



APPLICANT PACK

Trust Business Manager

Sacred Heart Catholic Secondary School, NPCAT



Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Trust Business Manager.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package, along with information on the many advantages of living and working in the North East.



Applicants should return their application forms to recruitment@npcat.org.uk by the closing date, Monday 21st June 2021, 9am. Any gaps in previous employment must be explained.

Should you wish to enquire about the role, please do not hesitate to contact Lisa Marron on 01642 529200 or via email marron.l@npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Hugh Hegarty CEO

NPQH | MSc | PGCCGC | BEd Hons | CTC



Forming lives ready to face the future

Why work for us?

The Nicholas Postgate Catholic Academy Trust family of 23 primary schools, four secondary schools, a sixth form and teaching school, promotes the dignity, self-esteem and development of every one of our pupils and staff.

Situated in Teesside and North Yorkshire, within the northern area of the Roman Catholic Diocese of Middlesbrough, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

We are dedicated to academic excellence and the spiritual, physical and moral development of all our 9,000 pupils, as well as the ongoing development and fulfilment of every one of our 1,000-plus staff.

Our Trust is a faith-based community. We provide modern facilities and a safe and secure environment that reflects and supports family values, where standards of behaviour are excellent and parental engagement and collaboration is central to our success.

Learning takes place in an atmosphere inspired by the spirit of Jesus Christ, in which his commandment to love God and neighbour nurtures a caring ethos that is expressed in relationships within and beyond our schools.

We are inclusive and are respectful of and engage with people of all beliefs, encouraging a culture of tolerance where people of diverse identities are recognised, welcomed, respected and cherished.

We seek to make a difference to the lives of all groups of children, working to ensure especially that the most vulnerable in our society are not disadvantaged.

Each school aspires for excellence and is on a journey of continual year-on-year improvement. They work in partnership with families and parishes to promote strong, positive links and have clear strategic aims built on our mission and values.

We:

- Celebrate and share the practice of our outstanding schools, leaders and teachers
- Are committed to excellent governance that challenges, supports and holds to account
- Have strong leadership at all levels
- Ensure our pupils receive outstanding teaching
- Offer a wide range of curricular and extracurricular experiences
- Develop parents and carers as active partners in their child's progress.

We are building a Trust where every child is at the heart of everything we do, where every child is valued, where every family is supported and where every aspiration and every dream can be realised.

“True education enables us to love life and opens us to the fullness of life”

– Pope Francis

Proud to Serve Teesside and North Yorkshire



The area we serve is one of the friendliest and most beautiful places you could choose to live and work in.

With an international reputation for innovation and an exciting mix of modern, cosmopolitan and historic culture, the region includes vibrant cities, quaint villages, an outstanding coastline and stunning countryside. Here are just a few reasons you should live here:

Affordable homes

We have some of the lowest house prices in the UK, with an average North-East house price of just £132,769, compared to £250,677 in England as a whole (September 2019 figures).

Friendly people

We are famous for our friendliness and hospitality. Wherever you go, you'll always find a warm welcome and ready smile.

Arts and culture

Museums and galleries include Middlesbrough Institute of Modern Art (mima), the Captain Cook Birthplace Museum, the Dorman Museum, with its collection of Christopher Dresser-designed Linthorpe Pottery, and Kirkleatham Museum, home to the superb Anglo-Saxon princess treasure exhibition.

Entertainment and leisure

The region boasts large venues, international music festivals, Michelin star restaurants and a vibrant nightlife. It is home to Middlesbrough Football Club and countless grassroots clubs for adults and children, cricket and rugby teams and world-class golf courses. Our coastline offers diving, sailing and some of the world's best surfing at Saltburn and you can enjoy watersports at Tees Barrage International White Water Course.

Outstanding countryside

We have some of the best countryside you'll find anywhere in the UK, including the stunning North York Moors and Dales. Even if you choose to live in one of our larger towns you can always be in the countryside or by the sea in less than half an hour.

