



Job Application Pack Business Manager

SCP Pt 46 – Pt 49 (£44,624-£47,664) Salary is to be Pro Rata adjusted to TTO + 2 Weeks
Full Time, 37 hours / week Monday – Thursday 8am – 4pm Friday 3.30pm
Permanent Contract Starting: June 2022
Closing Date: 12 noon on Monday 16th May 2022
Interviews will take place on Friday 20th May 2022

Letter from the Headteacher Neal Holder



Dear Colleague,

Thank you for your interest in the role of Business Manager at Farringdon Community Academy.

At Farringdon Community Academy, we pride ourselves in delivering an ambitious, broad and balanced curriculum, enabling all our students, irrespective of background, to acquire the skills for life, take pride in what they do, who they are, and in their community, and become confident, respectable and upstanding citizens. Our high standards and expectations of students and their behaviour ensures that our teachers are able to teach to a high standard and all of our students have access to the very best learning. We work hard as a staff to ensure our students develop a love of learning and are supported in achieving their aspirations.

As well as being committed to academic excellence, we also prioritise pastoral care. Our House system focuses on building our students' character and it provides them with the opportunity to develop attributes such as: leadership, resilience, initiative and respect. Our Houses also give our Academy a 'family feel' where staff and students alike care for each other and forge strong relationships.

It is an incredibly exciting time to be joining our team, ahead of an exciting journey. Farringdon Community Academy has been selected by the DfE to be rebuilt and we are one of only two schools in the North East who will be opening the doors to a new school, in October 2023. The news of our new build marks the beginning of a very important chapter for our Academy's history as well as its future.

We value staff development in the Academy and are as equally committed to the growth of our staff as we are to the growth of our students. Working within the Academy, you will be supported and challenged to develop and will be provided with the opportunities to reflect on your practice so that you continue to perform at a high level. We invest a lot of time in staff training and providing staff with support tailored to suit their needs and aspirations.

We are looking for committed, experienced, ambitious and dynamic individuals to join our dedicated staff team. At Farringdon Community Academy, our vision, values and expectations are clear. If you share our ethos and our mission to provide the highest quality of education for our students and passionately believe in the potential of all young people, we can offer you the support you require to develop and the opportunity to make a difference and make an impact on our community.

I hope you enjoy reading our prospectus and learning more about who we are and what we are about. If we are the right fit for you, I look forward to receiving your application.

Yours faithfully,

Neal Holder

Headteacher

Our Vision and Values & Quality of Education Mission Statement



OUR VISION

All students, irrespective of background, acquire the skills for life, take pride in what they do, who they are, and in their community, and become confident, respectable and upstanding citizens.

OUR VALUES

- Respect
- Resilience
- Endeavour
- High aspirations
- High standards and expectations

EXCELLENCE
— THROUGH —
ENDEAVOUR

RATIONALE

At Farringdon Community Academy teaching, learning and our curriculum is at the forefront of our thinking and is at the heart of everything we do. We are committed to ensuring a broad and balanced curriculum with high quality teaching and learning experiences so that all students make good progress, have exciting and equal opportunities in their learning journeys and achieve beyond what they imagined is possible; we are as equally committed to our staff and their development, supporting and challenging staff to be the very best practitioners and pioneers of their field.

Business Manager Advert



FARRINGDON COMMUNITY ACADEMY

Address: Allendale Road, Farrington, Sunderland SR3 3EL

Tel: (0191) 917 1500

Email: enquiries@farringdonca.net Web: www.farringdonschool.co.uk

Headteacher: Neal Holder Number of Students on roll: 677

Post:	Business Manager
Salary:	SCP Point 46 – Point 49 (£44,624 - £47,664) Salary is to be Pro Rata adjusted to TTO + 2 Weeks
Reporting to:	Headteacher, Neal Holder
Contract:	Permanent, TTO + 2 WEEKS (41 Weeks)
Hours:	37 hours / week Monday – Thursday 8am to 4pm Friday 8am to 3.30pm 30 minute lunch break
Start Date:	June 2022

Are you highly-skilled and looking for new challenges in the education sector?

Can you provide innovative solutions and lead others?

If so, this could be your opportunity to help shape the future of Farrington Community Academy.

We are looking to recruit a creative strategist with a deep understanding of the support service requirements of a successful and ambitious Academy. You will join a strong, forward looking and supportive leadership team here at Farrington Community Academy and will work with the Headteacher and Directors of the Brighter Academy Trust to secure its continuing success and support further development of the Trust.

As Academy Business Manager, you will provide leadership and management for all non-teaching related services within the academy and will advise the Headteacher, School Governors and Directors on these areas. To lead and oversee the business support function, with particular attention to finance, premises, ICT, administration, health and safety and other business services where required.

