



EXECUTIVE BUSINESS MANAGER

Fountains High School / Esteem South Academy

ACTUAL SALARY: £46,363 - £57,639

(2024-25 NJC pay award pending)

CONTRACT: 37 hours per week, 52 weeks per year

START DATE: July 2024

CANDIDATE INFORMATION PACK

What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Executive Headteacher
- About the Schools
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Executive Business Manager presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

We are eager to appoint an exceptional, experienced and qualified school business professional to provide strategic business management across two of our academies.

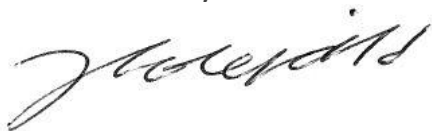
Fountains High School is a large special school on two sites, based in Burton upon Trent, catering for children aged from 11 to 19 with a wide variety of needs and disabilities. Esteem South is a small Alternative Provision Academy based in South Derbyshire, providing education for pupils who are at risk of permanent exclusion, or who have been permanently excluded from mainstream schools.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Mandy Lee, Deputy Chief Executive at Esteem Multi-Academy Trust, on 01623 859749, or via email to alee@esteemmat.co.uk. To apply, visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of thirteen academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.

We will deliver high standards and value for money from our support services, resources, estate and technology.

We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

Welcome from the Executive Headteacher



Dear applicant,

Thank you for your interest in the post of Executive Business Manager at Fountains High School and Esteem South Academy. I am very pleased that you are considering applying to work at our schools where you have a fundamental impact on the educational journey of our students, where education is a synthesis of innovation and inclusion.

As architects of ambition, we sculpt an educational experience that champions potential and promise. Our dynamic and inclusive learning environment, combined with personalised support and research-driven strategies, is not merely an education; it's a transformation.

Every team member is dedicated and has high expectations of the children. Through our inclusive curriculum we encourage all children to continually challenge themselves, embracing their mistakes and working together to 'achieve their potential'.

As Headteacher, I must ensure that all stakeholders (including children, parents and staff) are as supported, healthy and happy as possible. We are keen to employ a wonderful individual who is experienced and also still willing to learn. You will be an effective team player and have a positive disposition to guarantee that each child is well supported.

As well as making a positive contribution to the education of our children, we can offer you a collaborative and professional environment in which you too, through Continuing Professional Development will have the opportunity to 'achieve your own potential'.

As well as this we can offer generous pension schemes (Teachers'/ LGPS Pension Scheme); a range of health and wellbeing services through Westfield Health; Free, on-site car parking and a commitment to staff well-being.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience, and strength of character to fulfil the challenges of the role. The closing date for applications is 17:00 on Friday 24 May 2024. A visit to our sites is encouraged, please contact the school on 01283 904550 to arrange this.

Interviews for this post will be held on Thursday 06 June 2024.

I wish you well in your application.

Yours faithfully,

Mr Gareth Allen
Executive Headteacher
Fountains High School & Esteem South Academy

About Fountains High School

The Fountains High School is a 11 to 19 special school within the Esteem Multi Academy Trust situated in Stretton, Burton Upon Trent. The school is presently oversubscribed with 222 pupils on roll including 63 Post 16 students based at Burton and South Derbyshire College (BSDC) campus.

At Fountains we pride ourselves on creating rich and exciting learning experiences for all children. All learning in school is highly differentiated and is rooted within four different curriculums' which is underpinned by our school values which are centred on kindness, wisdom, bravery and respect providing the foundations that we try and live by every day.

Coupled with our school motto, 'kind hearts, wise minds and brave souls' we ensure that children become empowered learners, who flourish and thrive, preparing them to meet their future aspirations so that they will succeed in life.

