



Recruitment Pack

Tees Valley Education

Discovery Special Academy

Job Ref: DSA091



TEES VALLEY
EDUCATION
www.teesvalleyeducation.co.uk

WELCOME LETTER FROM THE TRUST



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Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

Katrina Morley

Chief Executive Officer and Executive Head Teacher of Pennyman Primary Academy

ADVERTISEMENT

Academy Business Manager

Status: Permanent

Required: February 2020

Hours: Full time, 37 hours per week, Term Time Only + 4 weeks (part time hours would be considered for the right candidate in the first instance)

Salary: SCP24 – SCP27 £27,905 - £30,507 (pro rata £25,234 - £27,587)

Reporting to: Head Teacher of Discovery Special Academy

Discovery Special Academy is seeking to appoint a suitably qualified Academy Business Manager who will play a key role in the smooth running of the academy.

In order to continue our drive for excellence, the successful candidate will have significant and proven impact in business management, as well as being enthusiastic, with a strong commitment to inclusion and teamwork.

You will be responsible for a diverse range of academy support services, including financial management, human resources, payroll, administration and management, ICT, catering, health and safety, facility and premises management.

In return, we can offer you the opportunity to join a successful academy with a strong inclusive ethos and an inherent drive for quality. Our children are proud academy citizens, care for each other and are focused on learning and enjoy coming to school.

We are a fabulous team and we all enjoy working together to improve outcomes for our children. We are offering a varied and challenging role in a busy and rewarding working environment with access to excellent continuous professional development, as part of a highly functioning team.

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

Applications are invited from prospective candidates who are able to demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an amazing team and help continue the journey towards excellence.

Visits to the academy are strongly encouraged and can be arranged by appointment with the academy office on the following dates: **Monday 13th January at 3.30 p.m. Monday 20th January at 1.30 p.m. and 3:30pm or Friday 24th January at 9:30 am and 3.30 p.m.**

Tees Valley Education Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

HOW TO APPLY

Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the Academy. Only applications on Trust's official application form will be accepted.

If you are submitting your completed application, form by e-mail via Recruitment@tved.org.uk please be aware that the academy cannot be responsible for any formatting anomalies when printing. Hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Miss Jennifer Duncan:

Discovery Special Academy
C/ O Brambles Primary Academy
Kedward Avenue
Brambles Farm
Middlesbrough
TS3 9DB

If you have any queries about the application process or the position please feel free to contact Carole Tonner, Office Manager, on 01642 248333 or email DICTonner@tved.org.uk.

Closing Date: **Monday 27th January 2020 at 9.00 a.m.**

Shortlisting: **Monday 27th January 2020**

Interviews: **Thursday 30th January 2020**

JOB DESCRIPTION

ACADEMY BUSINESS MANAGER

Applicants should be able to demonstrate the following skills and attributes:

THE ROLE OF THE ACADEMY BUSINESS MANAGER

To make a major contribution to the successful management and administration of the academy by:

- Supporting the Senior Leadership Team in attaining its aims and objectives by ensuring the effective operation of all aspects of the academy's finances; attending meetings as required and providing appropriate information
- Ensuring academy finance, systems and processes are up to date and maintained in line with the Trust's Financial Handbook and the ESFA's MAT Financial Handbook.
- To support the headteacher to manage the academy's budget and highlight budget constraints/issues as appropriate
- Taking a lead role in premises management and development, including the day to day management of ancillary /catering staff employed within the academy premises
- Generating income for the academy that can be used to acquire extra funds

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Strategy

- Contribute to Senior Leadership Team and attend Trust Business Meetings as required
- Actively contribute to the development of the business team by sharing good practice across the Trust
- Provide leadership support to the Senior Leadership Team including undertaking research and obtain information to inform decisions as directed by the headteacher
- Plan and manage change in accordance with the academy's development/strategic plan
- Undertake quality assurance audits
- Manage premises staff including line management responsibilities
- Hold regular meetings with managed staff
- Take a lead role in the recruitment of staff and in managing associated employment procedures such as induction/appraisal/mentoring for other staff as appropriate

