



# **Academy Business Manager**

## **Application Pack February 2022**

## Bexton Primary School Academy Business Manager – ADVERT

### Job details

<b>Employer</b>	Cheshire Academies Trust	<b>Job Title</b>	Academy Business Manager
<b>Location</b>	Bexton Primary School	<b>Contract type</b>	37 hours per week, 52 weeks per year
<b>Salary Band</b>	Grade 8, £27,741 - £32,234 (pro rata, pay award pending)	<b>Closing date</b>	<b>9am Wednesday 16 February 2022</b>
<b>Job starts</b>	<b>As soon as possible</b>		

Bexton Primary School is seeking to appoint a skilled and experienced Business Manager to lead their non-teaching operations. We are looking for a confident, experienced professional, who has a self-driven approach to problem solving and high level communication, literacy and numeracy skills. This is a fantastic opportunity for someone with enthusiasm and drive to join the senior leadership team of a high performing school. The successful post holder will to work alongside committed and like-minded colleagues, both in school and as part of the Trust's wider network of school business professionals.

Our new Business Manager will provide overall strategic leadership and management at school level regarding all aspects of finance, administration, HR, and operational support. The post holder will be our leading support staff professional. In this role they will provide leadership and management to Bexton's non-teaching support staff. They will work within the Trust's financial framework and maintain a strong relationship with the Trust's central team to ensure the academy's business and financial procedures deliver the highest possible standards.

Whilst you may not have experience of all areas of the role or working in an educational environment, you will have transferrable skills from existing employment and a desire to learn and take advantage of opportunities. You will be able to work within a collaborative management organisation; supporting the Senior Leadership Team with sound financial advice and guidance, whilst taking responsibility for your own area of work.

In addition to being an important member of our fantastic team, we can offer:

- Permanent contract (following successful 6-month probationary period)
- Annual pay increases on a national pay scale (performance related)
- 5 weeks' annual leave (rising to 6 weeks after 5 years' service) + bank holidays
- An individualised, funded, training plan
- Membership of the Local Government Pension Scheme
- Annual Flu Jab
- Cycle to Work Scheme
- Green Car Scheme

Please read our job description and person specification closely. If you think you may be the candidate we are looking for and would like further information, or an informal discussion, please contact [head@bexton.cheshire.sch.uk](mailto:head@bexton.cheshire.sch.uk). We would like to offer all potential candidates the opportunity to visit our school and find out more about the role. Visits will take place on Tuesday 8<sup>th</sup> February at 4pm or Thursday 10<sup>th</sup> February at 4pm. Please contact [admin@bexton.cheshire.sch.uk](mailto:admin@bexton.cheshire.sch.uk) to make an appointment.

To apply for this role please complete the application form and email to [admin@bexton.cheshire.sch.uk](mailto:admin@bexton.cheshire.sch.uk) along with a letter of application (no more than 2 sides A4) detailing your skills, qualifications and experience, aligned to the job description and person specification. We do not accept C.V.'s and will not consider applications submitting a C.V.

CAT Academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. This includes a request for references, prior to interview. Shortlisted candidates are expected to provide evidence of qualifications at interview and a satisfactory, enhanced DBS check will be undertaken before final confirmation to the successful candidate.

We warmly welcome applications from every suitably qualified member of our local community. We regret that we are unable to provide feedback on the shortlisting process. If we have not been in touch with you by 21<sup>st</sup> February 2022 then, unfortunately, your application has been unsuccessful on this occasion.

**Shortlisting: Friday 18<sup>th</sup> February 2022**

**Interviews: Monday 28<sup>th</sup> February 2022**

*We reserve the right to close advertisements early. Advertisements will therefore close at 9am either on the advertised closing date, or the day the decision has been taken to close the advertisement early.*

