



# SBM Application Pack

# 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 includes schools at all 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**



## Our Cornerstones and Touchstones

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

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation 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, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can 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 succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)



# The role



## School Business Manager at Dorothy Barley Junior Academy

**Salary: NJC Outer London, PO2-PO3, Spinal Column Point 29-35 FTE £34,884- £40,869 dependent on experience**

**Hours: Monday – Friday, 36 hours, 52 weeks per year (annual leave to be taken in school holidays)**

### Overview

Dorothy Barley Junior Academy is a 4-form entry Junior school located in Dagenham close to Becontree tube station on the District Line.

The Governors are seeking to appoint a highly motivated School Business Manager to join our team. This should be someone who is committed and dedicated to providing excellent support to our school. Responsible for HR processes, finance procedures and regulations, premises management, Health & Safety and wellbeing. An experienced background in accountancy/finance is essential for this role.

The school holds the Inclusion Quality Mark Flagship School Status and a number of other nationally recognised awards. Having been graded Good in all areas by Ofsted in our last inspection, we are looking to appoint a professional who will actively support the next stage of our development in our journey towards Outstanding.

### You will be:

- An excellent practitioner keen to work in a supportive and values-based school
- Driven by a strong moral purpose to enable all our children to be inspired and achieve excellence
- Passionate about safeguarding and building strong links with parents / carers
- Warm in character, easy to work with and committed to teamwork, recognising that more can be achieved together, than is possible as individuals
- Calm and able to handle pressure and setbacks
- Keen to be challenged to become the best that you can be

- Able to be pushed at an accelerated rate of development, and reflective and proactive enough to make it happen
- Determined to succeed, with an optimistic approach
- Background in finance/accountancy

**We can offer you:**

- The chance to use / develop personal strengths, making the role your own.
- Membership of the senior leadership team
- The chance to work with an ambitious team, with the best possible opportunities to share good practice
- An excellent CPD training programme; with exciting development opportunities available
- Staff, dedicated to achieving whole-school improvement;
- A varied and rewarding role where you make a difference every day,
- The benefits of being part of the forward-thinking REAch2 Academy Trust - one of the most successful primary Trusts in the country,
- A wide range of professional development opportunities and the opportunity to work with some of the best educational professionals in the country.
- Membership of the generous LGPS pension scheme,
- As part of REAch2 employee benefits we also offer access to an Employee Assistance Programme for you and your immediate family and membership to 'perks at work'.

# The application

This is an academy aiming high and looking to the future so, if you like to work hard and thrive on a challenge then please email completed application forms to:

Miss Cathy Leicester, Headteacher [cathy@reach2.org](mailto:cathy@reach2.org)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

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

Visits to the school are not possible with the current social distancing guidance in place. However, candidates are welcome to arrange a phone call, with the headteacher, Miss Leicester, to learn more about our school. To arrange an informal discussion please contact the school office on 020 8270 4962 or [office@dbja.co.uk](mailto:office@dbja.co.uk)

## The application process and timetable

<b>Application deadline:</b>	30 <sup>th</sup> January 2022 at 12:00pm
<b>School visits:</b>	School visits are not possible with the current social distancing guidance in place. However, candidates are welcome to arrange a phone call with the headteacher to learn more about our school.
<b>Interviews:</b>	To be confirmed
<b>Contract details:</b>	Permanent, Full-Time
<b>Hours:</b>	36 hours per week, 52 weeks per year
<b>Salary:</b>	NJC Outer London, SCP 29-35 p.a
<b>Start date:</b>	ASAP

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that academies and academy personnel are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all of our pupils.

We have a principle of open competition in our approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process aims to ensure the identification of the person best suited to the job based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely, and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system after six months from notifying unsuccessful candidates, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your details will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

# Job Description

<b>Post:</b>	<b>School Business Manager</b>
<b>Salary:</b>	NJC Outer London 29-35
<b>Responsible to:</b>	<b>Headteacher</b>
<b>Responsible for:</b>	Administrative staff, play leaders and premises

## **Job Purpose**

- The School Business Manager promotes the highest standards for business ethos within 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/Management Information and ICT/Human Resource Management areas
- To operate, maintain and develop the administrative and financial procedures and systems of the Academy in co-operation with the other members of the Senior Management Team and Governors
- To ensure the efficient use of all facilities on the site
- To advise the other members of the Senior Management Team on business matters so as to contribute to the successful and effective operation of the Academy in meeting its educational aim

## **Responsibilities**

### **Leadership & Strategy**

- To function as a member of Senior Leadership Team (SLT), ensuring that the decision making is part of a shared process
- Attend full Governing Body and appropriate Governor's sub-committee meetings
- Negotiate and influence strategic decision making within the Academy's Senior Leadership Team
- Plan and manage change in accordance with the Academy development plan
- Promoting the Academy within the community



