



BUSINESS MANAGER

Netherwood Academy

Recruitment Pack



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Welcome Letter

Dear Candidate,

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

This is a hugely exciting time for our family of academies. 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 academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary and secondary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy 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.

Libby Nicholas

Chief Executive, Astrea Academy Trust





A Warm Welcome from Angela Wells, Principal - Netherwood Academy

This is an incredibly exciting time to join Netherwood Academy.

Netherwood is an eight form entry 11-16 school situated in fantastic grounds in Wombwell, Barnsley. The Academy was formed five years ago merging two local community schools onto a single site and joined Astrea Academy Trust in April 2017. Students and staff benefit from working in a modern £35m PFI building with fantastic facilities. Outcomes at the Academy have previously suffered as a result of bringing two very different schools together but look stronger moving forwards. This is an exciting opportunity for a Business Manager to work as part of the Senior Leadership Team to assist the Principal in ensuring that the school meets its educational aims. The successful candidate will be responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

Netherwood Academy has a team of committed professionals who aspire to provide our pupils with the best possible life chances, and will ensure they acquire the skills, knowledge and ambition to be successful and happy members of modern British society. This is an opportunity to join a highly-committed team that has the highest ambitions for the pupils they serve.

Astrea Academies Trust is an inspirational academies network that aims to give children and young people from all backgrounds an education that will transform their lives.

Membership of the Astrea Academies Trust provides enhanced CPD opportunities for staff, and you can expect a tailored induction programme that will support, reward and challenge you.





Astrea Academy Trust

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

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

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.





Astrea Academy Trust Ethos

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Reach4thestars**

Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website: <https://astreaacademytrust.org/>



Astrea Academy Trust Family

Academies currently within Astrea Academy Trust:

- ★ Atlas Primary Academy, Sheffield
- ★ Byron Wood Academy, Sheffield
- ★ Carrfield Primary Academy, Rotherham
- ★ Castle Academy, Doncaster
- ★ Cottenham Village College, Cambridgeshire
- ★ Denaby Main Primary Academy, Doncaster
- ★ Edenthorpe Hall Academy, Edenthorpe
- ★ Gooseacre Primary Academy, Rotherham
- ★ Greengate Lane Academy, Sheffield
- ★ Hartley Brook Primary Academy, Sheffield
- ★ Hatfield Primary Academy, Sheffield
- ★ Hexthorpe Primary Academy, Doncaster
- ★ Highgate Primary Academy, Rotherham
- ★ Hillside Academy, Doncaster
- ★ Intake Primary Academy, Doncaster
- ★ Kingfisher Primary Academy, Doncaster
- ★ Lower Meadow Primary Academy, Sheffield
- ★ Netherwood Academy, Barnsley
- ★ The Centre School, Cambridgeshire
- ★ The Hill Primary Academy, Rotherham
- ★ Waverley Primary Academy, Doncaster



Job Description

Position:	Business Manager
Salary Range:	Grade 11, points 46 – 49
Reporting to:	Principal
Supervisory:	Academy support staff
Location of position:	Netherwood Academy, Wombwell

The Business Manager will carry out the responsibilities listed below in a manner which is in keeping with the values and vision of the Academy.

The Business Manager is the academies leading support staff professional and works as part of the Senior Leadership Team to assist the Principal in her duty to ensure that the academy meets its educational aims.

The Business Manager is responsible for providing professional leadership and management of academy support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the academy.

The Business Manager promotes the highest standards of business ethos within the administrative function of the Academy and strategically ensures the most effective use of resources in support of the Academies learning objectives.

The Business Manager is responsible for the Administrative, ICT, Human Resources, Site and Catering Contract management in line with academy policies and to ensure that the academy meets the standards set by the Education and Skills Funding Agency/DfE etc.

This description is not intended to be exhaustive and is a general outline of the typical duties and responsibilities expected to be carried out whilst accepting that these may vary.

PURPOSE OF THE POST

Supported by the Central Finance Manager the postholder is responsible to the Principal for all matters related to Academy finance. Manage the efficient running of the finance on a day to day basis ensuring compliance with financial regulations, procedures and audit requirements. Co-ordinator for all Academy visits. Health and Safety Officer for the Academy. Primary contact for all facilities management issues across the academy. Overall responsibility, leadership and management of lettings at the Academy.



