



Brightwells

ACADEMY TRUST

Fulham Primary School
Queen's Manor Primary School
Sullivan Primary School

EXECUTIVE BUSINESS MANAGER



Welcome Message from the Chair of Trustees, Elizabeth Wolverson OBE

Thank you for your interest in the role of Executive Business Manager at Brightwells Academy Trust. We are looking for an inspirational leader who shares our values and is committed to making Brightwells Academy Trust as effective as it can be for the children, families and staff we serve.

At Brightwells Academy Trust we have a clear vision and a strong set of values; our three community primary schools – Fulham, Queen’s Manor and Sullivan - joined together in October 2016. All three schools retain their separate identities, uniforms and buildings. At Brightwells we are passionate about delivering a first rate educational experience for our pupils. We recognise that together as three schools we can deliver extended learning opportunities for all pupils, an enriched curriculum through partnership and share resources as well enhanced professional development and teaching opportunities for all staff.

We aim to be an outstanding multi-academy trust that:

- Improves opportunities and outcomes for all our children
- Nurtures self-motivated, successful and resilient learners
- Drives ambition and aspiration in our children
- Inspires learners with high expectations of themselves
- Grows responsible, open-minded and caring citizens

Executive Business Manager

Post title: Executive Business Manager

Grade: PO7-PO8 (£49,203 - £54,174)

Reporting to: CEO

Line management of: Operations staff including business, administration and premises staff

Contract: Full-time permanent all-year-round post

Place of work: The three Brightwell School sites

Start date: As soon as possible

Application Process

For information and enquiries: Contact Wendy Aldridge, CEO: admin@queensmanor.lbhf.sch.uk

To apply: Fill out the Brightwells Trust application form and provide a written statement of no more than two A4 sides explaining how you meet the person specification.

Application Deadline: 08 March 2021

Shortlisting: 11 March 2021

Interviews: 15 March 2021

Applications: Please address applications to Elizabeth Wolverson OBE, Chair of Trustees:
admin@queensmanor.lbhf.sch.uk



The Opportunity

This is an exciting opportunity to lead, manage and develop the non-educational aspects of the Trust's business and operations across the three school sites and, increasingly, centrally.

The job description is indicative of the range of responsibilities that you will hold but the role is interesting and varies over time; your flexibility and versatility mean that you will have many opportunities to develop as the Trust develops.

Core Purpose of the Post

- Lead, manage and develop all aspects of the operations of the Trust.
- Support the CEO as an integral member of the Trust Leadership Team.
- Ensure compliance with all relevant standards and obligations including legal mandates from DfE, financial requirements set out by ESFA and Company obligations relating to the Academy Trust.
- Develop policies and procedures to support the Trust's vision and objectives.
Deployment of operational support staff to support the Trust's vision and objectives.
- Overall responsibility for leadership and management of finances, facilities and property, human resources, administration, health and safety and ICT.
- Provide regular relevant information to meet internal and external accountabilities.
- You will be Chief Finance Officer (CFO), Data Protection Officer (DPO), Health & Safety Officer and responsible for being, or appointing, the Company Secretary.
- SBM for Fulham Primary School and line-management of Sullivan/ Queen's Manor SBM.



Job Description

Leadership and Strategy

- Provide financial and operational leadership for the Trust
- Support the CEO to develop and deliver the Trust vision, strategic direction and objectives
- Advise the senior leadership team in relation to strategic aspects of school operations
 - Maintain a risk register and ensure risks are considered as a routine part of decision making
 - Maintain a policy schedule and monitor compliance
- Attend Trust Board and Finance & Audit Committee Meetings, and ensure timely reporting to allow trustees to fulfil their responsibilities

Finance

- Oversee the smooth running and ongoing development of financial systems and procedures
 - Line management of other finance personnel/ SBM to ensure consistency and high standards in each school and centrally
 - Ensure the Trust meets the requirements of the Academies Financial Handbook
 - This will include deploying staff to support a single trust-wide finance function
 - This will include the ongoing development of internal control measures
 - Oversight of bank accounts and a potential move to a single Trust bank account
 - Oversight of VAT accounting and returns
 - Oversight of parent payment systems and cash handling
 - Ensure compliance in the use of all funds
 - Carry out financial processes for the Trust
 - Carry out financial processes for Fulham Primary School
- Oversee financial planning, monitoring and reporting
 - Develop and implement a creative financial strategy to deliver the Trust's vision
 - Use benchmarks, data, trends and financial modelling to inform planning
 - Work with the CEO to develop 1- and 3- year budgets and propose them to Trustees
 - Actively monitor financial performance, produce management accounts and forecasts
 - Inform the CEO, budget holders and Trustees of variances and mitigating actions
 - Ensure all external financial reporting requirements are met
- Oversee procurement
 - Ensure compliance in procurement and oversee procurement processes
 - Establish Trust-wide contracts where appropriate
 - Ensure contracts are actively managed and monitored for value-for-money with a particular focus on expensive contracts (e.g. catering, cleaning, photocopying, utilities)
- Ensure internal and external audits are carried out in a timely way and act promptly on recommendations
- Ensure a culture of transparency with vigilance against fraud
- Ensure membership of RPA and/ or procure alternative or additional insurance as needed

