



**The
St Lawrence
Academy**
A Transformational
Learning Experience

Operations and Business Leader



**St Lawrence
Academies Trust**
Stronger Together



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**The
St Lawrence
Academy**

The St Lawrence Academy is the founding school of the newly formed St Lawrence Academies Trust. We are a Church of England Multi Academy Trust based in the Diocese of Lincoln. Our trust embraces children and staff from both church schools and non-church schools, across both the primary and secondary age range.. Stronger Together: Our aim is to allow schools to become stronger by working together.

Our mission at The St Lawrence Academy is to "Transform the Lives" of the young people who continue their educational journey with us. Since 2008, we have been characterised by our core values of Truth, Justice, Forgiveness, Generosity and Respect. Our intent is to create an enriching and aspirational journey in which students can flourish academically and personally, to become

- Successful learners who have acquired the essential knowledge and skills required to fulfil their future lives
- Confident, well-rounded individuals who are able to live safe, healthy and fulfilling lives
- Responsible citizens who make a positive contribution to society

We have a strong Christian ethos and we want all students to feel included and be inspired to develop their talents - whatever they may be. We offer a broad balanced curriculum and an environment for learning which inspires our students to do their very best. We are an inclusive academy striving to meet the needs of all our learners in our caring environment. We welcome students from all backgrounds and faiths, regardless of ability. We are an equal opportunities employer and a real living wage employer.

We are looking for an ambitious and highly motivated individual to take on the role of:-

Operations and Business Leader
Grade 10 £40,578 to £43,570
37 hours per week - Full time
Required ASAP

This is an exciting opportunity to join a vibrant and successful leadership team working at The St Lawrence Academy. You will be part of a fantastic and highly motivated team that is determined to provide a transformational learning experience for every individual. The role will focus on strategically managing the operations and business function of the academy working within the trusts scheme of delegation. The Operations and Business Leader will be an active member of the Senior Leadership Team.

The successful candidate will have experience , knowledge and skills in the following areas :

- Strategic, operational, HR and financial management
- Building, supporting, managing and working with / within high performing teams
- Line-management responsibility for a variety of staff across pay scales and skill areas
- Contributing within a Senior Leadership Team of an organisation
- Relevant policies and legislation inc. health and safety legislation and risk assessments
- Excellent standards of literacy and numeracy with attention to detail
- Excellent IT skills including use of MIS and finance systems
- Understand safeguarding within the Education Sector.

We can offer:

- An inclusive and inspirational church school environment within wonderful and vibrant new buildings
- Superb resources and facilities
- Access to the Local Government Pension Scheme

- Flexible working arrangements
- Supportive and engaged leadership team, with a track record of developing staff to middle and senior leadership
- An outstanding community of staff and local governing board who work as a strong team to best support our students.
- A bespoke programme of induction and professional development personalised to help develop individual staff*
- A culture that prioritises students, their personal development and wellbeing, above everything else
- High standards and expectations of academic success and care, support and personal development of our students
- Access to a laptop and to documents from home via Google documents and web based software packages

This post would suit:

- An existing school business leader, anyone who has worked in Premises, Health & Safety, HR or an operational environment.

For further details about The St Lawrence Academy and St Lawrence Academies Trust and an application pack please see our website at www.tsla.co.uk

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to enhanced DBS checks and satisfactory references, including your suitability to work with students. Applications will only be considered from individual applicants on our standard application form, and not via CV alone or agencies.

For an informal discussion about the role please contact Tony Wood Chief Finance Officer for St Lawrence Academies Trust on 01724 747310 or email to twood@slatrust.co.uk

To apply please submit your completed application form, together with your formal letter of application to Lorna Johnson, PA to the Headteacher and SLT, to ljohnson@tsla.co.uk

Closing Date :Monday 17th October 2022 12.00 noon. Interviews 1st and 2nd November 2022



