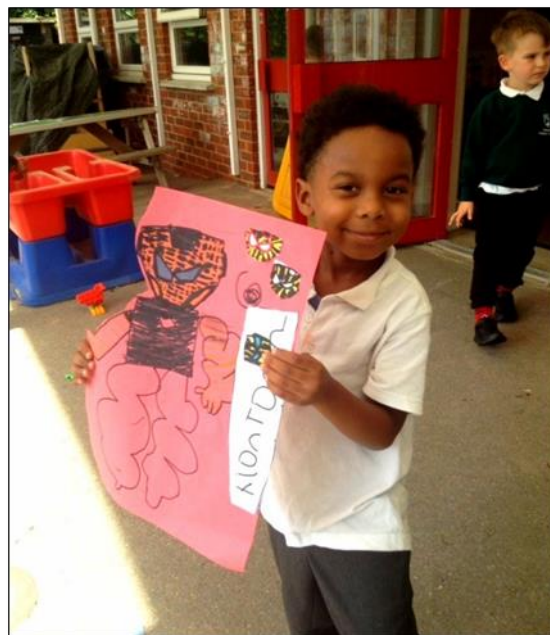




Candidate Information Pack

Role: School Business Manager

Required for: ASAP



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Chief Executive Officer's Welcome

A very warm welcome to Aspire Academies Trust. I am delighted that you are interested in joining one of our family of schools.

Our Multi Academy Trust (MAT) comprises of six primary schools, and a Training Centre, currently supporting approximately 2500 students and 350 staff. In the next three years, we intend to extend the current numbers further and welcome more schools into the Trust.

The advantage of working within a MAT is that there are many natural opportunities for collaboration on every level. It is easy to become insular in a stand-alone own school or to only see things from one school's perspective. Being part of a MAT enables deeper, more meaningful links to be established, leading to more efficient ways of working and sharing of resources, ideas and best practice. It is our experience that this helps the whole school community to benefit.

I wish you the very best of luck in your application. You won't find me, or the Aspire Central Team, hiding behind closed doors. We welcome a chat and take a proactive role with our Academies and their Local Advisory Bodies. We like to get to know people personally and thrive on working as part of a team so I look forward to meeting you soon.

Kind regards,

Vicky Parsey
CEO



Principal's Welcome

On behalf of the children, staff and governors of Knutsford Primary Academy, I would like to extend a warm welcome you and thank you for your interest in joining our school.

Knutsford is a large, friendly and oversubscribed school with much to offer. We have high expectations of our children: in their work and in their behaviour. Simply put, we expect the children to work to the best of their ability, to show kindness to those around them and to take care of their environment.

Our vision at Knutsford is to inspire our children to be happy, successful learners and responsible citizens. Feedback from pupils, parents and visitors tells us that this vision is embedded into the life of the school. Our curriculum is broad and balanced and adapted to meet the needs of our children. We encourage the children to take risks with their learning and we support them in seeing mistakes as being part of the learning process. We aim to be an inclusive school, where all are valued within an atmosphere of mutual respect and trust, and we strive to make each child's time with us purposeful, challenging and enjoyable.

If you are still keen to apply, please read on and I look forward to receiving your application. This pack should provide you with all the information you need as you start your career with us, but if there is anything else you would like to know about Knutsford Primary Academy please do get in touch.

Best wishes,

Ben Conway
Executive Principal



Trust Schools

| Name | Location | Brief outline of the school | Facilities |
|---------------------------|-------------------|---|--|
| Bedmond Academy | Abbotts Langley | A small one form entry primary school, based in the warm, vibrant village of Bedmond which sits on the edge of Hemel Hempstead and Watford. Joined the Trust in 2017. | A purpose built school situated in large grounds consisting of fields and woods. A recently built hub which is used for meetings and breakfast and after school club. There is an ongoing improvement plan for the site. |
| Bovingdon Primary Academy | Bovingdon village | A two form entry school set in the heart of the village. This is a popular, oversubscribed village school with an outstanding Ofsted grading. One of the first 3 schools to form the Trust. | Consists of the original school building and later purpose built additional buildings. |
| Broadfield Academy | Hemel Hempstead | A two form entry school which was originally an infant and junior school and later converted to a Primary. Joined the Trust in 2018. | Purpose built school with extensive playing fields. The buildings have been well maintained. There is a family centre on the site. |
| The Grove Academy | Watford | A large three form entry school in Garston with an 80 place nursery. One of 3 schools to form the Trust in 2014. | This is a large site with extensive outdoor space. The buildings are over 2 floors. |
| Hammond Academy | Hemel Hempstead | A two form entry school which currently has 1 bulge year. One of the original 3 schools which formed the Trust. | A large site with spacious learning environments. There are 3 separate outside areas and playgrounds for different year groups and an outside canopy. |
| Knutsford Primary Academy | Watford | A friendly, oversubscribed two form entry primary school. Joined the Trust in 2018. | The original school was built in 1939 and destroyed by fire in 1999. It took 3 years to re-build and now boasts a lovely purpose built building with a recently installed all-weather pitch. |



Role Overview and School Vision

We are seeking to appoint a friendly, professional and dedicated School Business Manager to join our team at Knutsford Primary Academy.