Facilities and Capital Management

- To be the Trust lead for Facilities and Site Management
 - Line-management of premises managers with consistent best practice on all sites
 - Oversight of Trust surveyors, CIF funding bids, and project supervision
 - Ensure outsourced premises services (e.g. cleaning) are robustly managed

- Lead on premises security including CCTV, access control and visitor management
- Ensure premises are used to the full, including for income generation and lettings
- Act as the Trust's Health & Safety Officer
 - Develop policies for compliance with all relevant legislation, and oversee implementation
 - Ensure risk assessments and appropriate mitigations are in place, maintain a disaster recovery plan and ensure regular drills are carried out
 - Ensure annual H&S audits are carried out, with prompt action on recommendations
- Oversight of ICT and other capital assets
 - Systematic approach to asset management and asset registers
 - Develop medium- and long-term plans for asset management including replacements and upgrades in line with the Trust vision
 - Robust management of ICT support contract
 - Robust trust-wide approach to data management, GDPR, e-safety and cybersecurity
 - Website and ICT systems compliance

Human Resources Management

- Oversee human resource management
 - Line-management of human resources/ SBM personnel
 - Ensure comprehensive and compliant personnel policies and consistent practice including grievance, absence management, wellbeing, underperformance and disciplinary
 - Ensure effective payroll services including the management of pension schemes
 - Support workforce structure and planning to meet the Trust's vision
 - Provide advice and support for appraisal, staff development and changes to legislation
 - Ensure safer recruitment processes are followed
 - Ensure Single Central Registers, personnel files and SIMS are kept up to date

Administration

- Lead and manage the Trust's administrative function
 - Line-management of administrative staff including deployment to meet the Trust's vision
 - Develop and oversee administrative systems and processes to meet the Trust's vision
- Development of communications
 - Ensure that callers and visitors receive a friendly welcome and are treated professionally



- Develop communication systems and shared files for Trust-wide data and processes
- Ensure trustees, CEO, senior leaders and external stakeholders receive accurate and timely information
- Ensure the Trust listens to feedback from stakeholders

General Leadership Responsibilities

- Support the CEO to create and implement vision, ethos and policies
- Demonstrate the Trust's vision and values in daily work and interactions
- Manage your own workload and wellbeing and support others to do the same
- Be pro-active in your own career development and training, and support others to do the same
- Work within the Trust's policies at all times including Equal Opportunities, Safeguarding and Health & Safety
- To undertake any other duties commensurate with the role at the request of the CEO

Safeguarding

Brightwells Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undertake an enhanced DBS check before they are appointed.

Thank you for your interest in this role. Please don't hesitate to contact us if you have any questions. We look forward to hearing from you.



EXECUTIVE BUSINESS MANAGER PERSON SPECIFICATION

Selection criteria	Essential	Desirable
Qualifications and Training		
Educated to degree level or equivalent	✓	
Minimum L4 Diploma in School Business Management	✓	
Relevant higher level qualification e.g. L5 or L6 Diploma in School Business Management, L7 Certificate in School Financial and Operational Leadership or Accountancy		✓
Knowledge and Experience		
Substantial professional experience in education or in senior financial and business management	✓	
Academy experience		✓
Company and charity law especially: compliance, governance, accounting & reporting requirements	✓	
Supervision of annual accounts, presentation and submission	✓	
Experience of financial & budgetary risk management	✓	
Experience of writing, monitoring and reporting budgets	✓	
Experience of asset and facilities management		✓
Knowledge of personnel procedures and legislation		✓
Successful track record of leading & managing projects, including change management	✓	
Experience of procurement and contract management		✓
Experience of successfully leading and managing staff	✓	
Experience of developing and following administrative and financial systems, processes and policies	✓	
Experience in fund-raising		✓
Experience of using technology to improve effectiveness	✓	
Understanding of educational policy and legislation	✓	
Personal Qualities and Attributes		
Integrity, probity and professionalism	✓	
Enthusiasm and resilience - with administrative and time management skills, and habitually meeting deadlines	✓	
Strong interpersonal, communication and team working skills – able to get the best from people	✓	
A consistent & clear set of moral values that is compatible with the mission of the trust	✓	
Flexible in a changing environment	✓	
Ability to make and justify difficult decisions	✓	
Excellent literacy, numeracy, ICT & problem-solving skills	✓	
Commitment to safeguarding and equal opportunities	✓	