

Brooke Hill  
Academy Trust

# Trust Business Manager Application Pack





# Our Trust Business Manager Role

We are very excited to be advertising for a Trust Business Manager to join our small central team supporting our amazing schools.

We are seeking an experienced, proactive and professional Trust Business Manager. Our Trust Office is based at Edith Weston Academy but our Business Manager will work closely with all three of our schools. Our new Business Manager will manage the strategic and operational business of our Trust including finance and budget management, HR, business, premises and administration. They will line manage the Administration and Premises Teams in the schools to ensure we are delivering an effective, safe and happy environment for our children and staff to flourish in.

It is an exciting and varied role and our ideal new Trust Business Manager will be able to multi-task, stay positive when under pressure and highly organised. They will be honest, approachable, professional and act with integrity, upholding confidentiality and professionalism at all times. They will:

- Be an experienced qualified School Business Manager, or has a professional qualification and experience in a related area to the Trust Business Manager role.
- Be innovative and seek new and more efficient ways to improve our practice and systems.
- Be able to lead positively and work effectively within a team.
- Be able to lead and coordinate all aspects of school business management, including facilities, health and safety, finance, human resources, catering, procurement, administration, data protection, governance and project management.
- Be a great communicator working with staff, parents, children, trustees and governors to uphold our ethos and values.
- Understand HR principles, policies and procedures.
- Understanding school governance, policies and procedures.
- Be organised and have a thorough knowledge of school administrative systems and working practices
- Be able to prioritise and meet demands and deadlines without compromising on your commitment to accuracy and attention for detail.
- Be committed to the welfare, wellbeing and Safeguarding of pupils.

Our Trust Business Manager will be a key part of our small central team. They will work closely with our school administrators to ensure our teams are well supported. They will play a significant role in creating and moulding the future of our Trust.

# Brooke Hill Academy Trust

Brooke Hill Academy Trust is a multi-academy trust comprised of three primary schools in Rutland and Lincolnshire. One of our driving values of our MAT is that our schools are treated as individuals, have their own character and serve their own unique communities. We share a common bond with an ambition for every child to succeed and work closely together across the schools.

The Trust was established in 2016 and comprises of Brooke Hill Academy, Edith Weston Academy and South Witham Academy. We strive to ensure that all our children can reach their potential through an enriched curriculum full of exciting learning opportunities both inside and out of the classroom. We provide opportunities for our children to broaden their horizons ranging from sports and arts to STEM, residential, visitors and trips which help them to experience the world, develop new skills and build their confidence. They also have many opportunities to work, learn and have fun with other children from the other schools.

We are proud of our talented team across the Trust who all work together to create a school that harnesses every child's ability.





# Brooke Hill Academy Trust Trust Business Manager Job Description

## Job details

**Location:** Trust office at Edith Weston Academy, also required to work between the other academies in the Trust. Flexible/ hybrid working also supported by arrangement. Attendance at out of hours Trustee meetings will be required

**Salary:** £40,486 - £41,511(including pay award)

**Hours:** 37 hours/ week, 43 weeks per year (term time plus INSET days and 4 weeks).

**Contract type:** Permanent

# Trust Business Manager Job Description

## Purpose:

Brooke Hill is a Multi-Academy Trust (MAT) in Rutland and currently comprises three primary academies in Rutland and Lincolnshire (Brooke Hill Academy in Oakham, Edith Weston Academy and South Witham Academy). The core purpose of this role is to strategically lead and manage all non-teaching related activities including the business, finance, administrative and human resources aspects of the Trust in order that the Chief Executive Officer and Headteachers can focus on teaching and learning and improving outcomes for children. The Trust Business Manager is a key part of our small Central Team, working closely with the CEO and Trust Administrator and leading the individual academy Admin and Premises teams.