Knutsford Primary Academy is a successful school with a strong ethos and hugely committed staff team. We are looking for someone to work in partnership with the Executive Principal and Central Services Team on finance, HR, premises, marketing and operational management of the administration team. You will have experience of working in a similar role in a school or similar establishment and have a sound knowledge of administration policies and procedures. A School Business Manager qualification is desirable.

The role is varied and you will need to multi-task and work under pressure. Being highly organised and experienced in prioritising your own and others workloads is essential.

The position is a permanent one, starting as soon as possible. The hours are 9am to 5pm, Monday to Thursday with a 30-minute (unpaid) lunchbreak. This is a total of 30 hours per week, term time only plus 2 weeks (40 weeks per year).

Visits to the school are warmly welcomed and encouraged. Contact Ben Conway, Executive Principal on 01923 466020 or email admin@knutsfordprimaryacademy.org.uk

Vision

Inspiring our children to be happy, successful learners and responsible citizens.

Mission

To create a safe and challenging learning environment where our children can be the best they can be.

Aims

We aim to help our children be the best they can be by:

- Encouraging positive feelings of self-worth, allowing children to develop the confidence to fulfil their potential and be successful in an ever changing world.
- Providing a culture where children are excited by their learning and challenged to take risks, safe in the knowledge that making mistakes is part of the learning process.
- Ensuring that children achieve high standards of behaviour and achievement by encouraging responsibility, independence, resilience, self-discipline and respect for others.
- Providing a safe, nurturing community that promotes the spiritual, moral, social and cultural development of all children.



- Promoting the values our children have identified as essential to being a good citizen: kindness, integrity, honesty, teamwork, working with the community, equal rights for all, consideration, fairness and respect for each other.
- Promoting British values of democracy, the rule of law, individual liberty and mutual respect for those with different faiths and beliefs.



Application Procedure

For a confidential discussion regarding this vacancy or to arrange a visit to the school, please contact Ben Conway, Executive Principal, admin@knutsfordprimaryacademy.org.uk

We are only accepting applications through My New Term. In compliance with Safer Recruitment Guidelines CV's will not be accepted.

Closing date: Wednesday, 3 July 2024 at 9am

Interview date: To be confirmed

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert early should we feel able to appoint an appropriate candidate.

Shortlisted candidates will be contacted with details of the interview process.

Safer Recruitment

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2023).

Equal Opportunities

At Aspire Academies Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply for this vacancy.

Privacy Notice

Please click here to access Aspire Academies Trust Privacy Notice for staff: [GDPR Policies - Aspire Academies Trust](#)

Job Description

| | |
|----------------------------------|--|
| Job title: | School Business Manager |
| Responsible to: | Executive Principal |
| Salary / Grade: | <i>H7: £29,777 - £32,076 plus Inner Fringe of £988</i> |
| Actual salary: | £21,910 - £23,548 |
| Working hours / weeks: | <i>30 hours (Monday to Thursday, 9am to 5pm) Term Time Only plus 2 weeks (40 weeks)</i> |
| Core purpose of the role: | <p>To lead and manage the school's administrative systems, ensuring the most effective use of resources to support teaching and learning.</p> <p>To support the Principal in finance, HR, marketing and premises matters.</p> <p>To liaise with the Trust Central Services Team regarding finance, HR and premises related matters.</p> <p>To manage the school office including staff and functions.</p> <p>Fulfil duties reasonably directed by the Principal.</p> |

1 **TRUST RESPONSIBILITIES**

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

2 **KEY RESPONSIBILITIES**

- Manage the administrative functions and staff on a day to day basis to ensure the smooth running of the school office. Be responsible for administrative staff performance management reviews
- Be the day to day point of contact for the premises team
- Manage people processes such as change of contracts, resignations, maternity leave, end of fixed term contracts
- Be the first point of contact for staff on pay and contract queries, escalating to the Senior HR Officer when necessary
- Oversee maintenance of the Single Central Record, local induction and on boarding
- Responsibility for the Trust payroll systems including monthly remote timesheet entry
- Maintain and update the school website ensuring policies and relevant information is kept up to date
- Responsible for social media ensuring consistent postings are made raising the profile of the school
- Manage the school lettings and look for ways to increase revenue through additional hirings, grants and initiatives