Excellence in education

The region boasts many great schools, including four NPCAT primaries that were named in the *Sunday Times* top 250, and Teesside University is also based in Middlesbrough. Famous people educated in NPCAT schools include musicians Chris Rea and Paul Rodgers, Middlesbrough MP Andy McDonald and Mayor Andy Preston, government advisor Sir Martin Narey, impressionist Kevin Connolly, TV personality Chris Kamara, Middlesbrough FC chairman Steve Gibson and Keith Houchen, who scored in the 1987 FA Cup final.

Strong transport links

Teesside International Airport has three daily flights to Amsterdam operated by KLM, allowing easy connection to anywhere in the world, while Leeds-Bradford and Newcastle airports are also close by and we have excellent rail and road links to the rest of the country.



The Diocese of Middlesbrough

NPCAT is one of three multi-academy Trusts responsible for the running of schools within the Roman Catholic Diocese of Middlesbrough.

The diocese was founded on December 20 1878 when the Diocese of Beverley, which had covered all of Yorkshire, was divided.

Today, the diocese covers an area of 4,000 sq km in the historic counties of North Yorkshire and the East Riding of Yorkshire, together with the city of York.

Bishop of Middlesbrough the Rt Rev Bishop Terence Patrick Draney provides Catholic schools:

- To help him as first educator of the diocese in his mission of making Christ known to all people.
- To support parents who at their child's baptism accepted the responsibility of raising their child in the Catholic faith.
- To be at a service to their local church, parish and Christian home and to ensure our children give such service to the wider society.

NPCAT is responsible for schools in the boroughs of Middlesbrough, Redcar & Cleveland and parts of Stockton and the county of North Yorkshire.

It is our mission to contribute to the creation of a society that is highly educated, skilled and cultured.

Our schools must educate the whole child, ensuring they develop spiritually and also achieve their full academic potential.

We see parish and school partnership as fundamental to the missionary role of Catholic education.

Each school has a central place in parish life and where a school serves more than one parish, chaplaincy work in school ensures that the appropriate steps are taken to have equal engagement across them all.

We ensure our schools come together to celebrate Mass, with the highlight of the year being the annual celebrations on feast days.

We also come together as a Trust for carol services at St Mary's Cathedral in Middlesbrough during Advent.

Our schools serve the following parishes:

Brotton, St Anthony of Padua
Guisborough, St Paulinus
Ingleby Barwick, St Thérèse of Lisieux
Loftus, St Joseph and Cuthbert
Marske-by-the-Sea, St Bede
Middlesbrough, Corpus Christi
Middlesbrough, Holy Name
Middlesbrough, St Clare of Assisi
Middlesbrough, St Francis of Assisi
Middlesbrough, St Joseph
Middlesbrough, St Mary's Cathedral
Middlesbrough, St Patrick (Sacred Heart)
Middlesbrough, St Thomas More
North Ormesby, St Alphonsus
Nunthorpe, St Bernadette
Ormesby, St Gabriel
Redcar, Blessed Nicholas Postgate (Sacred Heart & St Augustine)
Saltburn, Our Lady of Lourdes
Staithes, Our Lady Star of the Sea
Teesville, St Andrew's Parish
Thirsk, All Saints
Thornaby, Christ The King
Thornaby, St Patrick
Yarm, St Mary and Romauld

Employee Benefits and Wellbeing



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our colleagues.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

We offer:

- Competitive pay
- Defined benefit pensions
- Performance-related pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

Additional benefits include access to:

- Everybody Benefits discount and reward platform
- Health Cash Plan
- Cycle2Work scheme
- Corporate offers at the five-star Rockliffe Hall Hotel, Golf and Spa in County Durham

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

Training, Development and Progression



We offer a comprehensive training package that caters for all staff from future Initial Teacher Training pupils through to chief executive officer, as well as non-teaching staff.

This is delivered via our partnerships with national continuous professional development (CPD) trainers such as the Ambition Institute.

Our evolving team of standards advisers support school leaders in providing individually tailored coaching and mentoring.