About Esteem South Academy

At Esteem South Academy (ESA), situated in the heart of South Derbyshire, we embark on a transformative journey unlike any other. From humble beginnings, we've emerged as a beacon of holistic education, committed to re-engaging vulnerable children back into learning and fostering their success in a supportive environment. ESA stands as an Alternative Provision Academy, dedicated to serving pupils at risk of permanent exclusion, or those who have faced exclusion from mainstream schools. Collaborating closely with local primary and secondary institutions, we offer short-term placements to prevent permanent exclusion, recognising the importance of providing every child with equitable access to education.

Our vision for Esteem South Academy is clear: to establish a premier educational institution that nurtures the holistic development of every student. We firmly believe that all children, especially the most vulnerable in our community, deserve access to high-quality education. Our goal is to empower each child with the knowledge and skills necessary for successful reintegration into mainstream education, or for Key Stage 4 pupils, seamless transition into further education, training, or employment opportunities.

The advertisement

Job Title: Executive Business Manager

Location: Fountains High School, Bitham Lane, Stretton, DE13 0HB

Grade/Scale: Salary £46,363 - £57,639 (2024-25 NJC pay award pending)

Start date: July 2024

Contract: 37 hours per week, 52 weeks per year (weeks per year may be negotiable for the right candidate)

We are looking for an exceptional, qualified, school business professional to provide strategic business management across two academies and to ensure the business management function supports the educational aims of the academies and the MAT. The successful candidate will have proven business management experience in a senior or middle management position and experience of working with or for a school or academy in a business support function. You will also have experience of managing budgets, financial systems, accounts and line management of staff teams and projects.

Benefits include: LGPS Pension Scheme, 25 days annual leave plus bank holidays, Westfield Health and Rewards membership and free parking.

For further information, please contact Mandy Lee, Deputy Chief Executive at Esteem Multi-Academy Trust, on 01623 859749, via email to alee@esteemmat.co.uk. To apply, visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: Friday 24 May 2024 (17:00)

Interview date: Thursday 06 June 2024 at Fountains High School

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information.

Job description and person specification

Job Description: Executive Business Manager

Esteem Multi-Academy Trust

Post Title:	Executive Business Manager
Location:	Supporting business management for academies across more than one site and/or across the MAT
Purpose:	<ul style="list-style-type: none"> To ensure the business management function supports the strategic aims of academies and the MAT To lead the successful business management of multiple academy sites as part of the senior leadership team To lead on projects supporting the improvement and development of the business management function across the MAT
Reporting to:	Headteacher – when working at academy level Deputy Chief Executive / Senior Project lead – at MAT level
Responsible for:	<ul style="list-style-type: none"> Supporting the Headteacher in the strategic business leadership and planning of the academy – including leading support staff functions Working with the Deputy Chief Executive and central team to provide a high-quality business management function across the MAT
Liaising with:	Academy Senior Leadership Team and staff Academy Local Governing Board Central MAT team – Deputy Chief Executive, Finance Director, Head of HR, ICT Manager, Estates and Facilities Manager, Governance Manager Other Business Managers across the MAT Contractors and external agencies, including local authorities
Working Time:	Full time - 37 hours per week, 52 weeks Occasional evening work may be required
Salary/Grade:	£46,363-£57,639
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	

