



SENIOR ACADEMY BUSINESS MANAGER

With executive functions across the Trust

Job Ref: PPA/REDCAR 314





Welcome letter from the Trust

Dear Applicant

Thank you for expressing an interest in applying for a position working with Tees Valley Education Trust.

The Trust currently comprises of five Academies - Brambles Primary Academy, Discovery Special Academy, Dormanstown Primary Academy, Pennyman Primary Academy and Wilton Primary Academy.

Tees Valley academies believe in excellence as a birthright. All children, regardless of circumstance, have an entitlement to a world class education. The Academy Head Teachers operate in an atmosphere of trust, honesty, integrity and an unwavering commitment to excellence for children. They firmly believe there should be “no excuses or barriers!” in education.

All of the academies are located in areas of significant deprivation and its leaders are passionate about the difference education can make to children’s lives.

Therefore, if you are successful, you will be joining a brilliant team. All of our staff, regardless of their role, work together to ensure that our children are provided with the best education possible.

As a Trust, we are committed to giving our leaders and teachers time to fulfil their professional duties and responsibilities. We also offer you the opportunity to work in a vibrant, supportive and friendly atmosphere where you will be enabled to develop both personally and professionally.

Enclosed with this recruitment pack you will find the advert, job description and person specification for the post along with an application form, safeguarding information and guidance on how to apply. If you wish to apply, then please make sure that you complete the application form fully. Please do not attach a curriculum vitae: we will only consider information completed as part of the application form.

Yours faithfully

Katrina Morley
Chief Executive Officer

ADVERTISEMENT

Job title: x2 Senior Academy Business Manager



**TEES VALLEY
EDUCATION**
www.teesvalleyeducation.co.uk

Status: Permanent

Required: As soon as possible

Salary: From SCP 32 to SCP 34 £40,221 to £42,403

Hours: 37 hours (full time), whole time role (annual leave allocation of 29 days)

Reporting to: Academy Headteacher

Academy:

1. Dormanstown and Wilton Primary Academies (Redcar Academies)
2. Pennyman Primary Academy

About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (2 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (3 to 11 years),
- Pennyman Primary Academy (3 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

All the Trust's academies are either judged as 'Good' or 'Outstanding' by Ofsted.

About the role we are looking to appoint:

Tees Valley Education are seeking to appoint 2 suitably qualified Senior Academy Business Manager (SABM) with experience of working across a Trust and with senior leaders.

Candidates are required to advise which if not both locations they wish to be considered for within their letter and on the application form. There will be one SABM for:

- Redcar academies: primarily based at Dormanstown with oversight of the business functions for both Dormanstown and Wilton Primary Academies and therefore will be required to work at Wilton at least one day a week and
- Pennyman Primary academy

Important to note, all SABMs are required to work at central Trust at least one day a week on Trust wide projects e.g. financial management, procurement, safeguarding, Health and Safety, GDPR, HR and policy and procedure development work. During the holidays, to support with business continuity SABMs are also required to work at central (during the summer holidays, this is at least one week).

Attached as appendix one, is an overview of Redcar academies and Pennyman to aid you in making a decision of your preferred choice of location.

To continue our drive for excellence, the successful candidates will have significant and proven impact in business management, as well as being enthusiastic, with a strong commitment to teamwork. The role will be required to support the Headteachers (Dormanstown and Pennyman) and Head of Academy

(Wilton) to lead the business aspects of running the academies, as well as supporting the Director of Finance, Resources and Operations as part of the roles Trust wide responsibilities.

At an academy level the SABM includes providing day to day oversight and support to the headteacher and head of academy on financial management including budget management, human resources, payroll, administration and management, contract management, health and safety, facilities and premises management.

What we are looking for:

We are looking for someone who is positive, solution focussed and has strong communication, interpersonal skills and can provide an excellent customer service experience to all. The role will require the post holder to liaise directly with a range of stakeholders internally and externally including CEO, Directors, Trust Improvement Team, Headteachers, Deputy Headteachers, Trustees, Local authorities, Department for Education (DfE), Ofsted and Education Skills Funding Agency (ESFA) as required.

In return, we can offer you the opportunity to be part of a successful trust, that delivers on good outcomes for children with a strong inclusive ethos and an inherent drive for quality. Our children are proud academy citizens, who care for each other, are focused on learning and enjoy coming to school.