## General:

- Have particular responsibility for the strategic and operational delivery of the Trust administrative, personnel, premises and business development functions.
- Manage the work of the finance and administration staff, ensuring that an effective admin/financial service is provided for each academy.
- Manage the financial resources, including budgeting, budget modelling and maintenance of financial probity.
- Carry out appropriate budget modelling, providing appropriate reports to the CEO and Trust Board.
- Oversee spending of the budget, as required by the Governors, ensuring financial probity and that audit recommendations and FMSIS requirements are implemented.
- Ensure compliance to Trust policies and procedures, highlighting issues to the CEO and/or individual Headteachers as appropriate.
- Oversee all HR functions of the Trust and be the main point of liaison with HR providers.
- Oversee the estates management of the Trust, ensuring the Premises Teams work effectively and provide a safe and compliant working environment.

## Finance and Administration:

- Line management of the MAT Administration Team in each academy to ensure they are working efficiently and have appropriate training and support to fulfil in their roles.
- Organise regular meetings with the Administrators to share best practice and organise delegation of shared activities/ processes
- Work with the CEO and Trust Administrator to ensure the effective running of the MAT, ensuring the effective development, management and operation of Management Information systems.
- Provide the CEO with up-to-date information and reports regarding all aspects of the Trusts finances, staffing and assets as required.
- Develop and maintain a 3-year staffing and finance overview.
- Ensure accurate and timely management, processing, recording and reporting of purchases and all financial transactions.
- Preparation of annual budgets with support of the CEO and Trustees in line with the 3-year plan and aims of the Trust.
- Provide accurate documents and reports at least a week in advance of Trustee meetings to ensure we are delivering effective financial management of funding and resources. Keep the Trust Board well-informed by highlighting any variances and providing commentary for actual and expected changes.
- Seek out, identify and bid for additional funds and grants to support the development of the Trust and individual academies.
- Ensure adherence to procurement processes, managing tenders, benchmarking and evaluating suppliers and negotiating deals so that value for money is ensured.
- Oversee school bank accounts to ensure compliance and funds are always available.
- Ensure the MAT complies with financial reporting requirements and statutory returns are submitted on time.
- As required to develop policies, to ensure compliance with legal and other requirements (e.g. GDPR, Safeguarding, H & S, DBS, Charging and Remissions, Copyright, FOI, HR and Pay).

# Trust Business Manager Job Description

## Personnel:

- Manage contracts, pay, recruitment and HR, liaising with our HR support providers as required/appropriate.
- Compliance with requirements and generation of accurate monthly payroll for staff across the MAT.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law.
- Support the CEO and Headteacher's in formulating staffing structures by providing accurate costings and comparisons against the 3-year plan. Provide information/ advice on new appointments to ensure the effective deployment of staff and financial efficiency.
- Manage recruitment and induction ensuring this is compliant with the Trust policies.
- Manage Trust personnel files centrally including maintaining up to date performance management and staff training records.
- Have overall responsibility for the upkeep of the Single Central Record (SCR) and ensure this is being kept up to date by Academy Administrators.
- Advise the CEO and Trustees on employment legislation and policies, contractual and salary matters, taking advice as necessary from the personnel provider.
- Liaise with local reps of professional associations/trade unions.

## Premises Management:

- Implement appropriate risk management strategies
- Using Every software; formulate, monitor and implement the school's H & S policies and systems and oversee compliance with H & S regulations and best practice.
- Oversee school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
- Use the condition surveys to develop a 3-5 year strategy for MAT resources and premises. Use these to make recommendations on the spending of repairs and capital budgets.
- Consider appropriate CIF bids to improve the fabric of the buildings and make recommendations to the Trust Board as appropriate.
- Ensure repairs and improvements are fit for purpose.
- Strategic planning and management of external contracts (eg Grounds maintenance, new buildings, refurbishment).
- Managing and monitoring of sub-contract services (cleaners/catering) with periodic reviews to ensure best value. Making recommendations to the CEO where better options may be considered.
- Manage the lettings of the MAT facilities to external groups ensuring all costs are adequately covered.