We also offer a range of appropriate courses for staff in a variety of roles, including business and school administrators, teaching assistants and pastoral support staff.

Early career teachers benefit from a comprehensive professional development programme delivered in collaboration with the Ambition Institute.

A combination of face to face and remote sessions involving online training videos and materials cover the range of competencies in the Early Career Framework.

Teachers with between two and four years' experience currently have access to the Accelerate Programme, a Department for Education sponsored development course covering key aspects of pedagogy.

Aspiring middle leaders and aspiring senior leaders engage in National Professional Qualification for Middle Leadership (NPQML) and National Professional Qualification for Senior Leadership (NPQSL) courses through Inspiring Leader.

Leaders currently in post engage with the Ambition Institute on, for example, Excellent Middle Leaders Courses or School Curriculum Leadership.

Aspiring headteachers undertake National Professional Qualification for Headship (NPQH) and existing headteachers can continue to progress through their National Professional Qualification for Executive Leadership (NPQEL) qualification.

Teaching assistants can benefit from full and comprehensive training courses delivered by our own St Clare's Catholic Primary Teaching School in Middlesbrough.

All staff can access training relevant to current needs, through partnerships with organisations such as the Research School's Network and Leeds Carnegie Centre of Excellence for Mental Health.

In addition to face to face sessions, staff at all levels can undertake accredited courses from Level 1 upwards covering bespoke topics specific to their roles, such as Understanding Autism and Managing Challenging Behaviour.

Central Services and business and administrative staff receive training on key aspects of their roles identified in conjunction with their team leaders.

Job Advert

Required:	As soon as possible
Hours:	37 hours per week, Term Time Only plus 2/4 weeks (negotiable)
Salary:	J-K, SCP 25-30 (Actual salary £26,094 - £29,804, based on TTO plus 2 weeks)
Contract Type:	Permanent
Location:	Sacred Heart Catholic Secondary, Mersey Road, Redcar, TS10 1PJ

Sacred Heart provides a comprehensive education for 11-16 year olds from communities across the borough of Redcar and Cleveland. Although our school maintains a strong Catholic ethos, we welcome applications from backgrounds of other faiths.

Nicholas Postgate Catholic Academy Trust is a family of 27 schools, a sixth form and teaching school from across the north of the Diocese of Middlesbrough. With more than 9,000 pupils and 1,200 staff, the Trust is now the North East's largest Catholic Trust and the second largest Catholic Multi Academy Trust in the UK.

We are looking for an experienced Business Manager who has high levels of initiative and is motivated to work in a busy secondary school environment.

The successful candidate will:

- Be committed to the Catholic ethos of the NPCAT
- Have extensive experience of working in a business management environment with specific knowledge of finance, contract management, estates management and HR related issues
- Act as the link between the Trust's Central Services team and school leaders
- Provide strategic and operational support across non-teaching and learning areas of responsibility
- Line manage other school based administration and support staff

We can offer:

- Fantastic pupils and a strong Catholic ethos
- A welcoming work environment
- A Leadership Team, Staff and Governors who are dedicated, talented and highly motivated
- A commitment to professional and personal development
- The opportunity to work with and learn from other establishments in partnership with our Trust schools in the Nicholas Postgate Catholic Academy Trust

Closing date: Monday 21st June 2021, 9am

Interview: To Be Confirmed

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.

Job Description

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

Post title: Trust Business Manager

Grade: J-K SCP 25-30

Responsible to: Trust Senior Finance Partner

Job Purpose

- To act as the link between the Trust's Central Services team and school leaders across one large / multiple school sites.
- To provide strategic and operational support across non-teaching and learning areas of responsibility.
- To line manage other school based administration and support staff.
- To lead by example in creating a culture of professional excellence and achievement in all aspects of the NPCAT's Corporate Services team and to at all times demonstrate commitment to upholding and developing the Catholic ethos and aims of the Trust.