Finance

- Evaluate budget and financial information and present budget performance to the Senior Leadership Team to inform decisions relating to ongoing budget management
- To regularly and actively monitor the agreed budget to ensure effective financial management. This includes preparation of half termly accounts, meeting with the headteacher and to attend budget surgeries with the Chief Accounting Officer and Chief Finance Officer
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with the Trusts Financial Handbook and ESFA's MAT Financial Handbook
- Monitoring the weekly/monthly expenditure and advising the headteacher of possible under/over spending whilst providing narrative of the issues
- Assist with forecasting future years' budgets, taking into consideration any relevant plans and new directions including SEND specific incomes
- Identify the need for, select and manage the ordering of supplies, services and equipment for the academy, ensuring invoices are inputted on the system in a timely manner including liaising with the Central Finance team for sales invoices to be raised
- Responsible for the selection and management of resources including a lead role in procurement
- Management of the academies financial responsibilities relating to income and expenditure
- Maintaining an assets register and inventory in line with the Trust's policy
- Lead and process academy insurance claims in line with the relevant policy
- Prepare statutory returns as agreed by the Executive Head Teacher or the Chief Finance Officer
- Negotiate, manage and monitor service level agreements, tenders and agreements for the academy to ensure effectiveness of delivery and value for money

Personnel and Staffing

- Manage the administration and approval process of the payroll system

- To be responsible for ensuring that recruitment procedures are followed for new staff and coordinating relevant employment checks
- Maintain and update confidential personnel database - SIMS.
- Liaise with the headteacher on personnel issues
- Provide advice and guidance to staff and managers on payroll and employment issues where relevant

Estates Management

- Manage facilities including premises lettings and associated income
- Manage catering and cleaning services and ensuring they remain consistently effective
- Implement risk management and loss prevention strategies in the academy to reduce insurance costs
- Co-ordinate the security and maintenance of the academy site, including preparation of maintenance schedules and the efficient operation of all facilities on the property
- Keep records of maintenance of fire protection equipment and initiate regular fire practices and alarm tests
- To ensure business continuity procedures are in place
- Preparation of work specifications for tender and assisting with the selection of contractors

Health, Safety & Accessibility

- Act as the academy's Health and Safety Co-ordinator and Fire Officer
- Ensure the health and safety policy is implemented at all times and is subject to review and assessment at regular intervals or as situations change
- Ensure the academy's written health and safety policy statement is clearly communicated and available to all including external visitors
- Ensure that relevant staff are trained in First Aid and that their training is updated as necessary
- Ensure that all statutory testing is carried out annually or in accordance with policy
- Ensure that the Academy's Accessibility Plan is implemented and reviewed regularly with the Trust SEND and Inclusion Business Manager

Administration

- Manage the administrative function of the Academy, including overseeing the office, reprographics and accurate record keeping
- Manage the academy's telephone and ICT administration facilities
- Act as the key point of contact with the Trust IT provider to ensure IT systems are maintained and fully operational within the academy and to report issues to the Trust's designated officers
- Be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timeliness
- Ensure contingency plans are in place in the case of technology failure
- Take a lead role in marketing and promoting the academy through the website and social media

GENERAL RESPONSIBILITIES

- Comply with and assist with the development of academy policies and procedures as required by senior leadership team
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work aims of the academy and uphold the Trust Diamond Standards (courage, curiosity, commitment and care)
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Any other duties consistent with the grading of the post and the needs of the business
- Be familiar with the EU General Data Protection Regulation (GDPR) and how it will impact upon the academy's practices

The job holder may be required to undertake additional duties as could be reasonably required.

The job holder may be required to work across the academy group, including for Trust wide initiatives.

The job holder may be required to undertake additional training.

PERSON SPECIFICATION

QUALIFICATIONS	
Relevant formal qualification e.g. business management, administration, finance	E (1)
Good standard of education in English and Maths (GCSE grade C or above)	E (2)
School Business Management qualification	D (1)
EXPERIENCE	
Experience of using and maintaining a range of management information systems (e.g. SIMS)	E (3)
Experience of using finance systems such as Orovia BPS and PS Financials (purchasing)	E (4)
Experience of payroll system and processes	E (5)
Experience of setting and managing budgets	E (6)
Line management and supervisory experience of designated staff	E (7)
Experience of reporting to and working with senior leaders	E (8)
Experience of working with a range of multi agencies	E (9)
Experience of managing a diverse workload and conflicting deadlines	E (10)
Experience of working in an education setting	D (2)
Experience of managing organisational change	D (3)
Experience of procurement including tenders and contracts	D (4)
KNOWLEDGE AND SKILLS	
Budget management knowledge, ability to produce, analyse and evaluate financial information	E (11)
Ability to negotiate contracts with suppliers to secure best value	E (12)
Knowledge and understanding of health and safety procedures, premises management and compliance	E (13)
Knowledge and understanding of personnel systems and procedures	E (14)
Confidently and efficiently lead a team to meet the academy's strategic objectives	E (15)
Excellent communication interpersonal skills	E (16)
Excellent time management and organisational skills	E (17)
Understand safeguarding in relation to the Business Manager's role in an education setting	D (5)
QUALITIES	
Ability to work as part of a team and independently	E (18)
Ability to work accurately and methodically with attention to detail	E (19)
Professionally assertive and ability to remain calm under pressure	E (20)
Proactive, enthusiastic and has a positive mindset and attitude	E (21)
Friendly with a 'can do' and solution focused attitude	E (22)
Ability to maintain confidentiality and integrity	E (23)
Committed to equality and diversity	E (24)
Committed to CPD	E (25)