## CAT Academy Business Manager – JOB DESCRIPTION

NO	MAIN RESPONSIBILITIES
1.	Work as an effective member of the school's senior leadership team to ensure the safe and effective day-to-day operation of the school
2.	Lead and manage the operational and strategic functions of the school office to provide an excellent and efficient administrative service to maximise the effective coordination of all academy support activities
3.	As the school's lead finance professional, work within our financial framework to provide strategic financial advice to SLT and the Local Governing Body. This will include developing budget models, monitoring and reviewing the school's budget and reporting to the Headteacher and Local Governing Body on the in-year strategic financial position, three-year budget forecast, capital and other grant expenditure and any trading operations of the academy.
4.	Oversee the administration of the Human Resources service within the school, including the issue of Statements of Written Particulars, and maintenance of HR, payroll and pension records, to ensure that staff are correctly contracted, paid and advised of HR matters.
5.	Act in the role of GDPR lead for the academy to ensure compliance with the Trust's data protection policy
6.	Lead, motivate, develop and train academy office staff and / or other non-teaching staff (including site maintenance staff) to ensure their effective deployment for the benefit of the school
7.	Liaise with contractors/suppliers concerning the ordering of goods and supply of services to the school. Monitor the service provided to ensure the optimum use of resources and best value
8.	Oversee the maintenance of pupil records, including registration, admission and transfer procedures and associated statistical analysis for the Principal, Trust, ESFA and DfE returns to meet management and statutory requirements.
9.	Monitor, coordinate and implement arrangements for the care, maintenance and improvement of buildings, technology, equipment and grounds in consultation with the Health and Safety Representative to ensure the Health and Safety of the school community is safeguarded.
10.	Undertake professional development as needed to ensure skills and knowledge are current and relevant to the role and play an active part in the Trust's wider SBM network
11.	Attend relevant governing body and other professional meetings to report on the school's financial and business activities and provide support to the Headteacher

## CAT Academy Business Manager – PERSON SPECIFICATION

Key: E – Essential

D – Desirable

<b>Knowledge/ Experience</b>	<ul style="list-style-type: none"> <li>Experience in a senior, middle management position in Education, the public or private sector in administration and/or finance</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge and experience of financial and budget management procedures and systems</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge and experience of management and administrative procedures</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge and experience of personnel management</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge of management information systems, database and spreadsheet applications</li> </ul>	E
	<ul style="list-style-type: none"> <li>Knowledge of accessing and returning statistical information required by ESFA, the DfE or similar bodies</li> </ul>	D
	<ul style="list-style-type: none"> <li>Knowledge of relevant legislation (e.g. Equal Opportunities, Health &amp; Safety, Data Protection)</li> </ul>	D
	<ul style="list-style-type: none"> <li>Recognised financial/accountancy qualification and/or professional qualification to degree level or equivalent</li> </ul>	E
<b>Skills/Abilities</b>  <i>Interpersonal</i>	<p>The Academy Business Manager should be able to:</p> <ul style="list-style-type: none"> <li>analyse information and communicate effectively both orally and in writing with governors, pupils, staff, parents and outside bodies</li> <li>demonstrate leadership skills and be able to motivate and encourage teamwork</li> <li>negotiate and consult effectively</li> <li>direct, prioritise, plan and co-ordinate the work of others</li> <li>build, support and work as part of a high performing team</li> <li>be approachable and flexible</li> <li>develop good relations with staff and others</li> <li>devolve responsibilities, delegate tasks and monitor outcomes</li> <li>seek advice and support when necessary</li> <li>deal sensitively with people, find solutions and resolve conflicts</li> </ul>	 E E E E E E E E E E

	<ul style="list-style-type: none"> <li>• use appropriate leadership styles in different situations and appreciate their impact</li> </ul>	E
<b>Skills/Abilities</b>  <i>Other</i>	<p>The Academy Business Manager should also:</p> <ul style="list-style-type: none"> <li>• have good decision making skills, after collecting and weighing up evidence</li> <li>• have a high level of ICT skills, in particular the ability to use Microsoft Office software</li> <li>• be able to develop innovative practice</li> <li>• have good organisation and planning skills</li> <li>• be able to manage a range of priorities and prioritise responses</li> <li>• have proven experience in a management role</li> <li>• have experience of change management</li> </ul>	E        E        E        E        E        E        D
<b>Attributes</b>	<ul style="list-style-type: none"> <li>• Flexibility and a willingness to adapt to changing circumstances</li> <li>• Resilience, enthusiasm, energy and vigour</li> <li>• Honesty, reliability, integrity and commitment</li> <li>• Intellectual ability</li> <li>• A sense of humour and perspective</li> <li>• A commitment to their own professional development and a willingness to undertake further training</li> </ul>	E        E        E        E        E        E
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Awareness, understanding and commitment to the pursuit of equal opportunity, anti-racism and in the terms of service and delivery and employment practice</li> <li>• Awareness and knowledge of disability discrimination policy</li> <li>• A willingness to share expertise with colleagues and positively assist their development</li> </ul>	        E        E        E