You will have Strategic overview across all teams of Business Support Staff – Including Site Supervisor and Team, Finance Team, Network Manager and IT Technician, School Office Staff and Community Lettings staff, and will:

To ensure full compliance with legal, regulatory and financial bodies, at all times.

To support the Head Teacher in all aspects of management of the Academy business.

Principal Responsibilities

- Leadership of the Academy's finance, premises, administration, health and safety, ICT and other support services as required.
- To ensure that there is strict adherence to financial propriety and to deliver the Trust Board's vision of a financially secure academy meeting the needs of the Academy, partners and stakeholders.
- To provide the strategic leadership of the business management of the Academy to support the development of its students.

- To provide advice and guidance to the Headteacher and Trust Board on strategic financial planning and other aspects of business management.
- To undertake any necessary professional developments as identified in the school development plan taking full advantage of any relevant training and development available.
- To ensure that all corporate governance policies and guidelines including risk management, HR, equal opportunities, disability and data protection are maintained in compliance with legislation and other guidelines
- To act as CFO (Chief Finance Officer) as defined in the Academies Trust Handbook.

You will be experienced in working at a senior level in an organisation and prepared to lead, inspire and challenge. You will have a demonstrable track record of success in the effective leadership and delivery of financial management, business support services, income generation and managing transformational change.

You may come from a commercial, accountancy, public sector or education background and will have a track record of taking a lead on strategy and engendering an atmosphere of success.

We welcome visits from applicants and would be delighted to show you around our Academy to fully appreciate our excellent learning environment and facilities. Please e-mail the Headteacher's PA andrea.parker@farringdonca.net to arrange a visit.

Please note that we do not accept CVs. We encourage candidates to take a look at our website therefore all the application documents relating to the post are on www.farringdonschool.co.uk to the right-hand side of our home page you will see a box with our current vacancies on or at the top of the page under 'about us' click on vacancies.

Completed support staff applications (Parts A, B & C) should be returned to andrea.parker@farringdonca.net Applications that arrive after the closing time/date will not go through to the shortlisting process.

Farringdon Community Academy safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. The post is subject to a DBS check from the Disclosure and Barring Service. Suitability to work with children will be checked with the Disclosing & Barring Service.

Closing Date: 12 noon Monday 16th May 2022 Interview Date: Friday 20th May 2022



Business Manager Person Specification

	Essential Attribute	Desirable	How identified
Education and Qualifications	Relevant good degree or recognised professional qualification	Accountancy or equivalent level of post graduate qualification (e.g. CCAB, CIPD, Post Grad Certificate)	Application Form Certificates Interview
	Evidence of continued commitment to personal professional development	Masters degree in relevant field	Application Form Certificates Interview
Experience and Knowledge	Experience of working as part of a senior management team and implementing services improvements	Experience of initiating, leading and managing cultural change at a senior and strategic level in an organisation	Application Form Interview
	Evidence of senior accountability for significant budget spend within a large organisation.	A proven record of success gained in the education sector	Application Form Interview
	Evidence of turning business strategy into successful outcomes	A high level of commercial awareness	Interview
	Successful track record of management experience within a large complex organisation with experience of: <ul style="list-style-type: none"> • Operating a substantial accounting system • Working with PC's and software packages specifically spreadsheets and databases 		Application Form Interview References
	Experience of financial management including income generation		Application Form Interview
	Experience of leading and supporting teams through processes of continuous improvement		Application Form Interview
	Knowledge and understanding of School/Academy structures		Application Form Interview
	An understanding of key issues facing schools and academies		Application Form Interview

	Experience of developing and implementing successful financial strategies		Application Form Interview
Skills	Ability to communicate at all levels both verbally and written	A good working knowledge of a range of effective school improvement strategies	Application Form Interview
	A high level of presentation skills	Thorough understanding of school performance analysis and issues relating to improved achievement and attainment	Application Form Interview
	Ability to think strategically and to analyse complex situations, formulating and implementing plans		Application Form Interview
	Numeracy and literacy skills in order to handle data and information critically, accurately and effectively		Application Form Interview
	Have a detailed knowledge and understanding of: <ul style="list-style-type: none"> • Company Act accounts • Management accounts • Computerised accounting packages • Funding arrangements for schools and academies • Internal control and risk management • e. Commercial requirements 		Application Form Interview
	Marketing planning and implementation skills developing appropriate strategies and achieving successful results		Application Form Interview
	Public relations skills including the ability to speak at public forums		Interview
	Capable of working with and achieving income targets		Application Form Interview