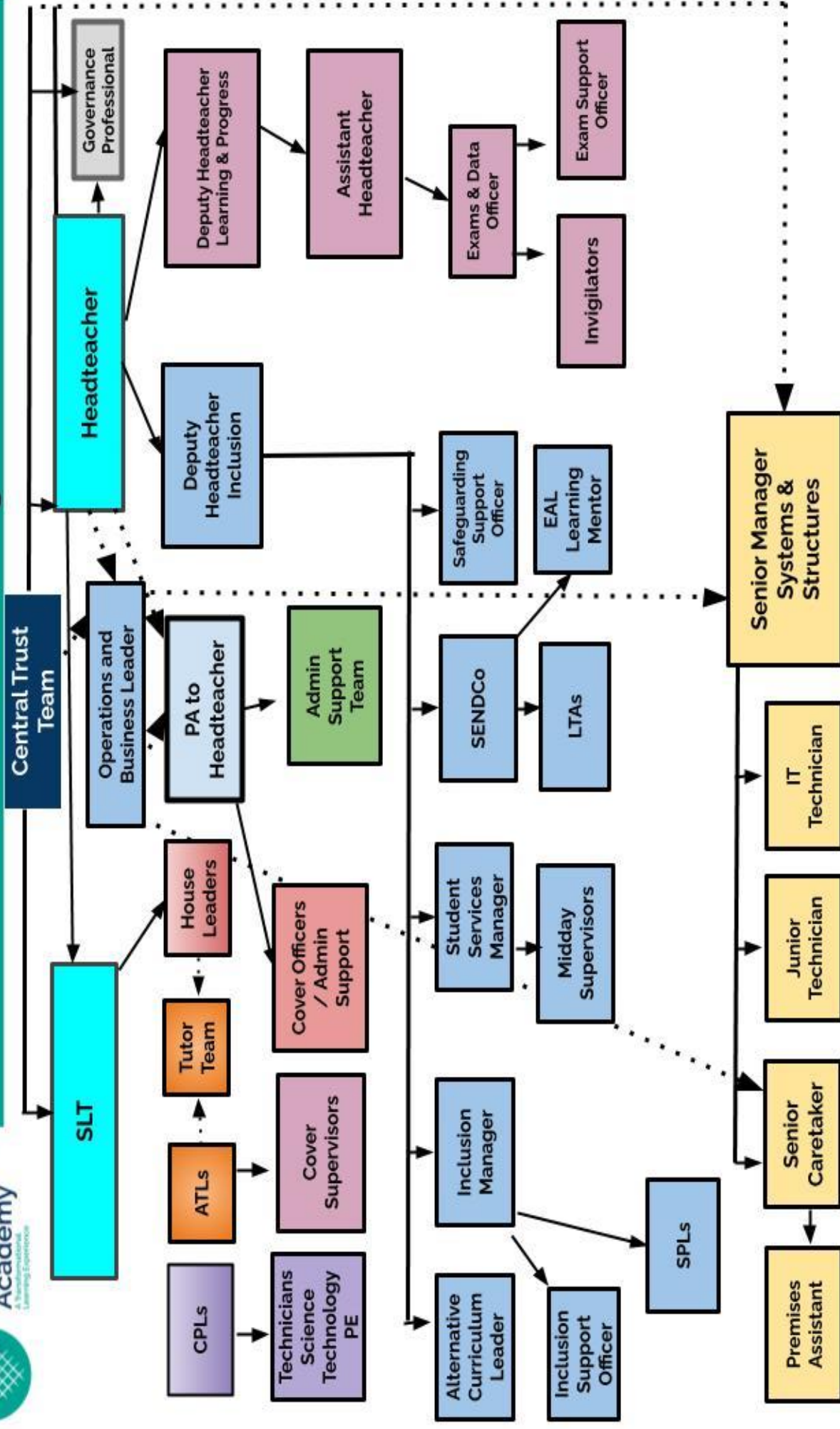
Transforming Lives

GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH



The St Lawrence Academy
Aiming for Learning Excellence

Associate Staffing Structure



GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH



St Lawrence Academies Trust

Stronger Together

Welcome to ST LAWRENCE ACADEMIES TRUST

Mike Adnitt, CEO The St Lawrence Academies Trust

Stronger Together: Our aim is to allow schools to become stronger by working together. We are advocates of centralising school systems and collaborative working; where we share expertise, ideas, talents and skills across schools. The personal, professional, moral, cultural and spiritual development of our academy's communities is core to achieving success for our children and staff. By working together we draw strength for today and give bright hope for tomorrow.