Duties and Responsibilities:

Leadership & Strategy

- Attend Senior Leadership Team meetings. Negotiate and influence strategic decision making within the academies Senior Leadership Team.
- Plan and manage change in accordance with the academies development/strategic plan.
- To lead and manage Site, Human Resources, ICT, and Administrative services.
- To oversee the implementation of the efficiency agenda.

Finance

- To support the Cluster Finance Manager with the preparation, implementation and monitoring of the Academy's budget.
- To be responsible for the accurate maintenance of financial records, ensuring adequate audit trails are available and that archiving is undertaken in compliance with current legislation.
- To attend finance related meetings as required by the Central Finance Team.
- To support the Cluster Finance Manager in administering financial delegation and monitoring budget headings.
- To lead on any financial audits (internal and external).
- Ensure compliance with the payroll sign off process.
- Ensure accuracy of payment of invoices for the academy in line with the scheme of delegation.
- To periodically carry out reviews of service level agreements and ensure principles of Best Value are being adhered to.
- To ensure that pay progressions are reviewed annually, kept up to date and conform to all relevant schemes and conditions of service, pay scale and procedures.
- To manage the procurement of services and goods whilst maintaining the integrity of the Academy's ordering and invoicing systems ensuring orders are raised, invoices are checked, and the correct authorisation is obtained for processing payments to suppliers, ensuring segregation of duties at all times.
- To oversee acceptance of deliveries for goods/services, deal with discrepancies and liaise with suppliers and service providers.
- To be responsible for the production of BACS payment runs in line with Astrea Central Team procedures.
- To be responsible for the collecting and recording of all income into the Academy. Processing income through the appropriate system of receipts and paying-in slips. Preparing income for collection by the nominated security courier.
- Oversee the correct allocation and financial compliance of the academy's credit card.
- To assist with any Trust audits (non-financial) as and when appropriate.

Asset Register



- Responsible for managing the Academy asset register using PS Assets system. Maintaining the register, organising stock takes and day to day management of the record. Ensuring information is up to date and accurate.

Educational Visits

- Educational Visits Co-ordinator. Responsible for the effective co-ordination, organisation and management of educational visits. Ensuring all Trust rules and regulations regarding all Academy trips are adhered to. Ensure all necessary paperwork is completed accurately, risk assessments have been done and budget implications considered. Book transport and venues for trips verifying transport companies used are on CHAS register and also on the Trust list of approved users. Collection of student money.

Health & Safety

- To undertake the role of Health and Safety Officer for the Academy.
- To ensure that the Academy is fully compliant with the requirements of the Health and Safety at Work Act.
- To formulate, monitor, evaluate and review all necessary Health and Safety Policies including the Medical Needs Policy and First Aid Policy and to ensure that all policies comply with local and national requirements.
- To induct staff and community users in Health and Safety related areas and quality assure provision.
- To ensure all staff are regularly updated and trained in appropriate Health and Safety procedures and to maintain the Academy Health and Safety Training Record.
- To liaise with staff in potentially high-risk areas such as Technology, Science and PE, ensuring that all Health and Safety regulations and requirements are met and that a comprehensive range of additional quality assurance checks are in place and undertaken.
- To ensure compliance with First Aid requirements across the Academy, ensuring that students and staff are appropriately cared for at all times.
- To investigate Academy related accidents and act on the outcome of such investigations in order to limit the potential for repeated difficulties. Liaise with the Trust Legal Department and any legal services enlisted by the allegedly injured person(s) to resolve the concern.

Liaison with Facilities Management provider/s

- To act as the primary contact for staff with regard to facilities management issues.
- To support the Principal in leading, managing and resolving building related matters.
- To act as a first point of call in liaison with FM provider/s.
- To undertake regular meetings with FM providers in order to ensure the smooth running of the facility.

Data Protection



- As Data Protection Lead, ensure procedures and policies are in place to comply with the latest data protection regulations.

Lettings

- To have overall responsibility for the management of lettings at the academy.
- Be responsible for the development and implementation of all aspects of lettings provision via a comprehensive development plan.
- To structure a business plan that will underpin the development of community and lettings provision at the academy.
- Manage Relief Lettings Assistants on a day to day basis.
- Co-ordinate the workload of the lettings team and ensure that a first-class service is provided to the Academy.

General

- Act as Line Manager to Academy support staff.
- Participate in training/development and other learning activities and performance development as required.

