

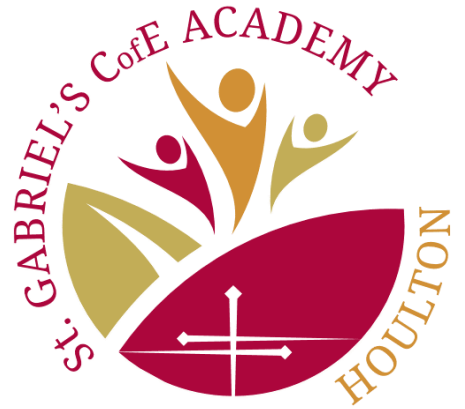


Communicating Love; Inspiring our Community to Flourish



Candidate Information Pack

Trust Business Manager - Scale point 28-35 £36,653 - £43,537 FTE
 37.5 hours per week – Term Time Only + Two weeks - 41 Weeks a year
 St Gabriel's CofE Academy
 Houlton
 CV23 1AN



Letter from the Headteacher

Dear Applicant,

Thank you for expressing an interest in the post of Trust Business Manager here at St. Gabriel's Church of England Academy. We are a new and rapidly developing school, the first in the Houlton CofE Multi Academy Trust, and we are looking to build on a great start as we take our next steps. Our Business Manager will play a key role in the smooth operation, growth and development of both the School and its supporting Trust in the coming years. This role offers the successful candidate the chance to make a difference to our community with great potential to grow something new as they learn and develop. St Gabriel's has been open since September 2018 and has approximately 200 pupils in single year groups from Reception to Year 6. As the school is nearly full, the opportunity to open a second form of entry is getting closer, doubling St Gabriel's capacity and involving a significant building project. The Trust also has plans to develop Nursery and childcare provision and you would be a key part of this, working with us to manage these areas of growth effectively.

This is an opportunity for an individual with initiative and skill to adapt to the changing needs of the Trust, seeking out opportunities, thinking creatively and ensuring the highest standards of resource management. We can offer you the opportunity to take your place in a close and highly-supportive team who are all seeking to grow and develop together. Our current school building is an amazing space with wonderful opportunities for children to learn in great facilities both inside and out, we are the first school to be constructed on the Houlton development in Rugby, providing a focal point for the community here. Our vision is: 'Communicating love; Inspiring our community to flourish'

We are dedicated to inspiring, challenging and supporting the children in our care to fulfil their potential, making them feel valued, loved and able to flourish. Their needs are at the heart of all our decision-making. As a Church of England Trust, our inclusive Christian ethos is at the centre of all we do and we aim to work for the common good of everyone.

You will play a key role in facilitating this vision as a member of our leadership team helping to formulate our strategy both now and for the future.

I hope this opportunity has captured your interest, if so, please consider the job description with care, this will undoubtedly be a challenging and rewarding position, giving you the opportunity to grow alongside the Trust; if you feel inspired to take up this challenge, I would love to hear from you.

Andrew Taylor
Headteacher & CEO
St Gabriel's CofE Academy
Houlton CofE MAT



Context

St Gabriel's CofE Academy is the first school to open in the Houlton Church of England Multi Academy Trust and the first to open in the new area of Rugby known as Houlton. The development is in its first years with around 300 homes occupied. Over the next 10-15 years, this area is adding around 5,000 more homes. St Gabriel's is a one form of entry school which is increasingly drawing from the local area as more families move.

The school will need to grow its capacity in coming years to meet the need for places, as well as considering partnership working with the other schools planned for the development in the future.



Coventry Diocesan Board of Education

The Coventry DBE is a family of 75 Church of England schools and academies with a clear, strong vision and ethos to empower school leaders to be courageous, equipping them to deliver excellent Christian education so that all will flourish to achieve their full potential. The aim in establishing Diocesan Multi Academy Trusts (DMATs) is to build and oversee the growing family of DBE schools with a core mission 'to build a better

future for all within our Academies who in turn will positively impact their communities.'

The DBE is guided by the following values:

- Educational excellence
- Needs of the individual child at the heart of decision making
- Affording and nurturing dignity with high expectation and challenge
- Celebration of success for all
- All members of the school community valued equally
- Love, forgiveness and reconciliation at the heart of all relationships
- Governance based on mutual consultation and partnership
- Highest moral and ethical standards
- Leadership guided by integrity, courage, humility and service

Urban&Civic

Urban&Civic plc

Also a member of the Trust, Urban&Civic is a strategic property development and investment company which takes a long-term interest in the strategic sites which it masterplans and develops. A

key tenet of Urban&Civic's approach is to ensure infrastructure is delivered from the outset to reinforce the establishment of communities early on. Schools are central to this ambition and feature in a number of their developments right across the country.