### **Financial Resource Management**

- In consultation with the Senior Team and Governors prepare, submit and monitor a realistic and surplus budget for academy activity and to achieve value for money
- Identify and inform the Head and Governors of the causes of significant variance and take prompt corrective action
- Propose revision to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people
- Advise the Head and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the academy development plan and will forecast future year budgets
- To prepare financial returns for the DfE, EFA, LA and other central and local government agencies within statutory deadlines
- To monitor all accounting procedures and resolve any problems, including: the ordering, processing and payment for all goods and services provided to the Academy. The operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month. Preparation of invoices and collection of fees of other dues
- Identify additional finance required to fund the Academy's proposed activities
- Seek and make use of specialist finance expertise
- Maximise income through lettings and other activities
- Select types of investments which are appropriate for the Academy, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules and monitor their effectiveness and implementation

### **Administration Management**

- Manage the whole academy administrative function including Academy Reception, reprographics and records
- To provide the preparation and production of all correspondence, records, policies and publications
- 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 academy'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
- Acting as Systems Manager for the administrative computer network
- Design, maintain and manage systems and link processes that interact and deliver outcomes based on the academy's aims and goals to form complete systems

- Establish and use effective methods to review and improve administrative systems and ensure systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DfE, EFA, LA and other agencies and stakeholders within statutory guidelines
- To handle all other matters relating to the administrative nature which may arise

### **Managing Information Systems & ICT**

- In consultation with the school's ICT support provider:
  - consider approaches for existing use and future plans to introduce or discard technology in the academy,
  - consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
  - ensure that the academy has a strategy for using technology aligned to the overall vision and plans for the academy ensuring value for money
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the academy
- 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

### **Human Resource Management**

- To be responsible for HR matters relating to all staff, for the clearance for new staff- medical, child protection and to arrange the issue of contracts of employment
- To maintain confidential staff records including the school's single central record.
- Liaise with the payroll provider to manage the payroll services for all academy staff including the management of pension schemes and associate services
- Ensure the academy's Equality Policy is clearly communicated to all staff
- Ensure that all Recruitment, Appraisal, Staff development, Grievance, Disciplinary and Redundancy policies and procedures comply with legal and regulatory requirements
- To manage and co-ordinate the recruitment of all staff
- To line manage Administrative Staff, Playleaders, Buildings and Site Supervisor
- To be responsible for professional development, appraisal and training of all Administrative staff, Playleaders and Buildings and Site Supervisor.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the academy and staff
- Seek wider Reach2 Trust HR Team support for specialist expertise in relation to HR issues
- Evaluate the academy's strategic objectives and obtain information for workforce planning

### **Facility & Property Management**

- To compile, maintain asset register
- To be responsible for the letting of the academy premises to outside organisations and staff, with particular reference to the development of extended services and the local community
- To maximise income generation and energy saving within the ethos of the academy trust
- Ensure a safe environment for the stakeholders of the academy; to provide a secure environment in which due learning processes can be provided
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the academy and implement and manage such schemes accordingly.

### **Health & Safety**

- Ensure the maximum level of security consistent with the ethos of the Academy Trust.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

### **Headteacher's Personal Assistant**

- To act as a personal and confidential Personal Assistant to Headteacher
- Dealing with correspondence, attending meetings, etc. on behalf of Headteacher
- To participate in performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- The Academy Trust 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.

## Person Specification

The person specification is a picture of the skills; knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short listing and interview process for the post. If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please say this in your application. If you meet all the other criteria you will be short listed and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

	Essential	Desirable	Assessed*
<b>Knowledge/Qualifications and experience</b>			
Educated to Level 4 Diploma in School Business Management (formally Certificate in SBM) or demonstrable equivalent experience	x		A
Accountancy Qualifications (AAT) or equivalent experience	X		A
<b>Relevant Experience</b>			
Proven ability in a school or business environment	X		A
Experience of managing budgets and budget monitoring	X		A
Proven record of successful Financial Strategic Management		X	A, I
Experience of managing staff	X		A, I
Experience of developing effective administrative systems	X		A, I
<b>Skills, abilities and personal attributes</b>			
Ability to organise and prioritise work	X		A, I
Expert use of ICT including Microsoft 365 and other Management or Accountancy systems	X		A, I
Proven experience of Arbor, HCSS		X	A, I
Excellent literacy and numeracy skills	X		A, I
Safeguarding awareness in a school setting		X	A, I

Knowledge or ability to learn schools' policies and procedures	X		A, I
Knowledge of recruitment procedures and human resource management	X		A, I
Understand the principles of best value	X		A, I
Knowledge of Academy financial policies and procedures		X	A, I
Knowledge of employment law		X	A, I
Right to work in the UK	X		A

\*A = Application Form and I = Interview