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**School Business Manager**

**Application Pack**

**Location:**

Brampton Primary Academy

Brampton Road

Bexley Heath

Kent

DA7 4SL

**REAch2 Registered address:**

REAch2 Academy Trust

Henhurst Ridge Primary Academy

Henhurst Ridge

Branston

Burton-Upon-Trent

DE13 9TQ

[www.reach2.org](http://www.reach2.org)

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**Contents**

- Letter from Sir Steve Lancashire, Chief Executive

- The application process

- Information about the role

- Background on REAch2

- Job Description

- Person Specification

**Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust**

Dear Candidate,

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust has academies based all across England and includes schools at various stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive, REAch2 Academy Trust

**The application process**

You are invited to submit an application form, which is available together with this document.

REAch2 Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the online Equal Opportunities Monitoring form found [here](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u).

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

**To arrange an informal discussion please contact:**

Gemma Clark, Headteacher on 0208 303 2873

**Completed application form should be sent to:**

Gemma Clark, Headteacher

Brampton Primary Academy

Brampton Road

Bexleyheath

Kent

DA7 4SL

Tel number: 020 8303 2873

Email address: admin@brampton.bexley.sch.uk

**Closing date:** Noon on Friday 10th January 2020

**Interviews:** Wednesday 14th January 2020

**About the role**

To meet new challenges and drive further improvements, we are seeking an exceptional and entrepreneurial individual to join our Senior Leadership team and lead the business management at Brampton Primary Academy. We are looking for that special someone who will make this role their own. Most importantly, we want someone who is up for a challenge and wants to get stuck in with all aspects of our school life!

Key responsibilities of this role will include the leadership of Finance, HR, Premises, ICT, Catering and Administration.

We invite candidates from a range of professional backgrounds, who can demonstrate the ability to operate strategically, communicate effectively and who will share our passion for education. You will need to have experience in leading and motivating teams and a strong understanding of business.

**Brampton Primary Academy is looking for a School Business Manager who…**

* is a personable team player
* is a strategic thinker
* can demonstrate exceptional financial management skills within a school setting
* is skilled at managing systems and people
* is confident in using new technology to enhance efficiency and effectiveness
* is excited by the prospect of this role

**Brampton Primary Academy and REAch2 can offer a successful candidate:**

* a Leadership Team dedicated to helping you develop an outstanding career
* the chance to work with a fantastic team, both within the school and the wider Trust
* the best CPD training programme in the UK
* a dynamic, creative staff, dedicated to achieving whole-school improvement
* encouragement to develop new ideas
* the opportunity to make a real difference

Visits are strongly encouraged so please contact the school office to arrange.

Tel number: 020 8303 2873 Email address: admin@brampton.bexley.sch.uk

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS Check and satisfactory written references.*

*You will be joining the REAch2 Academy Trust, a national family of primary academies committed to raising standards and achieving excellence for all pupils, whatever their background or circumstance. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.*

**Background on REAch2**

Founded in 2012, REAch2 Academy Trust is the largest primary-only academy trust in the country. We are a growing charitable organisation currently supporting over 50 primary academies across England.

We are a family that delivers school to school improvement, going the extra mile for all our children. We are passionate about dispelling the myth that only certain children are able to achieve.

With extensive school reform and proven educational excellence in our core staff, REAch2 set a mission: to help struggling schools to improve their provision and to offer outstanding education to our pupils, from disadvantaged or deprived communities. The drive was not to grow an empire of schools, but rather the compulsion to share our proven approach to sustained school improvement for the benefit of children and their communities.

But REAch2 is about so much more, offering a richness of experience that gives real colour throughout the time our children spend with us.

Schools, staff and children within the Trust benefit from a strong ethos of support and collaboration across the REAch2 family. Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities.

**Our Cornerstones and Touchstones**

REAch2 is the Cornerstone of the entire Trust: providing a strong, responsible foundation from which every Academy develops and grows. A cornerstone provides a subtle yet paramount role in a building and ensures that REAch2 id trustworthy, reliable and inspirational organization, delivering the best possible learning experience.

What gives each REAch2 Academy its uniqueness are the touchstones of the Trust seven principles, which make our Academies distinctive. Just as 500 years ago, touchstones were used to test the quality of the gold they marked, so too our touchstones are used to express values and ethos of the Trust. They describe what the Trust wants to be known for and how it wishes to operate.

**What are these Touchstones?**

Children and adults will flourish in REAch2 academies: academically, emotionally, physically and spiritually so that all dimensions of humanity are nurtured.

We notice talent and spot the ‘possible’ in people as well as the ‘actual’; Developing potential within in our Trust becomes a realization that there is a future worth pursuing for everyone.