We are a Church of England Multi Academy Trust based in the Diocese of Lincoln. Our trust embraces children and staff from both church schools and non-church schools, across both the primary and secondary age range.

"Strength for today, bright hope for tomorrow" (Great is Thy Faithfulness, hymn)

It's a privilege to work as CEO of St Lawrence Academies Trust. Our aim is to nurture our pupils and allow them to flourish, by helping them find the things they enjoy and are good at. We want them to become the leaders of the future. Christian values and the exploration and understanding of the Christian faith underpins our work. This translates into the Trust core values of:

community, integrity, aspiration and hope

Doncaster Road
DN15 7DFT
01724 747310
E enquiries@slatrust.co.uk
W www.slatrust.co.uk



St Lawrence
Academies Trust

Stronger Together





**The
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Welcome Letter from the Headteacher

Welcome to The St Lawrence Academy

Firstly many thanks for your interest in us as an educational institution and for considering us at this stage in your career. The fact that you are looking at what we are about and what we can offer is both humbling and also important to us all here.

Our academy has placed the quality of education at the heart of all that we do since we opened our doors back in 2008. We have continued to grow during this time and year upon year we have not only been full but also oversubscribed.

Our mission statement of "transformation for all" transcends to our students but also our wider body of staff as we seek to develop and guide people through our programmes of education, curriculum delivery but also through our own training and inset sessions.

Our core values underpin our intent of creating an enriching and aspirational curriculum so that our young people can become successful learners, confident, well rounded individuals and also responsible citizens.

Our building and facilities are something we continue to be very proud of with a significant amount of care and attention placed in ensuring our future plans and budgetary commitments match our ambition and intent.

The importance we place on our systems, digital platforms, technologies and staff access plus training continues to be a high priority to ensure that staff are fully resourced and comfortable but also that our students have the best access to learning resources that support, extend and challenge their learning journeys and outcomes.

Trips, visits, extra curricular activities and a whole host of community and celebratory events continue to be an excellent measure and reflection of our ethos, vision and mission. Utilising our strengths and talents as a body of staff is important so that we can offer our students breadth and depth and the opportunities to grow and develop.

If you are curious and interested in us then take the time to contact or visit us. Get in touch and see how we can satisfy your curiosity.

I look forward to hearing from you.

Phill Dalowsky

Headteacher

GENEROSITY RESPECT JUSTICE FORGIVENESS TRUTH





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Welcome Letter from the Head Prefects

Emily Browne

During my time at The St Lawrence Academy, I have felt welcomed, confident and overall safe. I can proudly say that this academy has given me multiple opportunities and overall many fantastic experiences; allowing my education to grow and for my skills to increase giving me a variety of knowledge on many different topics.

From the euphoric welcoming staff to kind generous students there is a huge family-like atmosphere that expands even outside the academy.

I can confidently comment on how transformational and astounding the academy really is. I would positively recommend the academy as a phenomenal place to work, having such a passionate work ethic and engaging environment.



Janis Lasmanis

My early years at The St Lawrence Academy were challenging at times but my teachers at the academy were always very supportive to me, helping and guiding me make the right choices.

In Year 8, I discovered a love for boxing. This requires a high degree of discipline, and the same mindset to make a success of my studies. This has also helped me to realise the reasons why my teachers have helped me over the past few years; to make me a better person, even if at times, I didn't like what they had to say or did. I appreciate that now. My teachers and the academy did not give up on me. They have supported me in becoming the best I can be, and helped me adopt a mindset that is always positive.

I am proud of the person that I am now. A positive role model and one of the two head prefects which is testament to the staff who work at the academy.



GREAT



Post: Operations & Business Leader

Responsible to: Headteacher & Chief Financial Officer

Core Purpose:

- To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the academy development plan.
- As a member of the Senior Leadership Team, negotiates and influences decision making within the academy.