We have a strong team ethos, working collaboratively to improve outcomes for our children. We are offering a varied and rewarding role in a busy working environment with access to excellent continuous professional development, as part of a highly functioning team. With the Director of Finance, Resources and Operations, the Academy Business Managers across the Trust academies work closely together, offering support and the development of effective practice through regular communication and network meetings.

What the Trust will provide the successful candidate with:

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.
- Free parking
- Enrolment into the local government pension scheme
- All support contracts are employed on National Joint Council (NJC) for local government services (also known as Green book)
- Benefits of the Trust's Staff Charter which can be found at [TVED Staff Charter](#).

Safeguarding requirements for the role:

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, all convictions, cautions and bind-overs, including those regarded as “spent” must be declared. The Trust’s Recruitment of Ex-Offender policy can be requested or visit the Trust’s website.

Applications are invited from prospective candidates who demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

JOB DESCRIPTION

The role is required to work across more than one academy and undertake central Trust functions by providing strategic leadership for the business requirements across the Trust, through supporting the Senior Leadership Team.

MAIN RESPONSIBILITIES

- Be a part of the Trust Business Leadership Team
- To deputise for the Director of Finance, Resources and Operations in their absence
- Trust wide centralised duties to support the academies in the Trust
- Work flexibly to meet the needs of the academies and the Trust
- Know and comply with national directions from DfE and ESFA as well as academy protocols
- Be responsible for developing Office Managers, level 3 administrators, premises staff and administrative apprentices where needed in processes and procedures
- To act as the Trust Finance approver as required and ensure the Trust’s Financial Handbook is followed including the Trusts Financial Scheme of Delegation
- Support Head Teachers, Director of Finance, Resources and Operations in setting and managing budgets, linked to the academy and Trust Improvement Plans
- Support and maintain financial procedures and processes and maintain timely management of accounts for the Trust
- Uphold good governance and to support the Director of Finance, Resources and Operations to undertake Trust compliance audits and quality assurance of operational practice and procedures
- Maintain transparent recording suitable for audit inspections
- Public sector procurement including tenders and contracts
- Prepare and present reports to SLT, the Director of Finance, Resources and Operations and/or the relevant Trust Committee meetings
- Research and source various funding streams in liaison with the Head Teacher and Director of Finance, Resources and Operations
- To collaborate in the development of the Trust strategic handbooks
- To project manage and coordinate the business improvement plan to ensure actions and deadlines are met

GENERIC RESPONSIBILITIES

- Represent and promote the Trusts values, internally and externally
- Deliver day to day duties consistently with the agreed service level and within the Trusts ethos
- Act as champion for improvement, constantly seeking to enhance quality as well as optimise systems and processes
- Actively promote and act in line with Trust policies and behaviours
- Have a practical and professional commitment to actively contributing to improving standard, provision and outcomes for pupils

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and GDPR data protection, reporting all concerns to the appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in relevant meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

Any other duties consistent with the grading of the post that is deemed necessary and as directed by the CEO, Head Teacher or Director of Finance, Resources and Operations

SAFEGUARDING

- All staff must adhere to the Trust’s safeguarding training (appropriate for job role) including policies, procedures, latest Keeping Children Safe in Education guidance and Working Together to Safeguard Children DfE 2018.

ADDITIONAL RESPONSIBILITIES

- The job holder may be required to undertake additional duties as could be reasonably required in exceptional or emergency situations. These may include:
 - to work flexibly between the hours of 8am and 6pm including weekends.
 - to work across the Trust if required.
 - to undertake additional training e.g. first aid, Positive Handling.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the line manager.

The job holder may be required to undertake additional duties as could be reasonably required.

The job holder may be required to work across the academy group, including for Trust wide initiatives.

The job holder may be required to undertake additional training.

Signed (Employee)			
Date:			
Signed (on behalf of employer):		Name and Role:	
Date:			

Important: In the first instance, applications are assessed against the following criteria:

- *overall presentation *use of standard English *grammatical accuracy

Where applications do not meet the expected standard, they will be discarded before being matched to the person specification.

