PARTNERSHIPS | OPPORTUNITY | INTEGRITY | EQUITY | EXCELLENCE | PEOPLE-CENTRED

Thornhill Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Business Support Officer

Consilium Academies

Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Business Support Officer at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

At Consilium we're people centred, and want everyone in our Trust, whether teaching or support staff to have access to exceptional professional development. that's why we created our Centre for Professional Learning, which is available for every single colleague across the Trust. here, our colleagues have access to bespoke training opportunities and resources tailored specifically for their needs.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of development with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Thornhill Academy
Enriching Lives, Inspiring Ambitions

About the Academy

Thornhill Academy is an 11 to 16 secondary academy, with 574 students and occupies a large site in close proximity to Sunderland City Centre. Thornhill offers students and staff rewarding and deeply engaging experiences, and supports them on their journey to become inspirational and reflective practitioners, improving life for all in our community.

At Thornhill we take pride in developing each individual pupil to achieve their potential and make a positive contribution to society. We provide a safe, happy and nurturing environment in which we challenge all to strive for personal accomplishment.

Our Aims are to create an environment in which all take responsibility for their actions, behaviour and learning; relishing challenges and learning from failures. We want to create a safe, supportive and happy working environment in which diversity is celebrated and pupils and staff thrive.

Thornhill Academy is a fantastic school and I believe it is our job to develop a lifelong passion for learning through high quality teaching which fosters curiosity and promotes independence. We are committed to recognising and developing the whole child: physically, emotionally, socially and intellectually, creating active and responsible citizens who lead a successful and fulfilling life.

Our young people tell us they are very happy here and we work closely with parents and carers to ensure a successful experience for all.

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants

- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

Centre for Professional Learning

The core driving force behind the Consilium Centre for Professional Learning is a desire to provide students with the best possible education, and the belief this can only be achieved if every colleague, regardless of role or career stage, has access to the high-quality professional development they deserve.

Every colleague, whether teaching or support staff, will be supported and developed through the professional development review process, which replaces traditional forms of performance management.

The professional development review process is focussed on the aspirations of the individual, ensuring that every colleague receives the support and development they deserve to achieve their own aspirations for their careers.

We believe our team of support staff are vital to ensure our schools are well-resourced, safe, compliant, and work as well as they can for the benefit of our students. In addition to the professional development review process, we commission and fund industry-standard qualifications for colleagues in support roles and are also able to support and fund teaching assistants, higher-level teaching assistants, and colleagues in student-facing pastoral and safeguarding roles, to qualify as teachers should they wish.

The Centre for Professional Learning works with and supports in-school leads for professional development to craft the best and most appropriate whole-school offers for their colleagues. We don't impose a central 'curriculum' for professional development, because the needs and priorities of each school are different.

However, we want to support each school to give due focus to whole-school priorities, with departmental training, middle leader training, and one-to-one development and coaching supporting fewer, more in- depth, whole-school messages.

All teaching staff will receive the following 'universal' offer from their school:

Regular whole-school training, driven by the school's priorities and the in-school professional development lead, with support from the Centre for Professional Learning. This will be designed with the context of the school in mind with subject-specific and individualised training to suit the career stage and expertise of specific teachers. Regular subject-specific training within subject teams. This will draw on the whole-school training and ensure it is considered through the lens of applicability to specific subjects, year groups, and classes.

Regular teacher-specific training. This will be owned and run by in-school teams, and may take the form of 1-to-1 instructional coaching or teacher learning communities, and is supported by the Centre for Professional Learning.

Access to the relevant subject and other networks across the Trust, according to their role within school

In addition to this 'universal' offer, all colleagues across the Trust, whether teaching or support staff, have access to bespoke programmes of CPD matched to their own aspirations for their career. We partner with external organisations to enhance our offer to staff, and will support staff with recognised qualifications where appropriate. We are keen to work with a range of partners who use the best available evidence to design rigorous professional development.

All Early Career Teachers (those in their Newly Qualified or Recently Qualified years) at Consilium Academies receive regular support from a mentor, regular instructional coaching, and regular training alongside their NQT or RQT cohort both within their school and across the Trust, with the opportunity to develop relationships with their peers across the Trust as part of our Early Career Teacher Networks.

We believe offering colleagues a strong induction to the teaching profession is of vital importance. We want to set our colleagues up for a long and successful career in education, and help them to provide the best experience possible for our students.

About the Role

Job Title: Business Support Officer

Hours: 36 hours

Contract: All year round, permanent

Salary: Grade 11 (NJC scale points 33 – 36) £36,922 - £39,880

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Thornhill Academy who are committed to providing the best possible education for our pupils.

We are looking to appoint an experienced Business Support Officer to join our dedicated team. You will work both strategically and operationally to ensure the efficient and safe running of the school. Working in conjunction with Trust and Academy leads to ensure the effective operation of administrative, estates and HR functions on site.

The successful candidate will have the ability to manage, lead and motivate a team. As the Business Support Officer you will be working as part of a wider team to ensure all outcomes are successfully met with regard to school operational requirements thus contributing to the success of school strategies, activities and operations, creating a vibrant, safe, secure space to deliver effective Teaching & Learning.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Gaynor Cuthbertson at Gaynor.cuthbertson@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is: 24th September 2021

Interviews will take place on week beginning: 27th September 2021

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Business Support Officer
Reports to:	Headteacher
Based at:	Thornhill Academy
Reporting staff:	Site Manager & (1) Caretaker Catering Team IT Technician Administrative Team Cleaning Team
Supported by Trust leads:	Head of Estates North East HR Manager Governance Team Marketing Team Data Team Estates Project Manager Finance Team Safeguarding Team IT Team Regional Operations Manager

Main purpose of the Role

Manage diverse teams to ensure all outcomes are successfully met with regard to school operational requirements thus contributing to the success of school strategies, activities and operations, creating a vibrant, safe, secure space to deliver effective Teaching & Learning.

