



Nurturing inclusive learning communities

JOB DESCRIPTION

Job Title: Business Support Manager – Offsite Provision

Reporting to: Director of Offsite Provision/CFO

Location: Reach Academy, Field Hill Centre, Batley Field Hill, Batley, WF17 0BQ

Grade: 8 - £24,799 - £26,317 (actual salary £22,033 - £23,382 based on term time only contract)

Hours: Full time, Term Time Only plus 10 days

Ethos Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an Enhanced Disclosure and Barring Service check for Regulated Activity. Proof of eligibility to work in the UK will be required.

Ethos Academy Trust is an equal opportunities employer and welcomes applications from all sections of the community.

Statement of Intent

All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The intention is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Overall Purpose of the Post:

Ethos Academy Trust, provides support for pupils with complex, emotional, social and mental health needs and for their families and host schools. Ethos Academy Trust includes a Primary Key Stage 1 and 2 service and short-stay school, a Key Stage 3 service and short-stay school, a Key Stage 4 service and short-stay school and a Key Stage 4 Partnership Service.

In addition, the Trust provides Outreach, Exclusion and Medical teaching services on behalf of the Council which is documented in the Service Level Agreement that the Trust has with the Local Authority. The Trust also currently manages the 'Exceptional Needs' Service on behalf of the Local Authority.

The role involves coordination of the financial and administrative aspects of all offsite provision, as well as line managing offsite provision Business Support staff. Excellent administrative skills are required and someone who can also manage financial processes and procedures.

Good interpersonal skills are important for this job as you will be required to develop and maintain effective working relationships with a wide range of people in order to obtain and present information, provide advice and carry out duties in relation to all administrative matters.

Key Outcomes/ Activities

The successful applicant will have a proven track record of ensuring appropriate and effective administrative procedures are in place for the Trust's offsite provision and that administrative and financial processes are followed in accordance with Trust Policies. They will also ensure that the offsite provision runs an efficient and effective office.

The key outcomes and activities are: -

Financial and Personnel/Administration Management

- Responsible for the processing of orders and invoices for offsite provision.
- Ensure income is collected and banked in a timely manner.
- Ensure the services have appropriate financial systems, and to be responsible for the effective management of these systems, ensuring compliance with the Financial Management Policies and the Academies Financial Handbook.
- Identify trends, potential over / under spends and provide detailed reports to the Director of Offsite Provision and the Exec Team in a timely fashion.
- To support all audit procedures to comply with all audit requirements, for all funds.
- Provision of financial budgetary and monitoring information in accordance with the Trust policies and procedures and other financial regulations and requirements.
- Attendance at any relevant meeting as directed by the Director of Offsite Provision/CFO.
- To proactively seek and manage additional finance streams including fundraising, bids and asset-management processes.

- To undertake effective procurement processes to ensure value for money.
- Responsible for the management of the Academy administrative function, including staff records, sickness and recruitment processes, ensuring that there are appropriate and relevant administrative systems in place to support the school in its aims and goals.
- Ensure that all returns to the DFE, ESFA, LA and any other relevant body are carried out within the predetermined deadlines (including census data).

Asset Management

- Assist the Director of Offsite Provision with decision making regarding the service assets in line with budget provision and operational requirements and ensuring best value.
- Where appropriate, liaise with outside bodies and / or contractors ensuring that any work schedules and work is carried out to the required standards and within the appropriate timescales.
- Manage the life cycle costs and replacement of assets to maintain the high standards of the premises and estate and ensure that the asset register is up to date.

Management Information ICT Systems & Equipment Management

- Responsible for the updating, maintenance and monitoring of systems including the Management Information System, Every and the Single Central Record.
- Ensure the management and maintenance of inventories and records of all school resources and ensure that staff comply with recognised procedures.
- Responsible for the security, monitoring and control of access to systems and ensuring daily back up and safety of systems.
- Ensure that pupil and staff data is recorded accurately and in accordance with GDPR Policies.

Staff Management

- Responsible for the direct management and supervision of Business Support staff, including the allocation, co-ordination of work, staff development and training.
- Ensure that there is an effective support staff structure in place to meet the service development requirements, identifying any training and development of staff.
- Ensure all staff have a clear understanding of the policies and procedures and they carry out their duties in line with these policies and procedures.

General

- To comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of Ethos Academy Trust.

- To attend meetings within the Trust and external events as required.
- To develop constructive relationships and communicate with other agencies/professionals.
- To prepare review papers as required and requested.
- To share expertise and skills with others.
- To participate in training and other learning activities and performance development as required.
- To recognise own strengths and areas of expertise and use these to advise and support colleagues.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Undertake other duties and responsibilities of an equivalent nature, as may be determined by the Director of Offsite Provision.
- Carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, induction and on-going performance development and through Trust communications.
- As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is about everyone who may be vulnerable, including staff.

Characteristics of the post:

The ability to regularly attend meetings as required by the Director of Offsite Provision.

Employees are encouraged to participate in training activities to enhance their own personal development.