PERSON SPECIFICATION

QUALIFICATIONS	Office use only
Relevant formal qualification e.g. in accountancy or management	E (1)
Good standard of education grade C/4 or above in English and Maths	E (2)
Graduate or equivalent	D (1)
School Business Management qualification	D (2)
EXPERIENCE	Office use only
Successful experience in managing change	E (3)
Experience of working in an education setting	E (4)
Successful track record in working with school governors or other boards of directors	E (5)
Experience of building capacity and managing change across a range of professional functions and support teams. Experience of developing shared services would be beneficial	E (6)
An understanding of financial management across multi-disciplinary functions and of budget formulation, setting and monitoring across a number of disparate bodies	E (7)
Experience of building trust and confidence with various stakeholders and providers	E (8)
Experience of building effective, productive and relevant working relationships, both internally and externally, with a diverse range of stakeholders	E (9)
Experience of working with senior leaders within a local authority, government department, agency or similar high profile organisation with comparable scope, responsibilities, budget and resources	D (3)
Experience of Human Resource Management	D (4)
Experience of SIMS personnel, IRIS Financials or similar MIS and finance systems	D (5)
Experience in premises' management, risk assessments and emergency planning	D (6)
Experience of public sector procurement including tenders and contracts	D (7)
KNOWLEDGE AND SKILLS	Office use only
Operational management skills	E (10)
Responsible for leading teams across the Trust in a fast paced environment. Demonstrating added value in all activities	E (11)
Skills in management and participation in the formulation of policies and strategies within a large multi-discipline organisation	E (12)
Proven track record of education/training in relevant areas of finance/management	E (13)
Skills in Microsoft Excel and experience of finance systems	E (14)
Understanding of school frameworks and funding	E (15)
Effective use of IT	E (16)
Skill in supporting strategic leaders to prepare a budget plan taking into account Value for Money, organisational priorities and factors affecting funding/income	E (17)
Proven skill in maintaining accurate financial information to facilitate effective monitoring to achieve organisational aims	E (18)
Proven skill in presenting complex financial data to support the Head Teacher and Trust Business and Resource Manager	E (19)
Proven skill in delegating tasks and managing own workload to meet deadlines	E (20)
Identify own professional development needs and ensure they are met	E (21)
Identify and report potential risks to senior leaders	E (22)
Involvement in leading and supporting a project	E (23)
Successful in communicating effectively to a variety of audiences	E (24)
Understanding of Health & Safety issues relevant to the post	E (25)
Understanding the importance of confidentiality and an appreciation of the implications of the GDPR and Data Protection Act	E (26)
Knowledge and responsibility for the effective operation of payroll structures and administration (in particular School Teachers' Pay and Conditions)	D (8)

QUALITIES	Office use only
An inspirational leader, visionary and visible; able to lead by example. Empowering, enabling, motivating and developing others	E (27)
A highly effective communicator with strong influencing skills, able to inspire confidence and trust at all levels. The gravitas to make an impact at the highest levels.	E (28)
A corporate player acting with integrity, professionalism, energy and drive in the best interests of the organisation and in accordance with the agreed strategic direction	E (29)
Humour, resilience and determination	E (30)
Friendly with a 'can do' attitude	E (31)
Resourceful and creative	E (32)
Commitment to working flexibly and co-operatively within a team	E (33)
Clear achievement in promoting quality of opportunity	E (34)
A strategic operator with the tenacity and personal drive to deliver continuous performance improvements and lead transformational change.	E (35)
Successful in applying sound judgement in responding quickly to fast moving priorities whilst also identifying and working towards longer term goals	E (36)

AM (Assessment Method) - A - Application Form, I - Interview, R – Reference
E – Essential D – Desirable

HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the academy. Only applications via the Trust's official application form will be accepted. Please do not submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to recruitment@tved.org.uk - please be aware the academy cannot be responsible for any formatting anomalies when printing. If you are unable to submit an electronic application form, hand written or electronic printed copies should be posted or hand delivered to the following address for the attention of Emma Chawner, Director of Finance, Resources and Operations.

Tees Valley Education
C/O Pennyman Primary Academy
Bungalow
Fulbeck Road
MIDDLESBROUGH
TS3 0QS

Shortlisting Process

After the closing date, short listing will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in the sealed envelope provided.

References for successful Candidate/s

We may seek references for shortlisted candidate/s, we may also approach previous employers for information to verify particular experience or qualifications before the interview. Finally, we may also undertake a social media

search in accordance with Keeping Children Safe in Education guidance. Any relevant issues arising from references will be taken up post interview.