	Able to work with colleagues and contacts from a range of backgrounds		Interview
	Highly developed organisational skills managing time well to meet competing priorities.		Application Form Interview
	Ability to prioritise workloads and manage the delegation of work effectively		Interview
Personal Attributes	Ability to lead a team of staff both teaching and non teaching to achieve objectives.	A proactive approach to change with an ability to think laterally	Application Form Interview
	Ability to work as a member of the senior management team and set challenging targets for school improvement.		Application Form Interview
	Ability to relate to all staff, parents and pupils to secure school priorities		Application Form Interview
	Ability to use initiative and develop new strategies in the area of responsibility		Application Form Interview
	Ability to remain calm and consistent under pressure		Application Form Interview
	Ability to successfully manage others		Application Form Interview References
	Self motivated		Interview
	Possess effective leadership skills with the ability to motivate and steer others towards achieving successful objectives		Application Form Interview
	Dynamic, visionary and enthusiastic		Application Form Interview
	Demonstrate effective decision making skills including the ability to make quick decisions when under pressure and be willing to accept responsibility for decisions		Application Form Interview

Special Requirements	Flexibility and versatility		Interview
	Emotional resilience		Application Form Interview
	Ability to work flexibly to meet the demands of the post		Application Form Interview
	Adaptability		Application Form Interview
	Ability to influence across all levels of the Academy		Application Form Interview
	Ability to promote the positive ethos of the school.		Application Form Interview
	High, professional standards, including excellent attendance and punctuality		Application Form Interview References
	This role will require satisfactory clearance from the Disclosure and Barring Service (DBS).		Disclosure

Business Manager Job Description



Post:	Business Manager
Salary:	SCP Point 46 – Point 49 (£44,624 - £47,664) Salary is to be Pro Rata adjusted to TTO + 2 Weeks
Responsible for:	Strategic overview across all teams of Business Support Staff – Including Site Supervisor and Team, Finance Team, Network Manager and IT Technician, School Office Staff and Community Lettings staff
Reporting to:	Headteacher, Neal Holder
Contract:	Permanent, TTO + 2 WEEKS (41 weeks)
Hours:	37 hours / week Monday – Thursday 8am to 4pm Friday 8am to 3.30pm 30 minute lunch break

This job description may be amended at any appropriate time, following consultation between the Headteacher. It will be reviewed annually.

Purpose of Job:

To lead and oversee the business support function within Farringdon Community Academy, with particular attention to finance, premises, ICT, administration, health and safety and other business services where required.

To ensure full compliance with legal, regulatory and financial bodies, at all times.

To support the Head Teacher in all aspects of management of the Academy business.

Principal Responsibilities

- Leadership of the Academy's finance, premises, administration, health and safety, ICT and other support services as required.
- To ensure that there is strict adherence to financial propriety and to deliver the Trust Board's vision of a financially secure academy meeting the needs of the Academy, partners and stakeholders.
- To provide the strategic leadership of the business management of the Academy to support the development of its students.
- To provide advice and guidance to the Headteacher and Trust Board on strategic financial planning and other aspects of business management.
- To undertake any necessary professional developments as identified in the school development plan taking full advantage of any relevant training and development available.
- To ensure that all corporate governance policies and guidelines including risk management, HR, equal opportunities, disability and data protection are maintained in compliance with legislation and other guidelines
- To act as CFO (Chief Finance Officer) as defined in the Academies Trust Handbook.

Main Duties

Liaising with the Leadership Team:

Take a full and active part in the leadership, development and operation of the Academy, and contribute to its success. Specifically:

- Contribute to system leadership through purposeful collaboration with partner schools and other organisations.
- To provide professional advice to the SLT in all areas of expertise, including finance, facilities, human resources, health and safety, GDPR, marketing and services, and to take delegated responsibility for premises and financial decisions following appropriate discussions with the Headteacher.
- To deputise for the Headteacher as required in relevant fields of expertise.
- Ensure that the Academy is fully prepared to meet Ofsted financial criteria.
- To liaise with relevant members of the Local Authority, the ESFA and other stakeholders
- To ensure all policies and procedures related to areas of expertise are in place, reviewed appropriately and communicated to all staff.