Children deserve enjoyment in their learning and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, will release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences of people and place, children are compelled to believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing inclusion ensures that we are a Trust that serves all, believing that everyone can and must succeed.

**You can learn more about the touchstones, and hear from staff and pupils across REAch2 schools, at our website:** [**www.reach2.org**](http://www.reach2.org)

**Job Description**

Post Title: School Business Manager Grade: BEX12

School: Brampton Primary Academy

Responsible to: Headteacher

Responsible for: 2 x Receptionists / Administrators, After School Club, MDA Supervisor, School Site Manager

Liaison with: Teaching Staff, Support Staff, Headteachers, Pupils, Governors Contractors and Stakeholders, Catering managers

**MAIN RESPONSIBILITIES**

* The School Business Manager promotes the highest standards for business ethos within the administrative function of the Academy and strategically ensures the most effective use of resources in support of the Academy’s learning objectives.
* The School Business Manager is responsible for the Financial Resource Management, Administration Management and Human Resource Management areas.
* The School Business Manager operates, maintains and develops the administrative and financial procedures and systems of the Academy in co-operation with the other members of the Senior Management Team, School Governors and members of the Central Team.
* The School Business Manager is responsible for the efficiency of all facilities on the site and obtaining Value for Money.
* The School Business Manager will advise other members of the Senior Management Team on matter so as to contribute to the successful and effective operation of the Academy in meeting its educational aims.

**Management**

* Line manage and undertake performance management and professional development of office staff, site and After School teams.
* Contribute to the development and monitoring of the school improvement plan.
* Attend full Governing Body meetings as required and appropriate monitoring team meetings.

**Finance Management and Processes**

* Prepare the school annual budget for approval by governors and Trustees.
* Monitor the agreed budget and ensure income and expenditure are as expected – account for any variances that may arise and advise on action to be taken if necessary.
* Propose revisions to the budget in response to unforeseen expenditure.
* Prepare financial reports and returns to the SLT, Governors and DFE.
* Provide ongoing budgetary information to all budget holders.
* Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered.
* Advise SLT on budgetary implications and costs with a view to supporting a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets.
* Process orders; raising purchase orders as necessary.
* Process and authorise invoices into the school accounting system.
* Process payments.
* Identify additional finance required to fund the school’s proposed activities.
* Maximise income through lettings and other activities.
* Process petty cash payments.
* Ensure value for money is maximised by the use of appropriate procurement procedures.
* Ensure policies and procedures are adhered to effectively according to the terms and conditions of the Academy Finance Manual.
* Production and dispatch of all VAT claims.
* Ensure that appropriate insurance is arranged on an annual basis including investigation of any potential public/employer liability claims.
* Create and maintain accurate records for financial transactions.
* Regularly review the financial procedures to ensure they meet legal requirements.
* Report on cashflow and banking.
* Maintain suitable banking arrangements.
* Prepare financial audit and accountancy details and documentation and be available during the audit process.
* Development and maintenance of asset register(s).

**Human Resources and Payroll**

* Manage the payroll services for all school staff including the management of pension schemes and associate services.
* Keep up to date with changes to safeguarding legislation.
* To be responsible for all administration relating to HR matters for all school staff.
* To maintain confidential staff records.
* Ensure the school’s Equality Policy is clearly communicated to all staff.
* To manage and co-ordinate the recruitment of all staff, including conducting the necessary checks e.g. references, DBS, medical.
* Maintain details for staff members on the Management Information Systems.
* Ensure the availability of required documentation during the Responsible Officer audit process each term and be available during the audit process.

**Facility & Property Management**

* Overall responsibility for the site and its development, ensuring a safe environment for the stakeholders of the school.
* Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
* Ensure systems are in place for the safety and security of all school premises.
* Ensure the continuing availability of utilities, site services and equipment.
* Monitor, assess and review contractual obligations for outsourced school services.
* To be responsible for the letting of the school premises to outside organisations and staff, with particular reference to the development of extended services and the local community
* Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
* Ensure all health and safety procedures are observed and implemented.
* To maximise income generation and energy saving within the ethos of the Trust.

**Managing Information Systems & Computing**

In consultation with computing coordinator:

* Consider approaches for existing use and future plans to introduce or discard technology in the school,
* Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
* Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
* Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
* Ensure contingency plans are in place in the case of technology failure
* Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

**Administration Management**

* To be responsible for obtaining the necessary licences and permissions and ensuring their relevance and timelessness
* To be responsible for the systems and general management of the school’s administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record systems, including desk top publishing
* Prepare information for publications and returns for the DfE, EFA, LA and other agencies and stakeholders within statutory guidelines

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

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.