Ethos

At St Gabriel's CofE Academy everything we do is underpinned by our loving, distinctive and inclusive Christian ethos. We want the best for our children; with love as our core value and primary motivation we ensure every decision and every action we take is with the best-interests of the child at the forefront of our thinking. We communicate God's love and hope for the future to the children in our care and the community we serve by



providing the best possible educational experiences and support for children and families.

Experiences which are deeply affecting, inspiring confidence and fully equipping our children for their future, enabling them to flourish and fulfil their potential. We recognise each child is gifted with unique skills, talents and interests and place an equal emphasis on developing the whole child in every way:

Love one another as I have loved you John 13:34

Academically – encourage excellence, striving to make great progress

Physically – grow healthily with increasing skill and respect for our bodies

Mentally – secure a healthy, joyful, mature outlook, building resilience

Spiritually – develop an appreciation of beliefs, their impact and influence on our lives

Morally – mature in an understanding of behaviour, law and ethics

Socially – build and maintain healthy relationships as a collaborative community

Culturally – identify the responsibilities and opportunities presented in our society

Our Vision Statement

At St Gabriel's CofE Academy, our vision is that we are always:

Communicating Love; Inspiring our Community to Flourish

Job Description – Trust Business Manager

Starting salary: Scale point 28-35 £36,653 - £43,537 FTE
Full time 37.5 hours: 41 weeks: Permanent

Immediately responsible to:

The Trust Business Manager is managed by and is directly accountable to the Chief Executive Officer of the Trust.
At all times the Business Manager will operate within Trust policies and procedures.



Purpose of the Job

The Business Manager has a strategic oversight of the resourcing and operational aspects of the Trust including: responsibility for the management of Trust personnel matters, financial operation of the Trust, property management, estates, Health and safety, planning and project management. The Business Manager will also be expected to perform any such duties and activities relating to the general operation, finance, staffing and estates as the CEO and directors may reasonably request. In addition, the School Business manager actively works to safeguard our pupils, promoting their welfare and upholding the school's values and ethos.

The Business Manager is a member of the Leadership Team.

Duties and Responsibilities

Finance:

Maintaining and developing regular, effective and efficient procedures relating to all aspects of financial planning and management. Budget preparation and monitoring, forecasting, accurate accounting, reconciliation and reporting to Executive leaders and Directors within the Trust. Detailed knowledge of and compliance with all aspects of the Academies Financial Handbook and funding agreements, reporting to the ESFA. Preparation for and cooperation with all internal and external auditing arrangements, acting on advice where necessary. Coordinate the work of financial assistants effectively overseeing accurate payments and invoicing. Liaise with payroll, tracking to ensure accuracy and authorisation each month. Lead on procurement, liaising with suppliers and service level providers to ensure best value for money, and securing provision which meets the needs of the Trust.

Personnel:

Support the Trust's management of Human Resources, taking a lead role in recruitment and HR support where required liaising with external agencies as necessary.

Estates:

Responsibility for efficient property management, liaising with consultants as required to ensure effective proactive and reactive maintenance and development of Trust property. Liaise with Site Manager and cleaning teams. Management of contractors, before, during and after works. Control of letting of school premises to outside bodies, seeking to maximise revenue.

Health and Safety

Responsibility for the development and implementation of health and safety policies and procedures, regular record keeping and reporting to Trust leaders. Work closely with external health and safety providers to ensure compliance and seek continual improvement.

Extended Provision:

Responsibility for the financial oversight and operational delivery of extended Trust run services such as Nursery and Wrap-around provision. Create business plans, manage accounts and resourcing for services as required.

Project Management:

As necessary and appropriate, lead on aspects of research, planning and best value relating to the growth and development of the Trust. Inform and contribute towards decision making. Liaise with external agencies and stakeholders to gain support and consent for new projects and growth.

Action and implement projects/initiatives taking a lead role in the design, tender, selection and management process.

Leadership Team member

Attend weekly Leadership Team meetings. Contribute to discussions and decision making with a strategic view. Contribute to the development of Trust policies and procedures.