Duties and responsibilities

Finance, Procurement & Contract Management

- To implement the financial management strategy of the Trust on an operational basis including the adherence to all Trust financial policies and procedures.
- To oversee all actions and reconciliations required to support the Trust's monthly and year-end financial management timetable.
- To maintain school based contract registers and to identify and undertake non-Trust led procurement activity to achieve value for money with support and guidance from the Trust's Procurement, Contracts and Exchequer Manager.
- To collate appropriate information as requested to support Trust led procurement activity.
- To manage all operational performance and quality issues at a local level for both Trust and school led contracts.

- To oversee the maintenance of school based inventories in line with the Trust's financial regulations and to undertake an annual inventory check of all items in each respective school site.
- To support and advise, on specific school issues, the respective Trust Senior Finance Partner when developing both the annual and 3 year budget plans for approval by the Trust.
- To ensure monthly capitation reports are collated and issued to agreed budget holders and that any issues / actions are discussed if required at meetings to ensure expenditure is controlled within agreed budgets.
- In conjunction with the Trust Senior Finance Partner meet with school leaders to agree and report the monthly management accounts for each respective school.
- To present the latest monthly management accounts to each respective LGB meeting as required.
- To act as the lead point of contact for school internal and external audit visits, ensuring provision of required information in a timely manner and to oversee the implementation, with agreed timescales, of actions arising.
- Work with support from the Trust to maximise and generate additional income streams for respective schools and the Trust, including the development of grant bids.
- To review and submit monthly payroll reports in accordance with agreed timescales, agree any required changes and to ensure relevant authorisations are in place from each school's respective Headteacher.

Estates & Health & Safety Management

- In liaison with the Trust's Estates & Compliance team and school leaders be responsible for the maintenance and upkeep of each respective school estate, ensuring an attractive and vibrant environment for learning.
- Assisting the Trust's Estates & Compliance team with any relevant information in the development of bids for capital funding opportunities;
- To maintain on a continuous basis an up to date condition survey and 5 year Estate Management & Capital Investment plan, in the Trust's agreed format, for each school and to use this to assist identify school based priorities to the Trust for capital investment decisions.
- To work in support of the Trust's Estates & Compliance team in developing an approved list of contractors for undertaking works on the Trust's estate.
- To oversee on an operational basis contractors are employed on work projects on each school site and to ensure effective liaison is in place between the contractors, each respective school and the Trust on major projects.
- To work under guidance from the Trust's Estates & Compliance team to ensure a robust assurance framework is in place to manage all statutory compliance requirements at each school and to act as the lead point of contact for any

contractors / internal staff with responsibility for premises / compliance management.

- To ensure all Trust and Diocesan requirements and approvals are met when planning estate capital works.
- To act as the main point of contact for external Health & Safety inspections of each school and to oversee with support from the Trust's Estates & Compliance team where required the timely implementation of all agreed actions.
- To ensure all risk assessments for estates, educational visits and other areas are robust and in place
- To ensure all relevant insurance (or RPA) cover is in place for each school.
- To act as a school based champion for all energy efficiency measures and initiatives.

Human Resources

- To maintain on a continuous basis each school's Single Central Record, to undertake safer recruitment training as required and to be responsible for the employment clearances and checks for any new staff, in liaison with the Trust's HR team.
- To liaise with the Trust's HR team in respect of the advertisement, recruiting and appointment of all school based staff (excluding reserved posts) and in line with the Trust's establishment control procedure (advertising to be undertaken at a school level and with all contracts to be produced centrally by the Trust's HR team).
- To maintain up to date and complete personnel files for each school.
- In line with Trust procedures and with support from the Trust's HR team manage all leave, attendance and sickness management issues at each school.
- To ensure the accurate completion and timely submission of all statutory school workforce returns.
- To manage all other administration and support staff at each school, providing leadership and professional development as required, to ensure high performing teams with a clear focus on contributing to the overall effectiveness of each school.

Governance & Risk Management

- To maintain on a continuous basis and in line with the Trust's Risk Management Strategy an operational risk register for reporting to every meeting of each school's LGB and to ensure that any risks requiring escalation to the Trust's Strategic Risk Register are reported to the Trust via the respective Governance Partner.