Main Responsibilities:

Management

- Be a member of the academy Senior Leadership Team (SLT)
- Contribute to strategic planning and decision making to ensure the academy makes the best use of the resources available.
- Ensure the academy works within the Trust's Scheme of Delegation, Finance Manual and delegated financial limits at all times.
- Work with the central trust team to embed and enhance existing systems and processes as well as helping to shape future system and process enhancements.
- Site contact for internal and external audit visits as required.
- Oversee all associate staff areas and ensure they meet the academy's needs with a strong focus to the Academy Development Plan.
- Line-manage a range of associate staff as requested by the Headteacher.
- Quality assures the service delivery of all academy staff and third party suppliers.
- Work closely with SLT, Senior Caretaker, administration team and PA to ensure all high-profile events are well organised.
- Manage your own workload and that of others to allow an appropriate work / life balance.
- Develop constructive relationships with other agencies / professionals while maintaining a positive and professional image of the academy and the Trust.

Finance

- Work with the Headteacher on all matters relating to budgeting and forecasting, including setting budgets and managing staffing and non-staffing costs.
- Monitor commitments and liaise with budget holders regarding live commitments and outstanding invoices.
- Maintain an overview of academy management accounts and respond to any variances; highlighted by the central team and take appropriate action when overspends are forecast.
- Maintain an overview of payroll transactions i.e. In month salary adjustments, overtime, travel claims, resignations, new starters, sickness returns, unpaid leave, ensuring timely process to the central trust team for monthly payroll deadlines. .
- Provide training to academy staff as appropriate. (academy and Trust processes and systems)
- Consider cost-savings for the academy and advise the Headteacher and SLT, as appropriate.



- Support the Headteacher and SLT with the management of the academy risk register.

Human Resources

- Coordinate and lead the recruitment of all academy appointments (supported by the PA to the SLT), including compiling adverts, running interviews and recruiting in line with safer recruitment and equality legislation.
- In conjunction with the Headteacher and the PA to SLT ensure the Single Central Record is kept up to date and reflects all up-to-date guidance in KCSIE.
- Keep up to date with, and comply with, the development of policies and procedures relating to Human Resources and GDPR, including reporting all concerns to the Headteacher and or SLT, as appropriate.
- Manage staff absence procedures for allocated staff (supported by the PA) including: trigger point interviews and action planning; communicating with staff on long-term sick; referring to outside agencies for support as necessary; and aiding phased returns for staff on long term sick, including return to work interviews and individual risk assessments.
- Ensure all staff on maternity leave receive communication as necessary and in a supportive way e.g. regarding return to work and KIT days.
- Seek expert legal and HR advice from the central team when needed and advise the Headteacher accordingly; lead on HR investigations as directed by the Headteacher or Executive Leadership Team.
- Promote the performance development of academy associate staff and coordinate training needs.
- Take an active role in promoting the wellbeing of all staff in the academy.

Administrative

- Maintain an overview of an effective administrative function, supported by PA to the SLT.
- Support the administration staff with cashless transactions and address any issues relating to the cashless payments system on behalf of the academy. Liaise with the central trust team as required.
- Primary SLT link regarding approval in principle (dates, staffing ratio, risk assessments, costings and budget approval) of visits/trips prior to Headteacher and or Board of Directors approval

Data

- Work closely with the Data and Examinations Manager to develop robust data processes and ensure a high-quality learner experience
- Review the effectiveness and efficiency of operational / business processes in creating a high-quality learner experience.
- Be a point of contact for Arbor regarding MIS services.

Other

- Engage fully in the academy performance management process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend and lead meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all Trust and academy policies.
- Contribute to decision-making and consultation procedures.



- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Headteacher or central team.

Knowledge, Skill and Experience Required:

- Strategic and operational financial management
- HR management Planning, organising, directing and coordinating work of others
- Building, supporting, managing and working with / within high performing teams
- Line-management responsibility for a variety of staff across pay scales and skill areas
- Contributing at a strategic level within senior leadership team of an organisation
- Strategic decision making
- Deliver value for money initiatives
- Deal with HR issues
- Relevant policies and legislation inc. health and safety legislation and risk assessments
- Excellent standards of literacy and numeracy with attention to detail
- Excellent IT skills to include Microsoft Office and Google packages
- Understand safeguarding within the Education Sector.
- Competent in the use of MIS systems (e.g. Arbor, Scholarpack)
- Competent in the use of Finance Systems (Access Education Finance and Budgets)