E – Essential

D – Desirable

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy. Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

SAFEGUARDING CHILDREN

The Trust, and its academies, are committed to Safeguarding and Promoting the Welfare of all children. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action

Working Together to Safeguard Children DfE 2018

The Trust pays full regard to DfE guidance 'Working Together to Safeguard Children DfE 2018'. Anyone who works for the Trust, who is likely to be perceived by children as a safe and trustworthy adult (including volunteers and staff employed by contractors), is subject to appropriate checks in line with current legislation and best practice.

Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking checking details with the Disclosure and Barring Service.

EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks and DBS checks.

Candidates should be aware that all posts in Tees Valley Education involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered 'not applicable' if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

As part of the DBS application and as a form of identification, all candidates invited to interview must bring the following documents:

Route 1 – 3 documents (at least 1 must be from Group 1, the other 2 can be from any group)

Route 2 – 3 documents (1 from Group 2a and 2 from 2a or 2b, plus External ID check)

One document must confirm the applicant's date of birth and another confirm the current address. In addition to the above, if you are successful, you will be required to conduct an external ID check (this is an automated process completed online).

Route 3 – 5 documents (birth certificate and 4 other documents - 1 from 2a and 3 from Group 2a or 2b)

One document must confirm the applicant's current address

Group 1 – Primary Identity Documents	
Current valid passport (UK or overseas)	Biometric Residence Permit (UK)
Current driving licence - photocard & counterpart (where applicable). (UK, Isle of Man, Channel Islands and EU – full or provisional)	Birth certificate – issued at time of birth (UK, Channel Islands – including those issued by UK authorities overseas)
Adoption Certificate (UK & Channel Islands)	
Group 2a – Trusted Government Documents	
Current driving licence - photocard (UK and overseas)	Current driving licence – paper (UK and EU)
Birth certificate – issued any time after birth (UK & Channel Islands)	Marriage/civil partnership certificate (UK & Channel Islands)
Fire Arms Licence (UK & Channel Islands)	HM Forces ID Card (UK)
Group 2b – Financial & Social history documents	
Mortgage statement (UK or EEA)	P45/60 Statement
Bank/Building Society Statement (UK)	Council Tax statement
Credit Card Statement (UK or EEA)	Work Permit/Visa (UK)
Financial Statement, eg Pension, investments (UK)	Sponsorship letter from employer (outside UK)
Benefit statement, eg child allowance, pension (UK)	Utility Bill
EU National ID card	Cards carrying PASS accreditation logo
Letter from Head Teacher or Principal	
A document from Central/Local Government/Government Agency/Local Authority giving entitlement (UK & Channel Islands), eg from the Department for Work and Pensions, the Employment Service, HMRC, Job Centre, Social Security, etc.	
ID validation must be attempted in order. If you are unable to validate via Route 1, move to Route 2, if unable to validate Route 2, move to Route 3.	

Failure to meet any of the above routes may mean that you will be sent for fingerprinting by the Police which you should be aware is likely to cause delay to the DBS application process and subsequently the recruitment process.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references for candidates that are shortlisted for interview and may also approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

HOW TO APPLY

Application packs can be printed directly from the trust website or requested from the Discovery office on 01642 248333. Hand written or electronic printed copies of the Tees Valley Education application form should be posted or hand delivered to the following address for the attention of Miss Jennifer Duncan, Headteacher.

By post: Discovery Special Academy, Kedward Avenue, Middlesbrough, TS3 9DB

Please be aware that if you are sending your application by e-mail, the trust cannot be responsible for any formatting anomalies when printing.

By E-mail: enquiries@discoveryspecialacademy.org.uk

If you have any queries about the application process or the position please feel free to contact Carole Tonner, Office Manager, on 01642 248333 or email DICTonner@tved.org.uk.

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