<b>Work Related Circumstances</b>	<ul style="list-style-type: none"> <li>• Be willing to undertake further training and development, as necessary in order to enhance service delivery</li> </ul>	E
	<ul style="list-style-type: none"> <li>• Willingness to share information and expertise with other staff</li> </ul>	E

Candidates will be expected to outline their suitability for the role, aligned to both the job description and person specification via their letter of application. The interview process will be designed to offer candidates further opportunities to share and expand on their skills and experience. Shortlisted candidates will be required to provide evidence of their qualifications at interview.

# Application Form

Cheshire Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

So that we compare candidates fairly, this form is the only document we consider when screening applications. Therefore, please do not send a CV, written references, examples of work or other supporting information unless it is specifically requested.

Please complete in black ink or type. If you are handwriting your application, please ensure that your writing is legible and attach additional sheets if necessary – making sure that your name and the post title are shown on each separate sheet.

<b>Confidential</b>  The information you provide on this form will be used for recruitment & selection, employment contract, and equal opportunities monitoring purposes.		For office use:		
If you are applying via an agency you must declare this. Otherwise, leave blank.				
Position applied for  (including reference number if applicable)				

<b>Personal Details</b>			
Title:		First Names:	
Surname:			
Previous Name(s):			
Address, inc. postcode:		Address for correspondence (if different):	
Postcode:			
Email address:		Home Telephone:	
		Mobile Telephone:	
Please note that if an email address is provided all correspondence to you will be via email. Please tick this box if you <b>do not wish</b> to receive any email correspondence in regards to this post.			

DfE registered teacher number:		Date of recognition as a qualified teacher (QTS):	
Please give the full title of your <b>QTS qualification</b> :			



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If selected for interview, are there any dates when it would be impossible for you to attend?	
<p>The standard notice periods for teachers as outlined in the "Burgundy Book" are:</p> <ul style="list-style-type: none"> <li>• For appointment to terminate at the end of the Spring Term, notice to be given by the last day of February</li> <li>• For appointment to terminate at the end of the Summer Term, notice to be given by 31 May</li> <li>• For appointment to terminate at the end of the Autumn Term, notice to be given by 31 October</li> </ul>	<p>If your notice period is different to those outlined opposite, please give details of your notice period below:</p>

## Employment History

Please complete details of your present and previous employment as requested below. Please include any part time or voluntary employment. Continue on a separate sheet if necessary.

Current or last employment			
Job Title:		Employer:	
Current Salary:		Address:	
Current scale point (if applicable):			
Allowances (if applicable):		Type and size of school (inc. age range & number on roll):	
Full or part time?		Local Authority:	
Employed from:		Employed to:	
Please give a brief description of current duties, responsibilities and achievements (500 words max)			

### Previous employment

Please list all previous employment in date order, starting with the most recent. Please include any breaks in employment.

Dates (mm/yyyy)		Name of Employer (please state Local Authority if a teaching post, and number on roll of school)	Job Title (& brief details of responsibilities if non-teaching)	FT / PT	Grade of post	Age range / Key Stage	Reason for leaving
From	To						

If there are any gaps in your employment or education history which are not included above, please explain them here

Successful applicants will be required to provide proof of qualifications, and Cheshire Academies Trust reserves the right to approach any number of education providers to verify the qualifications stated.

