



ISCA
ACADEMY
EXCELLENCE THROUGH HABIT



Recruitment Pack

Head of Business Support

Isca Academy

Closing Date: 9.00am Tuesday 23rd April 2024

Interview Dates: w/c 29th April 2024

Ted
Wragg TRUST

Ted Wragg Trust



We are an ambitious and inclusive Trust of schools



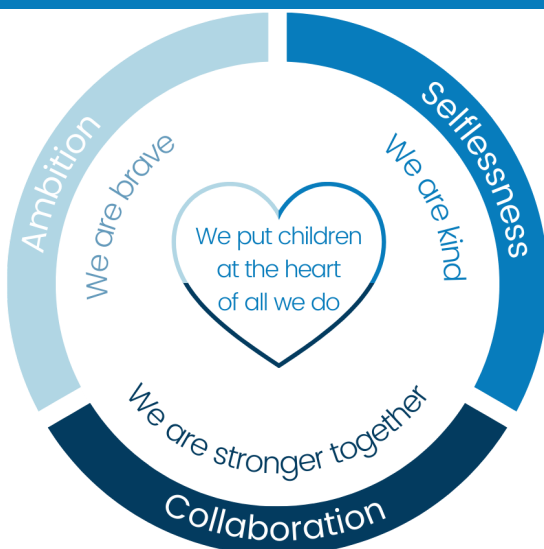
**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



Isca Academy – Job Description

Post: Head of Business Support

Line Manager: Headteacher

THE ROLE

- An essential member of the school's Senior Leadership Team (SLT), actively contributing to the strategic and operational provision of the school.
- Responsible for the provision and management of the Business and Operations functions including managing the business support functions such as Health and Safety, GDPR, Business Administration, Premises, Finance and Human Resources.
- Work directly with colleagues in the Trust's central Business and Operations Team for professional support and guidance.
- Report directly to the Headteacher. You will directly manage reception, cover management, site and premise team and be responsible for HR, finance, communications and aspects of marketing.

KEY PURPOSE

- Ensure that the safeguarding of children is paramount in all you do
- Providing strategic leadership and management for all Business and Operations functions including HR, finance, Health and Safety, premises/PFI, GDPR and communications.
- Main point of contact for all internal and external Business and Operations queries
- Oversee the school's HR employee life cycle to ensure all HR and payroll processes are securely maintained
- With support, interpret, advise and maintain policies and advise on legislation to ensure compliance
- Act as the key contact for the School on all GDPR queries and information governance requirements Oversee, and quality assure, the whole school appraisal process
- Oversee after school events coordination
- Act as the schools' staff wellbeing champion ensuring that all staff are aware of the support available
- Ensure statutory regulations, best practice and value for money principles are adhered to at all times.

- Do all you can to enable the Trust mission to transform lives and strengthen our communities to make the world a better place
- Manage the School's first aid provision.
- Attend SLT meetings as required by the Headteacher.
- Drive continuous improvement in all school business services
- Ensure the school is represented at all business services networks
- Co-ordinate compliance audits, including the SCR, HR Estates, HR and Compliance.
- Working with the Trust Data Protection Officer, ensure quality responses to all data compliance requirements, including subject access requests and reporting data breaches.
- Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice.
- Undertaking any other duties or functions which generally support the work of the Headteacher and other school leaders, as required, including but not limited to being a first aider.
- Model our Great Management habits by building strong relationships, having the highest standards and demonstrating personal effectiveness.

ALL TRUST EMPLOYEES MUST:

Live the Trust values and inspire staff and students to do the same by being:

- Ambitious
- Selfless

TO ENSURE SUCCESS YOU MUST:

- *Be relentlessly positive in your collaboration* by quickly building effective and positive relationships across the School, Trust and wider networks
- *Have the highest of standards* by ensuring outstanding outcomes for learners by providing exceptional business and operations support to the school
- *Grow great people* by supporting the development of an effective School and Trust culture, seeking out development opportunities and providing professional development for staff as appropriate

HEAD OF BUSINESS SUPPORT

Areas of Responsibility*

HR	With support from the central HR team and administrative support in School, you will manage the whole employee life cycle including recruitment processes, pre-employment/safeguarding checks, absence management, personnel administration, collection and maintenance of staff data, staff census, submissions and checking for payroll.
Finance	With the support of the central Finance team you will oversee the management of orders, purchase orders and processing invoices, debt management, management and banking of petty cash, charge cards and other financial transactions.
PFI and H&S	<p>Managing an effective health and safety provision ensuring compliance at all time. Production of the health and safety reports, risk assessments, estates management plans and the School's emergency plan.</p> <p>Directly manage the PFI, ensuring the school's premises are clean, safe and well maintained. Ensure requests for works are actioned in a timely and professional manner and within budget.</p>
Comms and GDPR	<p>Act as the key contact, and manage all GDPR, freedom of information, subject access requests and information governance requirements.</p> <p>Ensure all school marketing materials including the website. Ensure all student and parent details are up to date.</p> <p>Coordinate after school strategic events including parents' evenings and the school's community groups, including parent groups.</p>

* **please note** this list is an example of the types of tasks you will be involved in and is not an exhaustive list. You may be asked to undertake any other duties commensurate with the grade of your role)

HEAD OF BUSINESS SUPPORT

(Grade G)

Person Specification

Qualifications

- NVQ 4/ BTEC/ HNC or equivalent experience in a Business Administration or relevant professional area. Essential
- GCSE level 4/C or higher in English and Maths Essential

Experience

- Proven experience developing and implementing effective business processes Essential
- Experience of coordinating multiple professional functions in a busy working environment Essential
- Understanding of professional services within the education sector Desirable
- Effective line management of other business administration roles Desirable

Key skills

- Excellent organisational skills with the ability to multi task Essential
- Excellent written and interpersonal communication skills Essential
- Attention to detail Essential
- Good working knowledge of Microsoft office suite, including Word, Outlook, Powerpoint, Forms and Excel. Essential
- Able to fulfil all aspects of the role with confidence and fluency in English Essential

Values

- **Ambitious:** works hard, has the highest standards and is positive for the future. Essential
- **Selfless:** is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. Essential
- **Collaborative:** builds strong relationships and networks. Essential

Job Evaluation

Grade: G



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission, we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone, whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



16
Total number of schools
(Sept. 2023)



12,093
Total number of students
(Sept. 2023)



1,655
Number of employees
(Sept. 2023)

(Sept. 2023)



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.



Key Details

Job Title: Head of Business Support

Location: Exeter, Devon

Salary: Grade G

Closing Date: 9.00am Tuesday 23rd April 2024

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Our mission is excellence through habit. We inspire our scholars, celebrate their success, care about our community and have ambition for every single child. If you believe in our mission for 2027 we would love to hear from you.



How to apply

Application forms and further information are available from our website: www.iscaexeter.co.uk

For an informal conversation and to find out more about the role please contact Harriet Smith, PA to the Headteacher on harriet.smith@iscaexeter.co.uk.

Visits to the school are also encouraged.



Recruitment Pack

Thank you for your interest!

Ted
Wragg TRUST