- To maintain on a continuous basis and in line with the Trust's Business Continuity Strategy a Business Continuity and Emergency Plan for each school and to ensure that this is reviewed and tested on at least an annual basis and also following any major incident.
- Ensuring all school level publication requirements for each school's website are adhered to with advice and support from the Trust's Central Governance & Policy team.
- Ensuring through the Trust Governance Partner the maintenance of an up to date register of business and pecuniary interests for all senior staff and governors is maintained continuously.
- Ensuring the Trust is informed of any changes to membership at each school's LGB and a.s.a.p. to allow the Trust to update the DfE within the required 14 day timescale.
- To attend and present any items as required, in support of school leaders, at each school's LGB meetings.

Marketing & Communications

- To develop and maintain excellent working relationships with all key internal and external stakeholders including, but not limited to staff, parents, governors and external agencies.
- To act as the lead point of contact with the Trust's Marketing & Events team and key stakeholders for marketing initiatives and the organisation and promotion of both school and Trust wide events.
- To oversee communication and related systems with parents ensuring they are effective and that communication is undertaken in a timely manner.

Whole School & General Administration

- To act as a champion for the effective implementation on an operational basis of all agreed Trust wide and school based policies and procedures.
- To identify any ICT refreshment requirements to the Trust's ICT team for consideration and to report any operational ICT support requirements to the Trust's ICT helpdesk for action.
- To manage each school's lettings and charging requirements efficiently and in line with the Trust's Charging, Remissions & Lettings policy.
- To oversee and authorise the completion and submission of school census and other statutory returns in accordance with published timescales.
- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

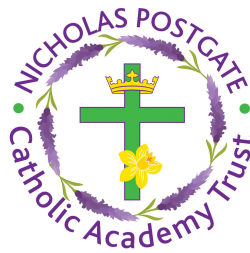
These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the COO/HoF may determine.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	SBM qualification, degree or equivalent in a relevant qualification at NVQ Level 4 or above	D1	Evidence of sustained CPD
Experience & Knowledge	E2	Extensive experience of working in a business management environment with specific knowledge of finance, contract management, estates management and HR related issues	D2	Proven success as a team player
	E3	Experience of both leading and working cooperatively and successfully as part of a team		
	E4	Experience of interpreting legislation and regulations in order to develop robust policies and procedures		
	E5	Experience of working under own initiative with minimal supervision over a broad range of responsibilities		
	E6	Experience of delivering accurate and detailed reports for a wide range of audiences including trustees/governors and senior leaders		
	E7	Highly developed financial management and commercial skills and experience of contributing to and challenging annual and medium term financial plans that are sustainable while meeting the development needs of each school.		
Skills	E8	Proven ability to use Microsoft packages and MIS systems and to interrogate databases to produce	D3	Proven effective communication skills

	E9	management information Ability to exploit the potential of ICT packages in delivering efficiencies		
	E10	Developed persuasive, motivational, negotiating and influencing skills		
	E11	Excellent numeracy and literacy skills		
	E12	Proven ability to display attention to detail and to work creatively and innovatively		
Personal Attributes	E13	Ability to relate to children and adults and specifically those from vulnerable backgrounds with significant emotional, social and/or learning / behavioural difficulties	D4	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E14	Ability to respond to sensitive issues with tact, diplomacy and professionalism		
	E15	Ability to build and sustain effective working relationships		
	E16	A high degree of personal motivation and a positive “can do” attitude		
Special Requirements	E17	A commitment to the Catholic ethos of NPCAT		
	E18	Ability to travel regularly between schools within the Multi Academy Trust and attend evening meetings as required		
	E19	A knowledge of safeguarding and child protection requirements		



How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form**, a **Recruitment Monitoring Form**, **Rehabilitation of Offenders Form** & **Consent to Obtain References Form** to: recruitment@npcat.org.uk

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Lisa Marron on 01642 529200 or via email: marron.l@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