<p>To achieve the above</p>	<ul style="list-style-type: none"> • Be responsible for strategic financial and workforce planning and development for academies in consultation with the Headteacher, Governors and MAT Finance and HR Teams. • Implement and maintain accurate financial systems and procedures in academies, monitoring both income and expenditure, making efficient use of resources and alerting the Headteacher and the MAT of issues or concerns. • Ensure academies operate financial systems and controls in accordance with the MAT's financial regulations, procedures and timescales. • Undertake appropriate procurement and contract management for academies and/or across the MAT, in accordance with the MAT's financial regulations and procedures. • Ensure timely and accurate payroll management and any pension related reporting by academy business teams in liaison with the MAT payroll and HR teams. • Provide HR advice and assistance to the Headteacher and academy staff, in line with academy and MAT policies and procedures, taking advice and support from MAT HR team where appropriate. • Ensure that academies implement effective recruitment, selection, induction and performance management processes. • Plan and lead business change where necessary within academies or across the MAT. • Ensure the planning, management and maintenance of academy facilities, ICT and buildings to support school improvement planning and in accordance with compliance and budgets. • Manage minor capital projects for academies. • Ensure that spending and operational decision-making are aligned to the MAT's sustainability and environmental responsibilities. • Actively explore business development and income generation opportunities for academies including, for example, additional funding streams, grants and donations. • Contribute to internal academy policy review, using research and benchmarking to inform policy development. • Attend and contribute to senior management, leadership team and appropriate governing board meetings. • Lead on whole academy risk management and compliance in liaison with the MAT • Lead on and/or contribute to cross-MAT business management initiatives or projects as required.
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Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Executive Business Manager Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Business management experience in a senior or middle management position • Qualified to Level 4 Diploma in SBM or equivalent in a relevant discipline • Experience of working with or for a school or academy in a business management function • Managing budgets, financial systems and accounts • Line management and professional development of staff teams • Leading improvement and change projects • Procurement and gaining value for money • Buildings compliance / health and safety experience • Experience of working in the academy / academy Trust sector • Experience of advising managers regarding effective people management policies and practices
Desirable		<ul style="list-style-type: none"> • Qualified to Level 5/6 Diploma in SBM or equivalent in a relevant discipline • Experience of working with special / AP academies • Income generation and business development
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • A demonstrable, passionate commitment to improving the lives and opportunities of vulnerable children and young people • Ability to operate, plan and think at a strategic level • Able to critically analyse information, evaluate data and assess risk to make informed, evidence-based judgements, recommendations and decisions. • Excellent time management, organisational and administrative skills • Ability to collaborate with and influence a range of stakeholders both internal and external. • Excellent ICT skills - MS Office products, finance packages and other software • Knowledge of relevant legislation (employment, information management, GDPR, health and safety etc.) • Ability to work with tact, diplomacy and discretion and maintain confidentiality • Capable of leading and managing change • Confidence in negotiating, challenging and influencing others

		<ul style="list-style-type: none"> • A professional, pragmatic, and risk-based approach • Able to inspire and motivate others within their team, academy and Trust • Creative thinking with the ability to anticipate and solve problems • Ability to multi-task, prioritise and remain calm in a pressurised environment • Personal energy and resilience in the face of challenge • Full driving licence - ability and willingness to travel
QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Business management experience in a senior or middle management position • Experience of working with or for a school or academy in a business support function • Managing budgets, financial systems and accounts • Line management of staff teams and projects • Procurement and gaining value for money
Desirable		<ul style="list-style-type: none"> • Management or professional qualification (in a relevant discipline) • Experience of working in an academy and/or MAT organisation • Experience of working with special schools • Income generation • Buildings compliance / health and safety experience
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • A demonstrable, passionate commitment to improving the lives and opportunities of children and young people with special educational needs and challenging behaviours • Proven leadership and decision-making skills • Excellent time management, organisational and administrative skills • Excellent numeracy, literacy and communication skills, with the ability to liaise with and influence a wide range of stakeholders • Excellent ICT skills - MS Office products, finance packages and other software • Knowledge of relevant legislation (employment, information management, health and safety etc.) • Ability to work with tact, diplomacy and discretion and maintain confidentiality • A professional, pragmatic, and risk-based approach • Ability to develop effective teamwork and promote and maintain effective relationships • Creative thinking with the ability to anticipate and solve problems • Ability to multi-task, prioritise and remain calm in a pressurised environment • Personal energy and resilience in the face of challenge • Full driving licence - ability and willingness to travel
Desirable		<ul style="list-style-type: none"> • Knowledge or experience of special schools and pupil referral/alternative provision schools

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2023' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at www.esteemmat.co.uk/vacancies.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: Friday 24 May 2024 (17:00)

Interview date: Thursday 06 June 2024 at Fountains High School

For further information, please contact Mandy Lee, Deputy Chief Executive at Esteem Multi-Academy Trust, on 01623 859749, via email to alee@esteemmat.co.uk.