Liaison with Facilities Management provider/s

- To act as the primary contact for staff with regard to facilities management issues.
- To support the Principal in leading, managing and resolving building related matters.
- To manage the Academy asset registers and lifecycle programmes. Maintaining the register, organising stock takes and day to day management of the record. Ensuring information is up to date and accurate.
- To act as a first point of call in liaison with FM provider/s.
- To undertake regular meetings with FM providers in order to ensure the smooth running of the facility.
- To be the lead contact for the Local Education Partnership and Local Authority for BSF/PFI obligations.

General Information and Working Arrangements

Netherwood Academy operates a no smoking policy throughout the site.

Netherwood joined Astrea Academy Trust in May 2017 and caters for the 11-16 age range. The academy is very popular and growing and the number on roll is currently 1140. We value equally all members of the school community and work together for the educational progress of all our students in partnership with the whole community.

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 above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

Person Specification

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

Relevant Experience	Essential	Desirable
Highly developed planning and organisational skills.	*	
Ability to successfully lead and manage change.	*	
Ability to work to tight deadlines, work under pressure and have attention to detail.	*	
Experience in financial and business management.	*	
High level of interpersonal skills, with the ability to maintain a positive profile with all stakeholders.	*	
Knowledge of developments in Data Protection and General Data Protection Regulations.		*
Experience of development, management and operation of administrative systems.	*	
Knowledge and experience of managing staff, setting standards and monitoring and evaluating performance Dealing with a wide range of HR issues.		*
Experience in Facilities management and Premise / Building maintenance programmes.	*	
Experience of managing a PFI contract.		*
Experience in the preparation and delivery of promotional campaigns and sales and marketing plans.		*
Experience and understanding of the Sports and Leisure market /organisation and management of events involving the community.		*
Education and Training		
Educated to degree level or Equivalent.	*	
Professional Qualification in a relevant field.		*
Enhanced DBS.	*	
Evidence of experience in current requirements in Education.	*	
Evidence of successfully managing people and systems.	*	
Health and Safety certificate – IOSH Managing Safely or NEBOSH General Certificate in Occupational Health & Safety.		*
First Aid certificate.		*
General and Special Knowledge		
Effective use of ICT, including knowledge in the use of Microsoft Office software.	*	
Full working knowledge of relevant policies/codes or practice and awareness of relevant legislation.	*	
Use of specialist accounting software. (PS financials/HCSS).		*
Knowledge of risk assessment requirements.	*	



Awareness of current Health & Safety legislation and procedures and how these are applied in the work place.	*	
Skills and Attributes		
Ability to communicate at all levels, advising and reporting, with Senior Leaders, staff and other stakeholders.	*	
Ability to effectively lead and manage academy support staff.	*	
Patient and persistent.	*	
Tactful, respectful and sensitive of other's needs.	*	
Hard working with high expectations of self and others.	*	
Challenges mediocrity.	*	
High professional and personal standards.	*	
Willingness to play a part in the wider life of the academy.	*	
Enthusiastic with a positive and optimistic outlook and a sense of humour.		*
Organisation skills; able to prioritise time and tasks in order to meet deadlines and provide effective leadership.	*	
Ability to deal appropriately with challenging situations.	*	
Ability to analyse and use data and information to monitor and evaluate service provision.	*	
Ability to generate income from the range of services provided, including the generation of interest and involvement of the community.	*	
Ability to undertake market research in order to inform the services provided.		*
Additional Factors		
Can operate with the highest standards of personal conduct, discretion and integrity.	*	
A willingness to share information and expertise.	*	
A commitment to ongoing personal development.	*	
A flexible approach to accommodate the changing needs of the academy.	*	
Willingness to work outside of normal office hours on occasions.	*	



Child Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our students.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

Keeping Children Safe in Education 2016

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.



Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

Safeguarding Children and Young People

We 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 check.

- Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, 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.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

Interview Process

After the closing date, short listing will be conducted by a Panel. 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.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address



- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate's 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 as 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



How can I Apply?

This is an exciting and very rewarding role and we look forward to receiving your application.

Please complete and send the Application Form and Equal Opportunities Monitoring Form which are available together with this document to the below contact;

Name: Jade Crosland

Position: Assistant Business Manager

Contact: jCrossland2@netherwoodsschool.co.uk

The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.