Please give details of **Secondary, Further and Higher Education** including any 'A' Levels or equivalent vocational courses




Please explain how the CPD you have undertaken recently has (1) made a difference to your performance in your current role and (2) prepared you for this leadership and management role.

Membership of professional institutes and societies	
Institute	Level and method of membership

## Additional information in support of this application

This is your opportunity to tell us about yourself and why you are applying for a post with Cheshire Academies Trust, and our academy in particular. Please refer to the job description, and describe what particular experience, skills and abilities you can bring to this job, gained through either work, education, home or voluntary activities. You may also use this space to provide any other information you wish, including any interests or unpaid activity.

If applying for Headteacher role, please make reference to the National Standards for Headteachers published in January 2015 and ensure that you have given examples of your achievements and expertise in each of the four domains. Applicants to other leadership roles, such as Deputy Headteacher may also wish to use these standards as a reference point when making their application.  
<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>

Please use the space provided below to provide information about your interests and other related work. For your letter of application please write a separate letter. You must not exceed two sides of A4 paper. Minimum font size 10.

## References

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. Usually, one should be your current or most recent employer, and the second a previous employer if you have worked in more than one school/academy. The two referees must be from two different organisations.

### Notes:

- If you are not currently working with children but have done so in the past, the second referee should be the employer by whom you were most recently employed in work with children.
- References will not be accepted from relatives, ex or current partners, or persons who only know you as a friend.
- As the position involves working with children, young people or vulnerable adults any number of your previous employers may be contacted without seeking further permission from you in relation to your employment history as part of the vetting process (this includes vetting of internal candidates).

Name:		Position:	
In what capacity do you know the referee:			
Name of organisation:			
Address:			
Telephone number:			
Email:			
Can we contact this referee if you are shortlisted for interview? <i>(delete as applicable)</i>			

Name:		Position:	
In what capacity do you know the referee:			
Name of organisation:			
Address:			
Telephone number:			
Email:			

Can we contact this referee if you are shortlisted for interview? (delete as applicable)	
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**Please note: in line with DfE guidance “Keeping children safe in education” we will contact these referees if you are short listed for this post and seek references before interview. Also, in relation to work with children we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact the school to discuss the issues.**

## Eligibility to work in the UK

### **For persons who are not British or EU nationals**

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless he or she has documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have entitlement to work in the UK?

If you have any conditions related to your employment in the UK please give full details:

## Criminal Offences

**The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.**

**The job for which you are applying is one of those to which the provisions of the above Act in relation to spent convictions, do not apply. You must therefore disclose whether you have any previous convictions, whether or not they are spent.**

**Should you identify that you have a criminal conviction, this will be discussed in confidence at interview. However, you should note that only convictions that are relevant to the job in question will be taken into account.**

*Do you have any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198?*

Yes ☐ No ☐

Please Note before Completing

*Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by persons recruiting. Guidance and criteria on the filtering of these convictions\* can be found at the following link; please read before completing this question:*

[http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

\*including cautions, reprimands or warnings

If yes, please give further information:

If you do not disclose any conviction you have it could lead to your application being rejected, or, if you are appointed, may lead later to your dismissal. If between the completion of this application form and taking up a job within Cheshire Academies Trust, you are convicted of a criminal offence you must inform the Cheshire Academies Trust of this.

**People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job. All applicants will be considered on merit and ability.**

**Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.**

### Disclosure and Barring Service

**Successful applicants will be asked to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service.**

**Please check the Job Description and Person Specification to identify the level of check required for the position for which you are applying.**



**A copy of the Disclosure and Barring Service Code of Practice is available on request.**

**Further information about the Disclosure process can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>**

### Disciplinary record

Have you ever been dismissed from a post because of misconduct or resigned whilst subject to disciplinary action or investigation?

If so, and you consider it relevant to the post for which you are applying, please give further details on a separate sheet of paper.

### General Teaching Council

Have you been referred to the GTC on misconduct grounds and/or are subject to a reprimand and/or a conditional registration order? ☐ Yes ☐ No

If yes, please state:

### Declaration – *please read carefully*

For the purposes of the Data Protection Act 2018, I consent to the information contained in this form, and any information received by or on behalf of Cheshire Academies Trust relating to the subject matter of this form, being processed by them in administering and monitoring the recruitment & selection process. I also consent, should my application be successful, to relevant information from within this form being passed to a third party provider utilised by Cheshire Academies Trust for the purposes of Disclosure and Barring Service (DBS) checking.

