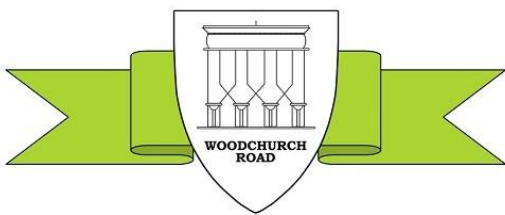


Woodchurch Road Academy



School Business Manager

Application Pack
September 2023



Welcome from the Headteacher

Welcome to Woodchurch Road Academy, and thank you for your interest in this post. Woodchurch Road are proud new members of Cheshire Academies Trust.

Our vision for Woodchurch Road Academy reflects a passionate commitment to learning and recognition of the uniqueness of individual learners.

Our aim is to challenge and support all children and staff so that we are the best that we can be.

We are committed to fostering the development of pupils' spiritual, moral, social and cultural awareness so that they understand and appreciate all aspects of the world in which they live and the positive contribution they can make in their own and others' quality of life.

We look forward to welcoming you aboard as an integral part of our team on this exciting venture.

Juliet Birch
Headteacher



Cheshire Academies Trust
Inspiring hearts and minds





Woodchurch Road Academy are looking to appoint a skilled and experienced Business Manager to lead their non-teaching operations. We are looking for a confident, experienced professional, who has a self-driven approach to problem solving and high-level communication, literacy and numeracy skills. This is a fantastic opportunity for someone with enthusiasm and drive to join the senior leadership team of a high performing school. The successful post holder will work alongside committed and like-minded colleagues, both in school and as part of the Trust's wider network of school business professionals.

Our new Business Manager will provide overall strategic leadership and management at school level regarding all aspects of finance, administration, HR, and operational support. The post holder will be our leading support staff professional. In this role, they will provide leadership and management to Woodchurch Road's non-teaching support staff. They will work within the Trust's financial framework and maintain a strong relationship with the Trust's central team to ensure the academy's business and financial procedures deliver the highest possible standards.

Whilst you may not have experience of all areas of the role or working in an educational environment, you will have transferrable skills from existing employment and a desire to learn and take advantage opportunities to develop. You will be able to work within a collaborative management organisation; supporting the Senior Leadership Team with sound financial advice and guidance, whilst taking responsibility for your own area of work.

In addition to being a valued member of our fantastic team, we can offer:

- Permanent contract (following successful 6-month probationary period)
- Annual pay increases on a national pay scale (performance related)
- Pro-rated annual leave of 27 days + bank holidays (rising to 32 days after 5 years' service) + bank holidays
- An individualised, funded, training plan
- Membership of the Local Government Pension Scheme
- Annual Flu Jab
- Cycle to Work Scheme
- Green Car Scheme

If you have any questions, or would like an informal chat about the role, please get in touch by contacting Diane Walley at Cheshire Academies Trust on 07989 355391 or email dianewalley@cheshireacademiestrust.co.uk



Job Description

Job Purpose

Post:

School Business
Manager

Salary:

Band G
(£24,789 - £27,679)
NJC Pay award
pending; new salary
estimated to be
(£26,502 - £29,392)

Hours:

36 hours per week, 40
weeks per year

Annual leave:

27 days rising to 32 days
after 5 years

Location:

Woodchurch Road
Academy,
Woodchurch Road,
Oxton, Wirral
CH42 9LJ

Reports to:

Headteacher

- Work as an **effective** member of the school's senior leadership team to ensure the safe and effective day-to-day operation of the school.
- **Lead** and manage the operational and strategic functions of the school office to provide an excellent and efficient administrative service to maximise the effective coordination of all academy support activities.
- As the school's lead finance **professional**, work within our financial framework to provide strategic financial advice to SLT and the Local Governing Body. This will include developing budget models, monitoring and reviewing the school's budget and reporting to the Principal and Local Governing Body on the in-year strategic financial position, three-year budget forecast, capital and other grant expenditure and any trading operations of the academy.
- **Oversee** the administration of the Human Resources service within the school, including the issue of Statements of Written Particulars, and maintenance of HR, payroll and pension records, to ensure that staff are correctly contracted, paid and advised of HR matters.
- Act in the role of **GDPR** & Cyber lead for the academy to ensure compliance with the Trust's data protection policy and insurance policies
- Lead, **motivate**, develop and train academy office staff and / or other non-teaching staff to ensure their effective deployment for the benefit of the school.
- **Liase** with contractors/suppliers concerning the ordering of goods and supply of services to the school. Monitor the service provided to ensure the optimum use of resources and best value.
- **Oversee** the maintenance of pupil records, including registration, admission and transfer procedures and associated statistical analysis for the Principal, Trust, ESFA and DfE returns to meet management and statutory requirements.
- **Monitor**, coordinate and implement arrangements for the care, maintenance and improvement of buildings, technology, equipment and grounds in consultation with the Health and Safety Representative to ensure the Health and Safety of the school community is safeguarded.
- Undertake **professional development** as needed to ensure skills and knowledge are current and relevant to the role and play an active part in the Trust's wider SBM network.
- **Attend relevant** governing body and other professional meetings to report on the school's financial and business activities and provide support to the Headteacher.

