



Business Manager Information Pack



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Welcome

Thank you for your interest in the role of Business Manager

The Business Manager is a key role across all schools within the University of Chichester Academy Trust ('the Trust') and being part of the Senior Leadership Team brings an opportunity to make a real difference to children and young people's lives.

This is a unique opportunity to work across two schools, supporting the leadership team to ensure each school secures financial funding available to them and that financial spending brings a positive outcome to the learning and development of the pupils.

Court Lane Infant and Junior Schools are in Cosham, Portsmouth next to each other and work together to serve our shared community of families, pupils and staff. We embrace a collaborative approach which is a distinct feature of being part of the University of Chichester Multi-Academy Trust. As part of the Trust family, you have an immediate network to other Business Managers across the Trust and support from the Trust's central finance team.

This is an excellent position for someone who is able to manage priorities and have the skills and knowledge to provide excellent financial management, planning and organisational skills, with a solution focused approach.

The Trust's sponsor is the University of Chichester, where the Education Faculty brings over 180 years of experience in the training of teachers and is fully engaged in the work of our academies and is also an invaluable benefit as part of the Trust's partnership.

I hope this information pack provides an insight into the Trust and its ethos and values and the role and will inspire you to apply. Please contact Phil Matthews at the Central HR Team who will be pleased to discuss the post further with you and can be contacted on (01243) 793499 or p.matthews@chi.ac.uk.

Best wishes,



Karen Geddes
Headteacher
Court Lane Infant School



Laura Flitton
Headteacher
Court Lane Junior School



Talha Khan
Director of Finance
University of Chichester
Academy Trust

About the University of Chichester Multi-Academy Trust



The University of Chichester Academy Trust was established in 2012 by the University of Chichester, and is now firmly established as an educational charity and is uniquely placed to make a difference to schools in the regions. The Trust has 15 schools within its family all of whom have access to University resources, whose education heritage goes back 180 years. Each school draws on the resources and expertise, including school improvement specialists from the University's Education department, and the extensive experience of the Trust's core team of Finance, HR and Premises professionals which is tailored to the school's specific needs.

A Collaborative approach

The Trust and its schools seek to add powerful momentum to the progress of our family of academies through a shared aspirational vision and inclusive ethos. As a Business Manager within our Trust, you will join a group of committed and dedicated Business Managers and finance colleagues who support each other and demonstrate a commitment to encouraging high aspirations and success for everyone through excellent management of resources both for teaching and learning and other areas of the school.

We believe in:

- Promoting high aspirations and success for all;
- Ensuring progressive and sustained improvement in standards of education;
- Creating a learning environment where staff promote and deliver a positive, exciting and relevant learning experience for pupils;
- Supporting and building leadership and management capacity;
- Developing a community where parents and carers are valued;
- Valuing and encouraging the continual professional learning of staff.

Intrinsic to our approach, is that all our academies are unique, with needs that emerge from their specific context. We work in partnership with the Headteacher, Governors, staff, parents and carers to affect a programme of long-term and sustainable excellence that will have a real impact, first for the pupils, but also for the staff and wider community.

Underpinning the tailored programme of school improvement is a 'core offer' so that the strain of managing finances, HR and legal aspects can be supported centrally, allowing the Headteacher and staff team to focus on teaching and learning, and the pastoral role that is naturally part of academy and community life.

What We Offer You

To your career

- A strong commitment and support for your personal leadership journey
- Opportunities for shared learning and collaboration across the Trust and the wider network
- Extensive professional and personal development opportunities
- To help shape the future of successful and innovative schools.

To be part of something bigger

- A system leader on the local and regional stage
- A strong and supportive governing body
- The opportunity to be part of the School Leadership Teams, who are passionate and committed to a shared set of values to make a difference as we drive improvement in a changing world
- A collaborative Trust which inspires innovation and a network of Business Managers that can influence and shape the strategy of the wider Trust.

To make a difference

- To be part of a team that makes a real difference to the life chances of our children and young people
- Contributing to the creation of a culture and environment in which staff feel valued, are inspired and work in buildings which promote and enhance child progress and learning.

Other staff benefits

- Local Government Pension Scheme
- The mental health and wellbeing of staff is of key importance and in addition to professional support we provide an extensive employee assistance provision, including 24/7 telephone helpline and counselling
- Lifestyle health and wellbeing programme
- Access to an extensive personal development programme
- Access to the University's vast Library resources and to the National College resource
- Employee Discounts platform, saving £££'s on a range of goods and services
- Gym Discount
- Eyecare Voucher Scheme
- Eligibility to join TOTUM (NUS Extra)
- Security of knowing you are joining an organisation whose sponsor has been promoting education for almost 200 years.