Creativity and Innovation:

- Maintaining a consistent and positive solution focused approach to problem solving
- Lead and manage change; project management
- Persuade, motivate, negotiate and influence others

Decision Making:

- Recommend proposals to be delivered to the Headteacher and Local Governing body regarding budgetary changes based on knowledge and understanding of the overall budgetary situation.
- Recommend with regard to applications for funding from external sources and the utilisation of these funds.
- Recommend marketing strategies for the academy regarding the maximisation of resources.
- Determining the allocation of own workload and working practices for the others.
- Recommendations regarding the implementation of agreed financial strategy for the academy and the review of financial policies and procedures.
- Recommendations regarding the appropriate budget to use for specific expenditure.
- Recommendations on when to act to block further expenditure to budgets in line with strategic decisions set by the Headteacher.
- Decisions on when to report to the Headteacher and Governors, and when to seek advice from the Headteacher and or central team.
- Responsibility for the oversight of all the school budgets and associated advising on the allocation of funds.
- Recommendations on the most effective deployment of support staff.



- Recommendations when appropriate to use the academy's Property Service provider or use external contractors, the selection of contractors to provide quotations for work and recommendations of a preferred bidder, within delegated financial authority to achieve Best Value.
- Input into the recruitment and selection procedure.

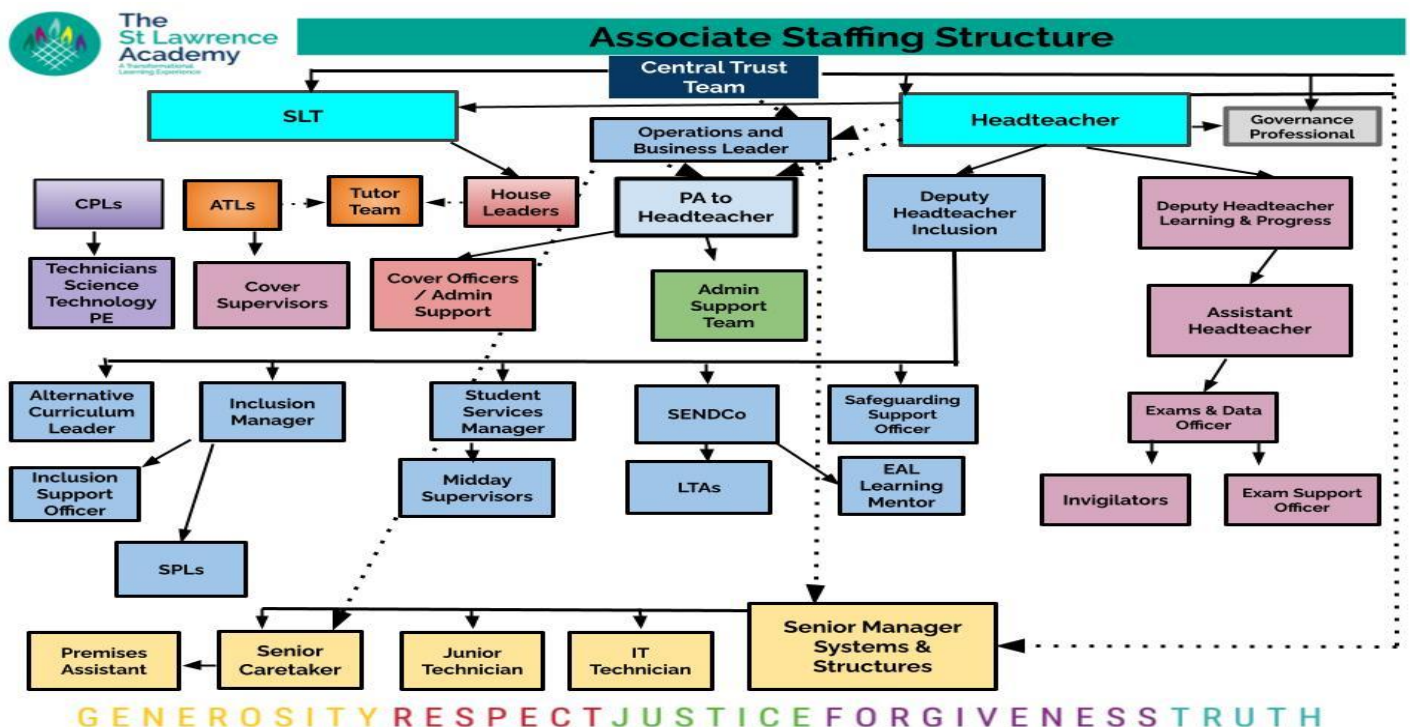
Contacts and Relationships:

- The supervision and management of staff within their line management structure
- Advising the Headteacher and SLT on all financial issues.
- Advising all employees of the school on budgetary issues.
- Negotiating with a variety of contractors and suppliers for products and services.
- Working with representatives from the Central Team, LA, HR, Audit and Property Services representatives plus others as required
- Some contact with students and parents of students
- Negotiation with holders of sources of external funding to maximise the school's income.
- Contacts with publicity groups including the media, business groups and external funding bodies.
- Membership of the Senior Leadership Team.
- Representing the school at external budget briefings, consultation meetings and other meetings.
- Liaison with staff from other schools as appropriate.
- Communication with Ofsted and Siams inspectors as appropriate.

NOTES:

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities the post holder must use time in accordance with the Academy's needs as identified by the Headteacher/Line Manager.
3. This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. Job descriptions will be reviewed annually.

Updated by Tony Wood CFO 22/09/2022





Criteria	Qualities	Essential/ Desirable *	Evidence *
Qualifications	<ul style="list-style-type: none"> English and Maths GCSE Grade 4 or above (or equivalent). 	E	AC
	<ul style="list-style-type: none"> A school business management qualification or working towards one 	D	AC
	<ul style="list-style-type: none"> Health & Safety Qualification 	D	AC
	<ul style="list-style-type: none"> Degree or equivalent 	D	AC
Knowledge & Experience:	<ul style="list-style-type: none"> Strategic and operational financial management 	E	AIR
	<ul style="list-style-type: none"> HR management planning, organising, directing and coordinating work of others 	D	AIR
	<ul style="list-style-type: none"> Building, supporting, managing and working with / within high performing teams 	E	AIR
	<ul style="list-style-type: none"> Line-management responsibility for a variety of staff across pay scales and skill areas 	E	AIR
	<ul style="list-style-type: none"> Contributing at a strategic level within senior leadership team of an organisation 	D	AIR
	<ul style="list-style-type: none"> Strategic decision making 	D	AIR
	<ul style="list-style-type: none"> Deliver value for money initiatives 	D	AIR
	<ul style="list-style-type: none"> Deal with HR issues 	E	AIR
	<ul style="list-style-type: none"> Relevant policies and legislation inc. health and safety legislation and risk assessments 	D	AIR
	<ul style="list-style-type: none"> Excellent standards of literacy and numeracy with attention to detail 	E	AIR
	<ul style="list-style-type: none"> Excellent IT skills to include Microsoft Office and Google packages 	E	AIR
	<ul style="list-style-type: none"> Understand safeguarding within the Education Sector. 	D	AIR
	<ul style="list-style-type: none"> Competent in the use of MIS systems (e.g. Arbor, Scholarpack) 	D	AIR
	<ul style="list-style-type: none"> Competent in the use of Finance Systems (Access Education Finance and Budgets) 	D	AIR
CPD	<ul style="list-style-type: none"> Recent CPD to support this position. 	E	AIR
	<ul style="list-style-type: none"> Commitment to undertake continued training and development. 	E	AIR



Technical Skills & Ability	• Excellent organisational skills and a methodical work ethic.	E	AIR
	• Ability to interpret legislation and regulations.	E	AIR
	• Ability to lead by example and support, train and motivate staff.	E	AIR
	• Recognises the importance of confidentiality in a school context.	E	AIR
	• Deals with difficult situations effectively.	E	AIR
	• Excellent literacy/numeracy skills.	E	AIR
	• Effective communication & interpersonal skills	E	AIR
	• Understanding of GDPR	D	AIR
Personal Qualities	• Excellent communicator with drive and determination.	E	AIR
	• The experience and ability to deal positively with students, staff and other stakeholders.	E	AIR
	• Tenacity, flexibility and the ability to work under pressure.	E	AIR
	• IT skills to a level which will enable effective use of computerised information systems.	E	AIR
	• Accuracy and attention to detail.	E	AIR
	• The ability to be flexible and have a positive 'can do' approach.	E	AIR
	• Loyalty, reliability and integrity.	E	AIR
	• Commitment to safeguarding and promoting the general health, safety and welfare of young people.	E	AIR