Financial Management:

- To lead on all aspects of the Academy's overall financial and business strategy, ensuring long term sustainability.
- To report to the Head Teacher/Trust/Government agencies, on all financial issues including budget planning and review, cash flow, management and statutory accounts, and audit and assurance.
- To prepare and present monthly management accounts to stakeholders.
- To take a lead role in the preparation of the annual delegated budget spending plan.
- To maintain, update and present a Five Year Budget Projection Plan.
- To ensure the planning, delivery and development of financial accounting services within the Academy in line with Trust policy and statutory regulation.
- To oversee all accounting processes, systems and planning and projections and update the Academy's financial procedures as required.
- To manage a suitable programme of internal audit as required by the Academies Accounts Direction and the Trust.
- To respond to national initiatives as appropriate and maintain full and up to date knowledge of funding formulas at national and local level, ensuring the Academy receives its maximum funding available for revenue and capital purposes.
- To liaise with external agencies and represent the Academy as appropriate.
- To prepare end of year accounts that are true and fair and assist external audit in the production of audited annual accounts.
- Identify all possible revenue streams and liaise with consultants throughout the bidding process.
- To manage and regularly review all SLAs to ensure value for money.
- Oversee procurement and purchasing within the Academy.
- To maintain a Risk Register and review periodically with the Head Teacher and Finance, Audit & Risk Committee.
- To oversee the maintenance of a Fixed Asset Register and carry out the correct accounting treatment of additions, disposals, depreciation and revaluation.
- To prepare and submit all statutory returns and documents as required by the DfE, ESFA and other external organisations.

Premises Management:

- To oversee the Site Manager to ensure the efficient operation of all facilities and property.
- To act as principal contact with the Academy's assigned contractors providing services to the Academy.

- To ensure the Academy's property, plant and equipment are comprehensively insured at all times.
- To ensure the Academy's property is maintained and serviced in line with manufacturer's recommendation and good practice and warranties are protected where applicable.
- With the support of the Site Team, lead on capital projects ensuring that work is completed to a high standard and within budget.
- To ensure the Academy is compliant with all regulatory and statutory requirements relating to site, plant and property at all times including but not limited to Fire Safety, electrical inspection, PAT testing and waste disposal.
- To act as the Academy's Health & Safety Officer and to actively represent it and protect its interests on all issues relating to health, safety and welfare.

Other Responsibilities:

- Manage service level agreements for catering, payroll and pensions, HR and Data Protection and within the Academy, liaising and meeting with the providers and providing advice to Academy staff and stakeholders as required.
- Act as line manager to business support managers including the Administration and Health and Safety Manager, Site Supervisor, ICT Network Manager and Reprographics and Marketing Manager.
- Deal with freedom of Information and Subject Access Requests in line with legislation and ensure that the Academy processes data in accordance with GDPR.
- Ensure that policies are complete and reviewed as required for all business functions within the Academy.
- Attend Board and Committee meetings as required, preparing and presenting information and reports as required.
- To be involved in the recruitment of staff as appropriate and support the Head Teacher in Human Resources matters where required.
- To promote within the team and the Academy a professional atmosphere of friendliness, support, and rigour and an enthusiasm for improving standards;
- To fulfil the role of a lead professional, maintaining high standards in all aspects of professional behaviour and giving the lead in seeking to continuously improve;
- To be professional, fair and firm and modelling the behaviours that will inspire them to be respectful, empathetic and polite;
- To be at all times a good ambassador for the Academy and spokesperson for its aims;
- To use information technology systems to carry out duties in the most efficient and effective manner.
- To achieve personal appraisal targets, as agreed by the Head Teacher.
- To undertake training and constructively take part in meetings, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- To carry out duties and responsibilities and accordance with the Academy's Health and Safety Policy and relevant Health and Safety legislation.
- Undertake staff duties as required, and be prepared to play a part in the wider life of the Academy.

Further information and expectations:

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- As part of your wider duties and responsibilities you are required to be committed to, promote and actively support the Academy's/LA's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and alerting the appropriate colleagues or Designated Safeguarding Lead to welfare and safeguarding concerns. It isn't just about the very old and the very young, it is about everyone who may be vulnerable. We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.

General Terms and Conditions of Employment



All conditional offers of employment at Farringdon Community Academy are made subject to candidates meeting the following criteria: -

- Completion by candidate of either Support Staff or Teaching Staff Application Form. (CV's are not accepted)
- Verification of ID evidence (note: original documents need to be witnessed)
- Verification of candidates Educational Qualifications (note: original certificates to be provided)
- Two Satisfactory references provided for candidate on the Academy's standard Reference Form 1 & 2 (note: including at least one related to candidates last employment with children). If the role you are applying for involves contact with children you are asked to supply a referee who can provide a reference based on when you have previously worked with children. In relation to work with children, we will seek information about any past disciplinary issues relating to children and/or child protection concerns you may have been subject to. References will be requested prior to interview.
- Completion of Health Questionnaire by candidate and subsequently being declared medically fit for the proposed role
- Disclosure & Barring Service Application completed by candidate and successful outcome. Appointments are conditional on the satisfactory completion of DBS and other necessary checks. FCA are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including an enhanced DBS with barred list check.
- As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis by the Headteacher and HR partners.

Please complete an application form available from our website, under vacancies.
www.farringdonschool.co.uk