



SENIOR ACADEMY BUSINESS MANAGER

With executive functions across the Trust including additional Deputy Chief Finance Officer responsibilities for the right candidate

Job Ref: PPA314



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: Senior Academy Business Manager including delegated deputy chief finance officer (DCFO) responsibilities across the Trust



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

Applications are also welcome from individuals who may only wish to undertake the Senior Academy Business Manager functions at SCP 32 to 34. However, please make this clear on your application.

Status: Permanent

Required: 4th November 2024 or as soon as possible

Salary: From SCP 40 to SCP 42 £48,474 to £50,572

Hours: 37 hours (full time), whole time role (annual leave* allocation of 29 days + 8 public bank holidays)

Reporting to: Academy Headteacher and Director of Finance, Resources and Operations

Academy: Pennyman Primary Academy

Are you looking for a new challenge where you can join a thriving team? Are you an experienced, credible and an inspiring leader that wants to make a difference and contribute to children's outcomes as well as the growth of the whole trust? Please apply today.

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 (2 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

In addition, as part of the Trust's maturity, in its 10th year of growth and developing its broader business model of outreach. This work is to contribute towards the Trust's 100 year legacy by making a positive impact on the education sector locally, regionally and nationally.

What we are looking for:

The Trust is seeking to appoint a talented individual who will bring expertise that will enhance the Trust's workforce. We are keen to receive applications from dynamic, gracious disruptors that are positive, solution focussed and have strong communication, interpersonal skills and can provide an excellent customer service experience to all.

This is an essential position within the team at Pennyman Primary Academy. With a robust leadership structure both within the academy and across our trust, we are well-equipped to embrace the opportunities and tackle the challenges facing the education sector, particularly within SEND (Special Educational Needs and Disabilities) education.

To continue meeting the diverse needs of our pupils, we are looking to appoint a skilled and dedicated Academy Business Manager. This role requires someone who thrives on tackling challenges, finds interest in the complexities of academy operations, and is committed to developing effective, forward-thinking solutions. You will oversee risk management, fine-tune operational strategies, and ensure that we are always responsive to the evolving demands of the sector.

We are seeking a proactive leader who enjoys empowering the team and contributing to the broader school community. You will be driven to achieve personal and professional growth, while also guiding the team towards continuous improvement. Your work will be pivotal in enhancing the services we provide, ensuring that we deliver outstanding results for our children, their families, staff, and other key stakeholders.

With over 300 children at Pennyman Primary Academy, many of whom have additional needs, you will have the opportunity to see the tangible impact of your work every day. The positive, transformative influence you will have on our academy community offers a unique sense of job satisfaction.

If you are looking for a role in a nurturing, inclusive environment that places a high value on pupil outcomes and staff wellbeing, Pennyman Primary Academy could be the ideal place for you.

The Trust and the academy are proud of the family atmosphere that is engendered throughout the organisation. We have the highest expectations of everyone in our trust community to promote inclusion and equality of opportunity as well as social awareness, understanding and ensuring we all contribute to transforming children's life chances. 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.

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, Senior Academy Business Managers across the Trust academies work closely together, offering support and the development of effective practice through regular communication and network meetings.

This role is intended to seek a candidate that is an outstanding business leader that has specific expertise in finance. If interested in the additional responsibilities of DCFO we would be looking for the above skillset set alongside someone who has expertise linked to commerce, start-ups and non-government funded grants, to contribute towards the growth of the Trust's traded arm of PLACE. We will welcome applications from individuals that are outstanding business leaders, will add value and has a commitment to developing their financial skills in the future¹ and are a committed to their learning.

About the role we are looking to appoint:

Although the role of Senior Academy Business Manager, will be primarily based at Pennyman Primary Academy, that was judged by Ofsted as good in February 2023, the role has the exciting opportunity for additional responsibilities for the right candidate- Deputy Chief Finance Officer (DCFO). Regardless of position the role will involve working with senior leaders across the academy and Trust.

The role requires the candidate to work at central Trust at least one/two day a week on Trust wide projects e.g. financial management, procurement, safeguarding, Health and Safety, GDPR, HR and policy

¹ For the right candidate, the Trust may appoint as a Senior Academy Business Manager only on the SCP 32 to 34 and offer the deputy CFO functions internally with a career progression pathway and additional financial reward.

and procedure development work. During academy holidays, to support with business continuity, SABMs are required to work at central Trust.

Attached as appendix one, is an overview of Pennyman Primary Academy and PLACE.

To continue our drive for excellence, the successful candidate 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 Headteacher to lead the business aspects of running the academy, as well as supporting the Director of Finance, Resources and Operations as part of the role's deputy CFO and Trust wide responsibilities.

