.

Human Resources & Payroll

- Liaise with the Head of School and Trust HR Advisor on HR issues and ensure the implementation of Trust HR policies and procedures in the academy.
- Liaise with the Head of School and Trust Team with regard to job descriptions, person specifications and the application of job evaluations as required.
- Oversight of HR matters and the implementation of Trust HR systems for the school.
- Ensure Trust procedures regarding contracts, salaries, pensions, absence management etc (as appropriate) are implemented.
- Oversee the monitoring and reporting of staff attendance to meet the academy and Trust reporting requirements.
- Ensure the Trust absence management policy is implemented and the return to work interview process is co-ordinated and undertaken.
- Oversight of school recruitment in line with Trust process and procedures.
- Provide school level information as required for Trust payroll system ensuring that all statutory responsibilities can be met by the Trust, including assisting with completion of pension returns if required.
- Participate in meetings with Trade Union representatives as required where related to the post and areas of responsibility.
- Implement systems for support staff school induction, professional reviews and CPD (Continued Professional Development) derived from developmental appraisal.

Premises and Health & Safety Management

- Assist with Health & Safety requirements across the school in order to support the Head of School in meeting statutory duties and ensuring a safe environment of all.
- Play a leading role in the management of critical incidents at the school as part of the leadership team, in conjunction with the Trust team.
- Liaise with the Trust and onsite Facilities Manager (or equivalent) to ensure the security, cleaning, maintenance and provision of all services to the school are met and comply with Health & Safety requirements. Support the Trust team to manage contractual issues in relation to any PFI contract.
- Maximise opportunities for the use of the school's assets and resources.
- Contribute to income generation schemes and manage and monitor such projects as required.
- Support the Head of School and Trust team, with on site premises projects and leading and managing them as / if required.
- Ensure the provision of an efficient and effective meals service within the school (if applicable).

Support for the Trust / School (applies to all roles)

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Take an active part in all key school events such as open evenings etc.
- From time to time, to meet the needs of the Trust, you may be asked but not expected to work hours additional to your normal working hours. The Trust will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role.
- Contribute to the overall ethos/work/aims of the Trust / school.
- Participate in relevant training, other learning activities and performance management as required.

- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required.
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions.
- Team responsibilities - All Business support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

Changes to these duties

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 Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

Person Specification

Job title: Business Support Services Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in a school or education environment		✓	A / I
Knowledge and experience of dealing with a wide range of HR issues	✓		A / I
Knowledge of financial management and control, including budget setting and monitoring	✓		A / I
Experience of contributing to the senior management team of an organisation	✓		A / I
Ability to interpret policy/ advice/statute and consistently follow Trust procedures	✓		A / I
Ability to persuade, motivate, negotiate and influence	✓		A / I
Ability to demonstrate innovate thinking and continuous improvement focus	✓		A / I
Demonstrates the capacity to make sound judgements consistently	✓		A / I
Effectively prioritise, plan, organise, direct and co-ordinate the work of others	✓		A / I
Delegate appropriate tasks and monitor practice to see that they are being carried out, set standards and provide a role model for pupils and staff	✓		A / I
Knowledge of relevant policies, codes of practise and legislation	✓		A / I
Knowledge of Health & Safety legislation and risk management		✓	A / I

Experience of managing on site premises/facilities management teams as part of a large organisation		✓	A / I
Experience of managing on site IT teams as part of a large organisation		✓	A / I
Qualifications			
GCSE Grade 1C (or equivalent) or above in English & Mathematics	✓		A
Educated to degree level of equivalent	✓		A
School Business Management Qualification or Equivalent		✓	A
Experience of leading & managing and supporting a large diverse team to achieve goals	✓		A / I
Evidence of well-developed ICT skills	✓		A / I
Excellent written and verbal communication skills	✓		A / Ref
Interpersonal skills			
A professional role model	✓		A / I
Be resilient, enthusiastic and determined	✓		A / I
Be flexible, committed, reliable and approachable	✓		A / I
High levels of honesty, integrity and an awareness of the importance of confidentiality	✓		A / I
Strong commitment to personal development for self and staff	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I / Ref