Job Profile - Business Manager

Reports to: Trust Financial Controller and Headteachers of Court Lane Infant and Junior Schools

Location: Court Lane Academies, but required to work at any location where business is conducted that is within reasonable distance of the academy

Function of the post:

As a member of the Senior Leadership Team you will be responsible for the management and development of professional services provision across both Court Lane Academies and the Central Trust to support the realisation of the vision and aims of the academies, whilst maintaining financial viability and sustainability. Responsible for the Management Accounts of both Schools, you will ensure compliance with all regulatory, school and Trust Policies and procedures, maintaining ESFA compliance.

Principal Accountabilities:

1. Reporting to the Trust's Director of Finance and the Schools' Headteachers, the post holder will work with the Senior Leadership Team and Central Finance Team to develop a financial strategy that is robust, legally compliant and meets the requirements of the Schools' and Trust. This will require the accurate and timely preparation and presentation of a range of reports to non-financial audiences, together with submission of accurate data returns as required by the Trust, DfE, ESFA, Ofsted, TTA and other external bodies as appropriate.
2. Take responsibility for all financial operations within the schools in compliance with the Academies Financial Handbook and Trust requirements. This will include financial processing, setting budgets, and preparation of management accounts, monitoring and reporting as appropriate and working closely with the Trust to ensure all aspects of statutory reporting are complied with in a timely manner.
3. Responsible for ensuring an effective and professional HR provision, including payroll administration, across both schools' where resources are utilised effectively for the benefit of Court Lane academies. This includes line managing the HR and Payroll Officer.
4. Support the Trust to become an Employer of Choice, attracting quality talent to the School, with recruitment and selection conducted in line with Trust policy and practice; taking a proactive approach, lead and inspire the professional services teams to work collaboratively across the schools and to recognise where further efficiencies can be realised to provide a high-quality professional provision.
5. Working with the Central Team, manage and review out-sourced contracts and service level agreements to secure best value for money, optimising savings through joint procurement. This will include liaising with the Headteachers and appropriate parties to manage capital development

projects, bid processes, tenders and other projects on behalf of the schools' in line with agreed objectives, timescale, budget and policies.

6. In collaboration with the SLT and the Central Finance Team, ensure school income is maximised in often complex areas – for example Pupil Premium, establishing robust systems to support this and report progress;
7. Working in conjunction with the Central Trust Team and external IT providers, ensure there is a robust IT Strategy and maintenance programme to ensure the Schools' ICT systems and equipment is safe and secure, fully functional with minimal downtime, providing the Schools' with the technology to remain current in pupils learning and at the same time meeting the needs of business operations. Ensure all data and system access is managed in accordance with data protection regulations and GDPR and equipment is maintained in good condition and accounted for.
8. In liaison with the Headteachers and Central Finance Team report to the Governors when required on the financial stability of the academies and contribute to the plans to improve the buildings and site, ensuring financial viability and value for money in line with policy. On approval, act as facilitator to ensure the plans are delivered on time and within budget; ensuring the site management team are fully enabled to understand their duties and responsibilities in order to meet the needs of the schools.
9. In liaison with central HR take responsibility for ensuring an effective and efficient management of the HR administration function at Academy level in line with Trust policy and procedure, ensuring SLT and Managers are aware of changes in line with HR manual updates. This will include maintaining accurate and current records on the HR system (including SCR and SWC data), managing recruitment and selection, uploading vacancies to the Trust's website and providing basic support to staff on self-service.
10. Working with the Central H&S Advisor or external consultant, oversee the site and premises to ensure Health and Safety is followed in line with statutory, School and Trust requirements, and that there are effective and efficient policies and procedures in place to maintain a good and safe environment for staff and pupils.
11. Take a lead role in ensuring the schools have up to date and effective business continuity plans.
12. Deliver effective line management that motivates professional services teams to perform to the best of their ability, developing and enhancing staff skill sets and undertaking recruitment, induction and training, performance reviews and absence management in line with Trust Policy and procedures.

Other duties:

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you including to understand and actively embrace the University's distinctive sensibility, the qualities, values and characteristics expected of everyone working for our University.

The list of duties in this job profile should not be regarded as exclusive or exhaustive and require a flexible approach to work. Please note that, in consultation with you, the University reserves the right to update your job profile to reflect changes in, or to, your post. All staff

have a role in supporting the University's People Strategy 2018-2025 '*Working together - Supporting each other*'.

Inclusivity:

The University believes that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. The University is committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the University has a number of policies that you should ensure you are familiar with and compliant to. All policies are available on the University's Intranet. Any breaches may lead to termination of employment.

Health and Safety

Take responsibility for ensuring that workplace responsibilities within the University are carried out with full regard to, and in support of, the University's Health and Safety policies. This will include ensuring Health and Safety priorities reflect a post-COVID-19 period. This might include acting as Health and Safety Co-ordinator, Fire Warden, Risk Assessor, First Aider or other Health and Safety Representative.