Core Responsibilities & Tasks

Site, Premises, Grounds, Health & Safety

- Facility & Property Management to ensure legal, statutory, regulatory and local obligations covering, Site, Premises, Assets, Grounds, Plant and Vehicles
- Manage and monitor pre-planned and reactive maintenance schedules and contracts
- Management of COSHH
- Supervision of relevant planning and construction processes
- Arrange purchase and repair of all furniture and fittings in line with financial policy
- Ensure the continuing availability of utilities, site services and equipment
- Follow sound practices in estate management and grounds maintenance
- Monitor, assess and review contractual obligations for outsourced school services
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are managed and monitored effectively, in line with specific policies, health & safety requirements, school food standards, nutritional standards and allergen compliance
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Arrange insurance required outside of RPA cover
- Risk Management (site and staff specific and to work with colleagues to centralise Departmental and Student specific RA's)
- To ensure CCTV is operational and used compliantly in line with any policies
- Ensure compliant Fire and Evacuation plans are in place and reviewed regularly
- All policies relating to Site, Premises, and Vehicles are implemented and regularly updated.
- Maintenance of asset register
- Vehicles are managed in accordance with law, contracts and school policies
- Ensure effective processes and procedures are in place to manage Health & Safety for all stakeholder and implement and manage and monitor effective reporting systems
- Management of Site/operation in response to any changes required by DfE or PHE.

Data, Administration & Finance:

- To manage the administration teams to ensure the efficient and effective operation of centralised administrative systems and functions which underpins school strategies, operational requirements and effective Teaching & Learning.
- To work with the Trust Data Manager to support in-school Data & Exams Officer
- Provide direct PA/administrative support to the Headteacher in discreet and highly confidential matters including diary management and managing visitors/guests and drafting communications.
- Ensure all reports, documentation and information is prepared for committees (including Pupil Exclusion)
- Excellent customer service provision for all.
- Manage all communication platforms including Website, Sims In Touch, social media platforms
- To administer the complaints process until resolution
- Records management in line with ICO guidance, GDPR compliance and Trust policy
- Policy management
- Raising of purchase requisitions and orders to HCSS system
- To generate and coordinate new income streams which are supportive of the ethos of the school.
- Ensure all visitors are checked and comply with safeguarding regulation and DBS register is managed according to safeguarding requirements
- DBS checks (Governors only)
- Provide minute taking service for Local Boards, Governors and senior in house meetings
- Create and maintain SLA and contracts register specific to school
- Educational Visits Co-ordinator and to advise teaching staff with regards to all educational visits including risk assessments and using the Evolve system.
- Main contact for any high profile stakeholders including Partner primaries and prospective stakeholders.
- Main contact for any school based operating systems
- Management of Administration of medications and First Aid requirements

Human Resources & Personnel

- Line management responsibilities where appropriate including recruitment, induction, performance management and ongoing training/upskilling of staff
- To work with School Managers and Teaching Staff to support the management of all NJC staff
- To manage and record the day to day absence, LOA administration and other general staffing matters including but not limited to annual leave entitlements and monitoring working time commitments
- To act as Cover Manager utilising MIS and line management of Cover Supervisors
- To complete occupational health referrals supported by HR Manager
- To undertake other duties which may arise from time to time. These to be agreed with the Headteacher
- Arrange suitable levels of training for staff for Site Staff, Catering Staff, Fire Wardens, First Aid and Administration of Medication

Information Technologies

- To monitor the IT provision, centralise issues and report accordingly to the IT Trust Lead.
- *Support Trust Lead in day to day management of onsite Technician
- Manage the security and provision of resources on site
- Manage CCTV, printing, biometrics, catering and door access systems

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust
- To plan, monitor and review health and safety within areas of personal control
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

Person Specification		
Qualifications and CPD	**Essential**	**Desirable**
Level 6 - Leadership & Management (or equivalent)		**x**
School Business Management Qualification		**x**
Site/Premises Management qualification i.e IOSHH		**x**
Experience, Knowledge and Skills	**Essential**	**Desirable**
Excellent numeracy / literacy / ICT skills	**X**	
Well-developed understanding of school IT needs		**X**
Experience of managing aspects of school facilities	**X**	
In depth knowledge of school safeguarding, health and safety, fire procedures, risk assessments, COSHH, EVC, administrative systems, associated policies and codes of practice and an understanding of relevant legislation	**X**	
Proven track record of successfully managing, leading, organising, deploying and motivating a team.	**X**	
Prioritise, plan and organise direct and co-ordinate the work of others; build, support and work with high performing teams	**X**	
Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out set standards and provide a role model for pupils and staff	**X**	
Experience of formally recording/minute taking meetings		**X**
Personal Attributes	**Essential**	**Desirable**
Open – minded and receptive to new ideas, approaches and challenges	**X**	
Deal sensitively with people and resolve conflicts	**X**	
Able to respond flexibly and adapt to changing and challenging circumstances	**X**	
Ability to maintain strict confidentiality of information received and processed as part of the job role	**X**	
Ability to interpret advice & statute and to devise policy & practice in the light of these	**X**	
Ability to relate well to children and adults and demonstrate very good communication skills both verbally and in writing	**X**	
English Fluency		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognised institution abroad	**X**	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad.	**X**	