- Support the Principal in budget setting and monitoring of the budget. Attend monthly monitoring meetings
- Oversee the input of purchase orders onto the Trust finance system, tying up of invoices and delivery notes and submission to the Central Finance Team for payment. Liaise with the Central Finance Team regarding invoice queries
- Lead on marketing and promotion of the school, for both pupils and recruitment purposes.
- Work with other relevant Trust employees to ensure best practice is shared across the Trust, resulting in consistent and effective systems and processes
- Attend relevant Trust meetings
- Communicate relevant information to the Academy Local Advisory Body (LAB) when requested

3 HEALTH & SAFETY

To be aware of and comply with the Trust's health and safety policies.

4 SAFEGUARDING

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

5 DATA PROTECTION

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems. This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

5.1 Notes:

- This document does not form part of the contract of employment.
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.
- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises

Person Specification

| Qualifications/Knowledge/Experience | Essential/Desirable |
|---|---------------------|
| Experience of working in a similar role in a school or similar establishment | E |
| Sound knowledge of administration policies and procedures | E |
| Good knowledge of ICT packages and systems (Word, Excel, Power point, Arbor, SAP or equivalent) | E |
| National qualification to level 3 standard as minimum | E |
| School Business Manger qualification | D |
| Experience of managing people | E |
| Excellent written and verbal communication | E |
| Highly organised and experienced in prioritising own and others workload | E |





Benefits of Working for Aspire Academies Trust

There are many benefits to working for the Trust.

Cross Trust Working

- The advantage of working within a multi-academy trust (MAT) is that there are many natural opportunities for collaboration on every level. Being part of a MAT means we can forge deeper links, sharing of resources, ideas and best practice. It is our belief that when schools work together, share their ideas and draw on each other's strengths, they can achieve so much more.
- We regularly create ways of working in partnership across the Trust, for example shared INSET, working parties, forums for business, education, governance and more. We urge you to seek these opportunities out, take advantage of them as learning opportunities and use them as a stepping stone to further your development and career progression.

Leave

- There are many types of leave available to employees, from career breaks to study leave.

Pension Schemes

- You will be auto-enrolled into the relevant pension scheme although you have the option to opt out if you wish. For more information, visit
For support staff: www.lgpsmember.org
For teachers: [Teachers' Pensions \(teacherspensions.co.uk\)](http://Teachers'Pensions(teacherspensions.co.uk))

Childcare Vouchers

- Childcare Vouchers closed for new applicants on the 4th October 2018 and were replaced with a new government scheme called Tax-Free Childcare which is not administered by your employer. For more information visit: <https://www.gov.uk/tax-free-childcare>

School Lunch

- We appreciate that schools are busy places therefore a free school meal, from our kitchen, is available for every member of staff. Our catering teams pride themselves on the quality and variety of food on offer to our pupils and staff.

Performance Management

- We want you to feel valued as an employee, to grow with us as a Trust and to achieve your potential, whatever your role or aspiration. As such, performance development is incredibly important to us as a Trust. We work hard to ensure effective performance development by using both formal and informal processes to support individuals and teams to achieve high levels of performance at the current time and to be able to do the same in the future.

Aspire Academies Trust Values

At Aspire we have strong values and expect our staff to work to these values and behaviours. We would expect future employees to share in our values and be committed to upholding them and holding others to account on working to our high expectations.

| Values | Behaviours and characteristics |
|-----------------------|---|
| Integrity | Honesty, trust, respect, fairness, equity, openness, autonomy |
| Aspirational | High expectations, positivity, passion, motivated, challenging, energy, craftsmanship |
| Collaboration | Stakeholder focus, sharing, communicating, partnerships, community, Trust-wide and beyond |
| Creativity | Research-rich, innovative, enterprising, horizon-gazing, curious |
| Relationships | Humility, respect, caring, empathy, professional behaviours, approachable, safety |
| Accountability | Responsibility, commitment, focus, standards, individual and shared, co-agency |



We look forward to receiving your application, good luck!

Knutsford Primary Academy, Balmoral Road, Watford, WD24 7ER

Telephone: 01923 466 020 Email: head@knutsfordprimaryacademy.org.uk