Sustainability and Environment:

The University is fully committed to sustainable development and environmental initiatives. It accepts its environmental responsibilities and recognises the contributions it can make to the resolution of global, regional and local environmental issues. The University will continuously seek to improve its environmental performance and will comply, as a minimum, with all relevant environmental legislation, regulations and codes of practice. All staff are required to support the aims of the University's Environmental & Sustainable Development Strategy.

Data Protection:

You will be responsible for ensuring that workplace responsibilities, within the Section, are carried out in compliance with the requirements of the Data Protection legislation and the Employment Practices Data Protection Code 2002, especially concerning confidentiality, treatment of personal information and records management.

Right to Work:

The current British and European Law states that the University cannot employ a person who does not have permission to live and work in the UK. Immigration guidance information is available on the HR Website for further information.

Safer Recruitment:

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Disclosure Service Certification from the Disclosure and Barring Service:

This role does require you to hold an enhanced Disclosure Service certification from the Disclosure and Barring Service (DBS). The University is a registered body with the Disclosure Service, reference number 20537300005. New members of staff will be required to apply for Disclosure Service certification as part of the University's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.homeoffice.gov.uk/dba or from the University's Human Resources Department.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, **or equivalent qualifications and/or experience.**

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidence
Knowledge and Qualifications			Application Interview
Relevant business experience at an appropriate level	✓		
Qualified AAT	✓		
An understanding of the current thinking and best practice in business and administration management, such as finance, human resources, procurement, admissions to enable implementation of effective systems	✓		
Knowledge of the school or academy funding framework and statutory regulation	✓		
Current and relevant CPD activity	✓		
Part-qualified at ACCA or CIMA level or fully Qualified Accountant		✓	
An understanding of business management within an academy environment		✓	
Skills			Application Interview References
Excellent interpersonal and communication skills, both verbal and written; empathetic, sensitive and challenging as the situation requires, and with the ability to explain accounting or technical concepts to a diverse range of people, including non-financial experts	✓		
Excellent literacy, accountancy and ICT skills, including extensive expertise in MS Excel and financial systems	✓		
Evidence of robust and sound administrative, organisational and prioritisation skills with an analytical and innovative approach to problem solving	✓		
Skilled in the use of PS Financials software		✓	
Bid writing skills with evidence of success		✓	
Experience			Application Interview References
Two years relevant experience of financial and operations management	✓		

Collation, analysis, interpretation, verification and presentation of meaningful data and statistics that impacted on strategic direction and policy	✓		
Previous experience of formulating strategies and translating these into operational policies and procedures	✓		
Demonstrable evidence of managing and inspiring confidence and trust in people, which empowers and motivates individuals and teams to work collaboratively and deliver a professional and high standard of provision	✓		
Procurement of goods and services that produced savings against budget		✓	
Personal Attributes			Interview References
An ability to foster an open, innovative, equitable culture, dealing with difficult decisions or situations in a timely manner, making reasoned judgements, conveying conclusions clearly, positively and sensitively	✓		
Attributes required to develop, motivate and empower individuals and teams to work collaboratively, accept responsibility for outcomes and where success is celebrated	✓		
An ability to maintain a good attention to detail and accuracy whilst under pressure and to conflicting demands	✓		
Flexible and adaptable to changing priorities and the needs of the schools, whilst remaining calm and professional under pressure	✓		
Well-developed social intelligence with the personal credibility required to influence key internal and external stakeholders, with an understanding of the importance and value of engaging with parents, carers and the wider community	✓		

Our children and young people deserve the best, inspired to reach for their stars and dreams, achieving aspirational goals. We know this can only be achieved through the incredible work our people do every day and we value each and every one. In return we offer all employees opportunities for development and personal achievement in inclusive and vibrant environments across the Trust.

Application Procedure

Applicants should **complete** an **Application Form** which can be downloaded from the Trust's website www.unicat.org.uk/find-job and return it by email to unicathr@chi.ac.uk. **The closing date is 1st September 2023.**

CV

You are welcome to submit your CV for an initial assessment based on the Job Profile, and individuals who it is believed would meet the criteria will be invited to complete a full application, but this provides no guarantee that the application will be successful in the shortlist stage. This step is optional and should not deter applicants from submitting an application.

If you have any queries, please contact the University of Chichester Central Team by emailing unicathr@chi.ac.uk.

Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the Person Specification in the context of the accountabilities.

You should provide examples which evidence how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

The shortlist will be completed shortly after the closing date on the and successful candidates will be invited to interview. Candidates will be invited to attend a selection process.

Failure to email your application form to the above address may invalidate your application.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please email the HR Team.

If you would like to receive this information pack in an alternative format, please contact the Trust's HR Department.

Selection Procedure

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