Person Specification

Knowledge and or Experience	Essential	Desirable
<ul style="list-style-type: none"> • Experience in a senior or middle management position in Education, the public or private sector in administration finance and/or human resources 	✓	
<ul style="list-style-type: none"> • Knowledge and experience of financial and budget management procedures and systems 	✓	
<ul style="list-style-type: none"> • Knowledge and experience of management and administrative procedures 	✓	
<ul style="list-style-type: none"> • Adept at using Microsoft Excel 	✓	
<ul style="list-style-type: none"> • Knowledge and experience of Access Finance & Budgeting, SIMs and/or Civica HR 		✓
<ul style="list-style-type: none"> • Knowledge and experience of personnel management 	✓	
<ul style="list-style-type: none"> • Knowledge of management information systems, database and spreadsheet applications 	✓	
<ul style="list-style-type: none"> • Knowledge of accessing and returning statistical information required by ESFA, the DfE or similar bodies 		✓
<ul style="list-style-type: none"> • Knowledge of relevant legislation (e.g. Equal Opportunities, Health & Safety, Data Protection) 		✓
<ul style="list-style-type: none"> • Recognised financial/accountancy qualification and/or professional qualification to degree level or equivalent 		✓
Skills/Abilities: Interpersonal	Essential	Desirable
<p>The School Business Manager should be able to:</p>		
<ul style="list-style-type: none"> • analyse information and communicate effectively both orally and in writing with governors, pupils, staff, parents and outside bodies 	✓	
<ul style="list-style-type: none"> • demonstrate leadership skills and be able to motivate and encourage teamwork 	✓	
<ul style="list-style-type: none"> • negotiate and consult effectively 	✓	
<ul style="list-style-type: none"> • direct, prioritise, plan and co-ordinate the work of others 	✓	

Person Specification

- build, support and work as part of a high performing team ✓
- be approachable and flexible ✓
- develop good relations with staff and other stakeholders ✓
- devolve responsibilities, delegate tasks and monitor outcomes ✓
- seek advice and support when necessary ✓
- deal sensitively with people, find solutions and resolve conflicts ✓
- use appropriate leadership styles in different situations and appreciate their impact ✓

Skills/Abilities: Other

Essential

Desirable

The School Business Manager should also:

- have good decision making skills, after collecting and weighing up evidence ✓
- have a high level of ICT skills, in particular the ability to use Microsoft Office software ✓
- be able to develop innovative practice ✓
- have good organisation and planning skills ✓
- be able to manage a range of priorities and prioritise responses ✓
- have proven experience in a management role ✓
- have experience of change management ✓

Attributes

Essential

Desirable

- Flexibility and a willingness to adapt to changing circumstances ✓
- Resilience, enthusiasm, energy and vigour ✓
- Honesty, reliability, integrity and commitment ✓
- Intellectual ability ✓

Person Specification

- | | |
|--|---|
| • A sense of humour and perspective | ✓ |
| • A commitment to their own professional development and a willingness to undertake further training | ✓ |

Equal Opportunities

Essential

Desirable

- | | |
|---|---|
| • Awareness, understanding and commitment to the pursuit of equal opportunity, anti-racism and in the terms of service and delivery and employment practice | ✓ |
| • Awareness and knowledge of disability discrimination policy | ✓ |
| • A willingness to share expertise with colleagues and positively assist their development | ✓ |

Work Related Circumstances

Essential

Desirable

- | | |
|---|---|
| • Be willing to undertake further training and development, as necessary in order to enhance service delivery | ✓ |
| • Willingness to share information and expertise with other staff | ✓ |

Candidates will be expected to outline their suitability for the role, aligned to both the job description and person specification via their letter of application. The interview process will be designed to offer candidates further opportunities to share and expand on their skills and experience. Shortlisted candidates will be required to provide evidence of their qualifications at interview and any offer of employment will be on receipt of acceptable references. The school may choose to make social media checks on shortlisted candidates, in line with Keeping Children Safe in Education 2023 (KCSiE 23) guidance.

How to apply



Please read our job description and person specification closely. If you think you may be the candidate we are looking for and would like further information, or an informal discussion, please contact Diane Walley on 07989 355391 or email dianewalley@cheshireacademiestrust.co.uk

We would like to offer all potential candidates the opportunity to visit our school and find out more about the role. Visits will take place by appointment please contact the school to make an appointment on 0151 652 3014 or email schooloffice@woodchurchroad.wirral.sch.uk

To apply for this role please complete the application form and email to dianewalley@cheshireacademiestrust.co.uk along with a letter of application (no more than 2 sides A4) detailing your skills, qualifications and experience, aligned to the job description and person specification. We do not accept C.V.'s and will not consider applications submitting a C.V.

Cheshire Academies Trust Academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. This includes a request for references, prior to interview. Shortlisted candidates are expected to provide evidence of qualifications at interview and a satisfactory, enhanced DBS check will be undertaken before final confirmation to the successful candidate.

We warmly welcome applications from every suitably qualified member of our local community. We regret that we are unable to provide feedback on the shortlisting process. If we have not been in touch with you by 22 September 2023 then, unfortunately, your application has been unsuccessful on this occasion.

Closing Date: Wednesday, 20 September 2023

Interviews: Thursday, 28 September 2023

We reserve the right to close advertisements early. Advertisements will therefore close at 9am either on the advertised closing date, or the day the decision has been taken to close the advertisement early.



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