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 including deputy chief finance officer responsibilities 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 standards, 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

DEPUTY CHIEF FINANCE OFFICER RESPONSIBILITIES

- To deputise for the CFO and cover annual leave/absences as required
- To provide leadership and management of a trust wide operation and delivery aspects

- Responsible for all non-government grant income i.e. grants, self-generated income and contributing to the effective of business and development of PLACE
- Provide operational line management of the Trust’s finance functions supporting the academies with the financial accounting and transactional finance
- To coordinate the work of both internal and external audits
- Deliver on robust systems, processes and controls including maintaining the Trust’s fixed asset register
- To coordinate all external grants and none general annual grant (GAG) in terms of compliance against grant criteria and submitting returns
- To have an understanding of SEND funding and the SEND landscape nationally
- To understand and apply regulatory aspects to a complex and demanding role, at both an academy level and at trust level
- To have knowledge and skills (or willingness to learn) in commerce, start ups or scale up business e.g. commercial and/or voluntary sectors
- Support and contribute with Trust level strategy and policy developments by ensuring all relevant stakeholders are included
- To be a skilful communicator in recording and preparing reports and delivering information for the trust governance structure or at local/regional/national events as required
- To attend all trust academies as needed to ensure strong financial management and control
- To attend where required Audit, Risk and Finance committee meetings
- To recognise your prime responsibility is to the children, families and communities that the trust serves

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:	
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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 graduate qualification e.g. in accountancy or management	E (1)
Good standard of education (grade C/4 or above in English and Maths)	E (2)
School Business Management/finance qualification	D (1)
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 senior leaders	E (5)
Experience of building capacity and managing change across a range of professional functions and support teams.	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 developing shared services	D (2)
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 and strategic 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)
Effective use of IT	E (13)
Skill in supporting strategic leaders to prepare a budget plan taking into account Value for Money, organisational priorities and factors affecting funding/income	E (14)
Proven skill in maintaining accurate financial information to facilitate effective monitoring to achieve organisational aims	E (15)
Proven skill in presenting complex financial data	E (16)
Proven skill in delegating tasks and managing own workload to meet deadlines	E (17)
Identify own professional development needs and ensure they are met	E (18)
Identify and report potential risks to senior leaders	E (19)

Involvement in leading and supporting a project	E (20)
Successful in communicating effectively to a variety of audiences	E (21)
Understanding of Health & Safety issues relevant to the post	E (22)
Understanding the importance of confidentiality and an appreciation of the implications of the GDPR and Data Protection Act	E (23)
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 (24)
A highly effective communicator with strong influencing skills, able to inspire confidence and trust at all levels.	E (25)
Hardworking, resilient, determined, reliable, honest and committed with a sense of humour.	E (26)
Friendly with a 'can do' attitude	E (27)
Commitment to working flexibly and co-operatively within a team	E (28)
Actively promotes equality of opportunity for all	E (29)
A strategic operator with the tenacity and personal drive to deliver continuous performance improvements and lead transformational change.	E (30)
Ability to respond to fast moving priorities whilst also identifying and working towards longer term goals	E (31)

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 to the academy and central team.

For your information, the recruitment timetable is detailed below:

Closing date: Monday 30th September 2024 9am

Shortlisting date: Monday 30th September 10 am

Interview date: Tuesday 2nd October 2024

Contract Start Date: Monday 4th November 2024 or as soon as possible (or negotiable for the right candidate).

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.

Overview of Pennyman Primary Academy



Pennyman Primary is part of Tees Valley Education, a trust dedicated to creating outstanding academies for local communities. Working with our partner academies within Tees Valley Education, we strive to ensure that we offer an inspiring and memorable journey through Primary, which challenges pupils to be the best that they can be.

As a mainstream academy with a specialist designated unit provision, Pennyman is a fully inclusive and exciting learning community. Unlocking each child's unique potential is at the heart of learning, which is reflected in our academy Motto **'Every Child, Every Chance, Every Day'**.

We are incredibly proud of the family atmosphere within our academy, where the highest expectations of social awareness and understanding, and academic progress are a non-negotiable. We aim to ensure that all children are confident, tolerant and resilient through a broad and balanced curriculum that provides challenge, excitement and enjoyment. We encourage our children to take risks, learn from mistakes and work collaboratively and independently, promoting high levels of self-esteem through a wide variety of holistic experiences.

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.

We look forward to welcoming you to Pennyman and so if you wish to visit, or you have any queries, please do not hesitate to contact us.

Overview of PLACE



PLACE is in the embryonic stages of development with the concept to harness practical insights and collaborate with other entities to catalyse substantial transformations in education and communities. This endeavour will pave the way for a 100-year legacy for TVEd. Its inception is marked for 2024-25, marking a decade of TVEd's dedicated service to the communities of the Tees Valley and the education sector as a whole.

What PLACE aims to achieve in terms of business status and positioning:

- Regional representation as a MAT-based organisation that seeks to address educational disadvantage through policy, professional development and community engagement.
- National representation as a real-world education-based organisation which regularly contributes to national policy, research and collective partners on key topical educational and social policy issues linked to educational disadvantage, social justice, SEND and careers-related learning in primary education.
- A strategic position as a real-world school-based strategic voice on child poverty, education policy and place-based ways of working in education.