The details provided by you on this form are confidential, but will form part of the personnel record of the successful candidate. In line with the Data Protection Act 2018, in signing this declaration you agree to Cheshire Academies Trust disclosing collated statistical information on equal opportunities monitoring of its recruitment processes, which does not identify you but may include your data alongside that of other applicants. This information will not be retained or processed for any other purposes. Once the recruitment

process is completed the hard copy data will be kept for up to 6 months and the computerised record of these details kept for up to 24 months.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by The Independent Safeguarding Authority, the Secretary of State or a regulatory body. I understand that to knowingly give false information, or to omit any relevant information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future, and possible criminal prosecution.

Signed:	
Print Name:	
Date:	

**In completing this signature section in word on this document and submitting your application electronically you are confirming that the information supplied is accurate and complete.**

## Recruitment Monitoring Information

The details provided by you on this form are confidential, but will form part of the personnel record of the successful candidate. This information be used for recruitment monitoring, and will not be retained or processed for any other purposes. Once the recruitment process is completed the hard copy data will be kept for up to 6 months and the computerised record of these details kept for up to 24 months.

If you are completing this form electronically, please double click the grey checkboxes and click on "checked" under default value on the window that appears.

Date of birth:	Current age:
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<b>Gender</b>	
Female <input type="checkbox"/>	Male <input type="checkbox"/>
Tick here if your gender is different to the sex you were assigned at birth <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

<b>Disability</b>	
Cheshire Academies Trust is committed to treating job applicants with a disability equally and fairly, making reasonable adjustments where necessary. The Equality Act 2010 states that someone is disabled if they have physical or mental impairment that has a 'substantial' and 'long-term' negative effect on their ability to do normal daily activities.	
Do you consider yourself to have a disability? <b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	

If you are short-listed we will ask if you require adjustments to make the interview process accessible. If you are successfully appointed and you feel that due to the nature of your impairment you may not be able to do a certain aspect of the job, then the panel will give full consideration to reasonable adjustments – please use the space below to provide details of anything you wish to bring to the panel’s attention:

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<b>Faith/religion</b>			
<input type="checkbox"/> Buddhist	<input type="checkbox"/> Christian	<input type="checkbox"/> Hindu	<input type="checkbox"/> Jewish
<input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh	<input type="checkbox"/> None  <input type="checkbox"/> Prefer not to say	Any other religion: Please Specify

## Ethnic origin

<b>ASIAN OR ASIAN BRITISH:</b>  <input type="checkbox"/> Indian  <input type="checkbox"/> Pakistani  <input type="checkbox"/> Bangladeshi  Other Asian – Please Specify:	<b>BLACK OR BLACK BRITISH:</b>  <input type="checkbox"/> Caribbean  <input type="checkbox"/> African  Other Black – Please Specify:	<b>CHINESE:</b>  <input type="checkbox"/> Chinese  Other – Please Specify:
<b>WHITE:</b>  <input type="checkbox"/> British  <input type="checkbox"/> Irish  Other White – Please Specify:	<b>MIXED:</b>  <input type="checkbox"/> White & Black Caribbean  <input type="checkbox"/> White & Black African  <input type="checkbox"/> White & Asian  Other Mixed – Please Specify:	<b>OTHER ETHNIC GROUP:</b>  Please Specify:

## Sexual orientation

<input type="checkbox"/> Bisexual	<input type="checkbox"/> Gay Man	<input type="checkbox"/> Heterosexual	<input type="checkbox"/> Lesbian	<input type="checkbox"/> Other
Prefer not to say <input type="checkbox"/>				

## External roles

Please use this space to provide details of any external roles you undertake, e.g. Territorial Army, Armed Forces Reservist, School Governor, Parish Councillor, Magistrate ...

Chair of Governors:

Where did you see this post advertised?

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