# Person Spec

| Experience  | Essential | Desirable |
|---|-----------|-----------|
| At least 3 years' experience as a school bursar/business manager  | ✓         |           |
| Experience of financial management, financial planning and budgetary control within an organisation including school finance          | ✓         |           |
| Budget setting and management experience  | ✓         |           |
| Experience of using online budgeting software (e.g. Xero)   |           | ✓         |
| Experience of health and safety management  |           | ✓         |
| Experience of managing premises and using compliance monitoring software (e.g. Every)   |           | ✓         |
| Experience of successfully seeking and submitting bids to secure additional funding   |           | ✓         |
| Broader experience of working effectively with a wide range of external partners either in or outside of an educational setting       |           | ✓         |
| <b>Educational and Training</b>   |           |           |
| Educated to degree level or equivalent  |           | ✓         |
| GCSE English and Maths (Grade C or above or equivalent)   | ✓         |           |
| School Business Manager Qualification (eg level 4 DSBM)   | ✓         |           |
| Professional qualification in finance or accounts or other professional qualifications relevant to the role                           |           | ✓         |
| Detailed knowledge of financial planning and budgetary control processes - ability to lead the development of a 3 year financial plan | ✓         |           |
| Preparation, understanding and interpretation of financial data to make sound financial decisions.                                    | ✓         |           |
| Understanding of GDPR and confidentiality   | ✓         |           |
| Experience of managing staff, HR processes and personnel matters  | ✓         |           |

|  |   |   |
|--|---|---|
| A thorough understanding of Safeguarding and experience in managing the Single Central Record                          | ✓ |   |
| An understanding of procurement and ensuring value for money   | ✓ |   |
| Trained in Safer Recruitment and Employment  |   | ✓ |
| Health and Safety management training or experience  |   | ✓ |
| Good working knowledge of school-based MIS (e.g. Scholarpack)  |   | ✓ |
| Knowledge of specialist ICT packages to support effective school/ Trust management processes                           |   | ✓ |
| Ability to exercise discretion and work with confidential information  | ✓ |   |
| <b>Personal Skills and Qualities</b>   |   |   |
| Positive, energetic and proactive in their outlook and when working with others  | ✓ |   |
| Innovative and self-motivated  | ✓ |   |
| Excellent communication skills in writing and in person  | ✓ |   |
| Work constructively as part of a team, understanding the challenges schools face and supporting them to find solutions | ✓ |   |
| Demonstrate personal and professional resilience to overcome challenges  | ✓ |   |
| Ability to support and motivate a wide range of staff  | ✓ |   |
| Excellent organisational skills  | ✓ |   |
| Ability to work with accuracy and to tight deadlines   | ✓ |   |

# Trust Business Manager How to Apply

The logo for Brooke Hill Academy Trust features the text "Brooke Hill Academy Trust" in a black, sans-serif font. The text is positioned to the right of a vibrant, multi-colored splash of paint or ink, with colors ranging from red and orange to yellow and blue.

We hope you will be inspired to apply to be our Trust Business Manager and would welcome prospective candidates to have a conversation with our CEO. This can be arranged by contacting:

[craig.charteris@brookehillacademytrust.education](mailto:craig.charteris@brookehillacademytrust.education)

or telephoning 01780 720025 (during term time) and asking to speak to Kate Czuprynski (PA to the CEO). This informal conversation is not part of the selection process but is available for you to ask questions and find out more about the role.

**Closing Date: 5pm 1<sup>st</sup> November 2024**

**Shortlisting: 4<sup>th</sup> November 2024**

**Interviews: 8<sup>th</sup> November 2024**

To apply to be our new Trust Business Manager please complete our application form, accompanied by a supporting statement demonstrating how you cover all aspects of the person specification. (please do not send a separate CV). Your letter should be no more than than 2 sides of A4 (Calibri/Aptos 11 font). Please send all applications to Craig Charteris at the email address above.

The Brooke Hill Academy Trust is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. We are committed to safer recruitment, all offers of employment will be conditional pending positive references, enhanced DBS, qualifications and medical checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.