Interview process

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please contact the academy office on 01642 221156 to arrange a visit at both Dormanstown and Wilton Primary Academies

For your information, the recruitment timetable is detailed below:

Closing date: Monday 2nd September at 12:00pm

Shortlisting date: w/c 2nd September

Interview date: Monday 9th September

Contract Start Date: as soon as possible

General Data Protection Regulation

Refer to our privacy policy on how we will process your personal data including how you can request to access your personal data via Tees Valley Education website: <http://www.teesvalleyeducation.co.uk>.

EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:



1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

Objectives Statement

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.

Redcar Academies have two thriving learning communities of 355 pupils combined between the age of 3-11 year olds.

They have strong values which are:

<p>Dormanstown's:</p> <ul style="list-style-type: none"> - Inspiration - Aspiration - Collaboration and - Celebration 	<p>Wilton's:</p> <ul style="list-style-type: none"> - Determination - Independence - Collaboration - Compassion 
<p>The unique aspects of the academy are: A designated mainstream school with a Unit that offers 40 specialist places for high needs pupils where their primary need is communication and interaction with some ASD and moderate learning difficulties from across Redcar and Cleveland local authority area.</p> <p>The academy serves an area of substantial social and economic deprivation. This is evidenced by IDACI data which shows that over 80% of our children live in areas in the lowest 5% of overall IMD deprivation indices, with 90% in the lowest 20%. Therefore, the proportion of children eligible for Pupil Premium funding is much higher than the national average at over 65%.</p>	<p>Through their motto of 'Inspire, Believe, Achieve'</p> <p>Wilton Primary is a smaller than average academy situated in the village of Lazenby. We serve the villages of Lazenby, Wilton and Lackenby as well as hosting children from further afield. The academy serves an area of social and economic deprivation with poor transport links from the village.</p> <p>The unique aspect of the academy is its small family atmosphere. Wilton is the smallest academy in the Trust, with around 80 children in mixed age classes.</p>
<p>Although pupils join our academies with skills well below those of others nationally, they do, however, make good progress across the academies because of our curriculum provision and teaching to achieve outcomes above or in line with national.</p> <p>We are committed to developing each child's unique potential within an environment where all pupils can thrive and not only reach their best academically, but also develop a thirst for knowledge, a love of learning and be well prepared for their future lives. Our learning environment is integral in promoting key learning dispositions and values. Through the provision of a range of educational experiences, we aim to increase confidence, broaden horizons and increase pupils' cultural capital. The curriculum at Dormanstown and Wilton Primary academies ensures pupils have the essential knowledge, learning dispositions and key values to embrace the opportunities and challenges they encounter to go out into the world and make a difference to their own lives and that of others.</p>	

Pennyman Primary Academy is a thriving inclusive learning community with 422 pupil from nursery to year 6.

The strong values of the academy are:

'Every child, Every chance, Every day'

Pennyman Primary Academy is a larger than average sized primary school. It is a mainstream academy with a specialist designated unit for children with complex physical and medical needs and associated communication and learning needs.



The academy is located in the community of Netherfields in East Middlesbrough. Its catchment area includes the local authority housing estates Netherfields and parts of Priestfields, and Thorntree. These are all areas of significant social and economic deprivation. The current school building was constructed in the 1970's when Pennyman was created from the amalgamation of two other schools. There has been significant and regular investment in the building, so consequently the Pennyman community enjoy an excellent and engaging learning environment.

Pennyman has a hardworking, dedicated and talented staff who are such a valuable asset to the academy community. Our commitment to their training and development is central to school improvement.

*Our motto underpins the vision and our Pennyman values, **'Ready, Respectful, Safe'**, shared by parents, pupils and staff. Working together in this positive culture allows our children the best opportunity to be happy and successful individuals and recognise the contribution they can make to the academy, trust, and wider community as they move through life. We are incredibly proud of our learning community and the dedication and passion every member of this community represents.*

Our children are a joy to work with and 'are recognised as proud academy learners and citizens'. Furthermore 'Pupils know implicitly how to behave and how to interact positively with each other and with staff. This is because of the high levels of respect that underpin the school's very inclusive and supportive ethos' Ofsted 2023.