Prepare and present information relevant to the Business Manager role to the Leadership Team and for leadership purposes. Act as an ambassador for the Trust, promoting its ethos, aims.

Other

Any other duties required by the Chief Executive Officer, which are within the scope of this post.

Houlton CofE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration.

This job description is subject to annual review. It may be amended at the request of the CEO or post holder after full consultation. Given the growing needs of the Trust, flexibility amongst staff is very important.

Person Specification

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how you meet the requirements of the person specification. You should refer to these requirements when completing your application.



Education and training		Essential	Desirable	Measured by:
	NVQ level 4 or 5 or equivalent qualification (e.g. CSBM, DSBM) or evidence of equivalent knowledge & experience in a relevant discipline	✓		Application
	Degree or equivalent level qualification (e.g. MSc School Business Management, CMDA.)		✓	
	GCSE Maths and English at grade A-C or equivalent	✓		
	Evidence of further professional development	✓		
Relevant Experience				
	Experience of a senior level Business or Operations role within a School, Academy or Multi Academy Trust	✓		Application and interview
	Considerable experience of strategic financial planning, budget monitoring, forecasting, procurement and personnel management.	✓		
	Experience of developing operational reporting systems	✓		
	Experience of working with senior stakeholders to develop strong operational understanding		✓	
	Experience of handling commercial contracts and contractors	✓		
	Experience of utilising assets to maximise generation of income		✓	
	Demonstrable success of setting and delivering the operations strategy		✓	

Knowledge and Skills				
	Excellent organisational skills with the ability to plan, create and develop systems and processes.	✓		Application and interview
	Excellent oral and written communication and interpersonal skills	✓		
	Knowledge of specialist Financial software to support role	✓		
	Business and commercial acumen to support the Trust as it grows and develops	✓		
	Ability to develop and maintain efficient record keeping/management information systems, producing accurate records and reports as required.	✓		
Personal Qualities				
	Kind, positive and flexible	✓		Application and interview
	Ability to work independently and demonstrate initiative	✓		
	Ability to find innovative solutions to complex problems		✓	
	Demonstrates good judgement and calmness under pressure	✓		
	Ability to reconcile priorities, work to tight deadlines and problem solve.	✓		
	Able to engage and communicate effectively with a range of stakeholders, building relationships and modifying style as appropriate to the audience	✓		
	Entrepreneurial and ambitious with energy, charisma and ability to manage multiple activities	✓		
	Personal strength of character through transparency, integrity and fairness	✓		
	Resilient attitude	✓		
	Good sense of humour and the ability to create a working environment in which people work hard and enjoy being part of the team.	✓		

Leadership and management			
A deep commitment to upholding and promoting the Trust's vision, values and aims.	✓		Application and interview
Devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standards and be a role model.	✓		
Deal sensitively with people and resolve conflicts.	✓		
Commitment to involve parents and the community in the life of the Trust.	✓		
Demonstrates an understanding that at all times the best interests of the children must be promoted.	✓		
A proactive commitment to promoting equal opportunities for all.	✓		
Safeguarding			
Appreciates the significance of child protection and safeguarding for all individual children and young people whatever their life circumstances.	✓		Application, interview and references
Can demonstrate a working knowledge of and commitment to establishing a culture of safeguarding for the whole Trust community.	✓		

St Gabriel's CofE Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an Enhanced DBS check, two satisfactory references and a Disclosure of Criminal Record and Disqualification Declaration. The post holder will be required to take responsibility for and uphold a culture of safeguarding with particular regard for visitor management, security and record keeping.

Application Information

Thank you for taking an interest in this post.

Candidates are most welcome to visit the Trust to find out more or arrange a virtual tour.

Please contact Mr Andrew Taylor at office@stgabrielscofeacademy.org or call St Gabriel's CofE Academy on 01788 222405 to make arrangements to visit.

Please note the closing date for applications is 12pm 16th July 2020

Interviews for shortlisted candidates provisionally W/b 20th July 2020



Contact Details

Completed applications and supporting documents can be sent via email to:

office@stgabrielscofeacademy.org

or posted to:

Mr Andrew Taylor, Headteacher, St Gabriel's C of E Academy, Houlton, Rugby, CV23 1AN

If you do not receive acknowledgement of an electronic application then please phone 01788 222405

Please contact us if you require a printed or enlarged application pack.

St Gabriel's Church of England Academy
Houlton
Rugby
Warwickshire