THE POST IS SUBJECT TO:

DISCLOSURE OF CONVICTIONS UNDER THE REHABILITATION OF OFFENDERS (EXEMPTION) ACT 1975. YES
ENHANCED DISCLOSURE - standard disclosure plus regular care, training, supervising young people

Key *

E – Essential

D - Desirable

A – Application form

R – Reference

I – Interview

C – Certificate



**The
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Living in North Lincolnshire



Predominantly a rural area, North Lincolnshire is made up of a series of thriving historic markets towns surrounded by many small villages, hamlets and breath-taking countryside. In its centre is the bustling urban heart of Scunthorpe; this industrial garden town provides North Lincolnshire with its main focus for education, retail and industry. Homes in North Lincolnshire have remained affordable despite a staggering national rise.

The town centre offers independent retailers and a general market as well as a multi-screen cinema, visual arts centre, an adjacent bus station and ample car parking. There are also shopping centres around the outskirts of the town.

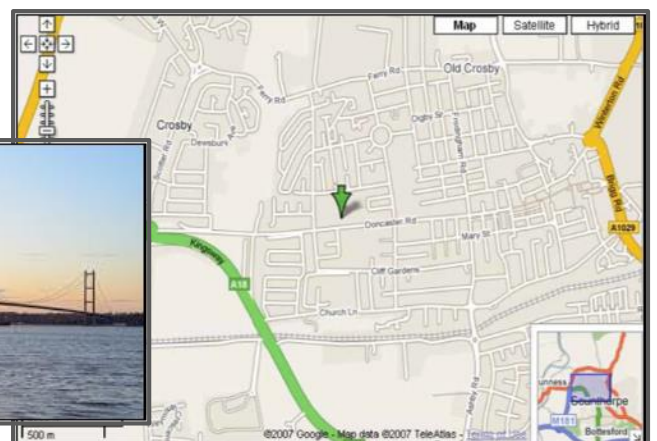
Location for The St Lawrence Academy Doncaster Road Scunthorpe DN15 7DF

☎ 01724 842447 ✉ enquiries@tsla.co.uk 🏠 www.tsla.co.uk

🐦 @TSLA_info 📘 @TheStLawrenceAcademy2008

With excellent and uncongested motorways, you can reach North Lincolnshire quickly and easily. The M180 connects directly to the M18, which offers onward links to the M62, A1 and M1. The Humber Bridge is easily accessible, 17 miles away from Scunthorpe. There is many areas of affordable and appealing housing in the area.

Scunthorpe is home to Scunthorpe United Football Club. The St Lawrence Academy is base for the Scunthorpe United Youth Squad who train in the academy grounds they also mentor and conduct workshops and projects with our students.





**The
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How to Apply

Applying

If you decide to apply for this post please download an application pack along with the Application Form from our website www.tsla.co.uk

We expect a formal letter of application (supporting statement), along with the Application Form, and it should be no longer than 2 sides of A4 and should address the selection criteria detailed in the Person Specification and job description.

Please return your completed application by the closing date detailed on the advert to Lorna Johnson ljohnson@tsla.co.uk

Visits to the academy:

Candidates who would like a professional conversation about the role or to arrange a visit please contact Lorna Johnson, PA to the Headteacher and SLT on 01724 842447 or email to enquiries@tsla.co.uk

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

"The St Lawrence Academies Trust is dedicated to best supporting children, staff and local communities. Our philosophy is that our partner schools will be stronger together. Please visit the trust website www.slatrust.co.uk to find out more about the vision and ethos of The St Lawrence Academies Trust"



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🐦 @TSLA_info 📘 @TheStLawrenceAcademy2008



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