The following employment checks are required:

- Evidence of entitlement to work in the U.K.;
- Evidence of essential qualifications;
- Two satisfactory references;
- Confirmation of medical fitness for employment;
- Registration with appropriate bodies (where applicable);
- Evidence of a satisfactory safeguarding enhanced Disclosure and Barring check.

The above list is not exclusive or exhaustive, and the Trust may require the job holder to undertake duties commensurate with the level of the role.

All staff have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the Trust's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person without delay. Staff must ensure that they attend the appropriate level of safeguarding children training identified by the Trust as relevant to their role.

Equality and Diversity Statement

The Trust will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of any of the protected characteristics (as defined by the Equality Act 2010). The Trust will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The Trust provides an open, welcoming and safe environment for all its students, employees and visitors.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All Academies across the Trust adopt a consistent and rigorous approach in the recruitment and selection processes, with the aim of ensuring that those recruited are suitable for such an important and responsible role. The intention is to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within the organisation. The recruitment and selection processes also aim to meet all legislative requirements, any statutory or other guidance that may from time to time be issued in order to keep children safe and safer recruitment in education, as well as principles of general good practice.

Employees are required to undertake appropriate safeguarding and other checks which may include:

- Evidence of entitlement to work in the U.K.;
- Evidence of essential qualifications;
- Two satisfactory references;
- Confirmation of medical fitness for employment;
- Registration with appropriate bodies (where applicable);
- Evidence of a satisfactory safeguarding enhanced Disclosure and Barring checks.

Prevent Statement

All employees are required to uphold the values of democracy, rule of law, individual liberty and tolerance and have mutual respect for those with different faiths and beliefs.

Application Details

Applicants for this post are asked to:

1. Complete the Trust Application, Equality and Diversity Forms;
2. Include a supporting statement as part of your application identifying how you meet the person specification in this paper

The closing date for the role is: 12pm on 16 July 2020.

Please send completed applications as soon as possible to recruitment@eat.uk.com

If you require further information about the role or an informal chat, please contact Martin Ridge, Director of Offsite Provision at Reach Academy or you can visit the Trust website: <http://www.ethoscollege.uk.com>

If you apply and are unsuccessful in being called to interview, thank you in advance for your time in making this application. Due to time constraints, it may not be possible to respond to everyone individually.

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Person Specification

Business Support Manager (Grade 8)

Key Criteria	Essential	Identified
Relevant experience	1.1 Proven experience of administrative or business support and financial duties. 1.2 Experience of training, development and supervision of staff – including work allocation. 1.3 Experience of computer based accounting procedures, budget setting, monitoring and preparing financial reports. 1.4 Proficient in the use of IT Skills and software used in schools (including word processing, spreadsheets, database, e-mail and internet).	Application form / Interview / Selection Process
Education and training attainments	2.1 GCSE Grade A-C (or equivalent) in English and Maths in order to produce complex and specialist documentation and statistical information including, the collation and accounting for cash. 2.2 Business & Administration NVQ 3, or equivalent qualification or able to demonstrate equivalent skills.	
General and special knowledge	3.1 Knowledge of computerised financial management. 3.2 Appreciation of the need to maintain strictest confidentiality about all matters concerning the school. 3.3 Understanding and commitment to the Trust's equality and diversity policy and how this relates to the duties of the job 3.4 Understanding and awareness of safeguarding. 3.5 Understanding of and commitment to high levels of customer care. 3.6 Understanding of and commitment to Health and Safety in a school setting and how it relates to the duties of the job. 3.7 Experience of the HCSS accounting system (Desirable).	

	<p>3.8 Experience of the SchoolPod MIS (Desirable)</p> <p>3.9 Experience of the SCR Tracker system (Desirable)</p>	
Aptitude, skills and abilities	<p>4.1 Ability to work as a team member</p> <p>4.2 Ability to work on own initiative and contribute to the effective working of the team.</p> <p>4.3 Ability to prioritise and produce financial information and reports, working to tight deadlines.</p> <p>4.4 Ability to communicate effectively, sympathetically and confidentiality at all levels.</p> <p>4.5 Ability to supervise / manage a team including allocation of work and performance management.</p>	
Any additional factors	<p>5.1 Willingness to be flexible and adaptable, leading a team by modelling a positive, professional approach.</p> <p>5.2 Commitment to ongoing personal training and development.</p> <p>5.3 Willingness to work across the Multi Academy Trust when the need arises.</p> <p>5.4 Understanding and commitment to working in line with legislation and Trust policies and procedures.</p> <p>5.5 Willingness to be subject to an enhanced Disclosure and Barring Service check, pre-employment and two yearly.</p> <p>The Trust signs all employees up to the DBS update service and may undertake further checks more frequently if it is deemed necessary. Please note that a conviction may not exclude candidates from employment but will be considered as part of the selection process.</p>	

Ethos Academy Trust. Registered address: Ethos Academy Trust, c/o Reach Academy, Batley Field Hill, Batley, WF17 0BQ. A charitable company limited by guarantee registered in England and Wales (company number: 10745840).