



HABERDASHERS' ASKE'S

KNIGHTS ACADEMY



2018-19 BUSINESS MANAGER RECRUITMENT PACKAGE

AN ALL THROUGH
3 - 18 ACADEMY

www.haaf.org.uk



From the Principal

Dear Candidate

Thank you for your interest in the post of Business Manager at Haberdashers' Aske's Knights Academy.

For this exciting position, I am determined to recruit a talented individual who shares the school's vision to provide exceptional comprehensive education. You will show the drive, tenacity and ability to realise this ambition. You will need to demonstrate a commitment to your own education and to yours and others' professional development. The core purpose of this post is to support the practical and technical aspects of the business by preparing, providing, maintaining, organising and managing the resources required for healthy, safe and secure, exciting practical activities to be carried out by staff and students.

I firmly believe the distinct Haberdashers' Federation ethos gives those who work in our schools the competitive edge. Working closely with colleagues across our Federation will give you access to first class professional development opportunities in your role. Ours is a culture of enthusiasm for high performance plus continuous improvement; and one of teamwork and open communication. By working together, we are afforded a distinct advantage in what we are able to offer new staff to the Federation. The opportunity for you to advance your career with us is first class.

Knights Academy is a vibrant, diverse school community with a relentless focus on high expectations and aspirations. The academy opened in 2005 and, with the addition of a primary phase in 2010, subsumed two very low-attaining local authority controlled schools to become a large all through 3-18 Academy. We serve the families of the local community in the London Borough of Lewisham and since 2005 we have been on a trajectory of rapid improvement. We strive for excellence in all that we do, whether that is standards of academic attainment, presentation, or behaviour.

The Federation currently comprises three all-through schools and one free primary school, which totals over 5,000 students and 600 staff. The scale of expertise and leadership across our Federation gives us enormous capacity. It is this capacity that has resulted in the success of the Federation, and it is this capacity that allows us to mount new ventures and allows our staff to take on new opportunities and rapid development trajectories.

Our school and our Federation is a uniquely exciting place to be and I hope that you decide to join us in our current phase of rapid development and growth.

Dr Tesca Bennett
Principal
Haberdashers' Aske's Knights Academy



From the Chief Executive

A message from the Chief Executive

A very warm welcome to Haberdashers' Aske's Federation. We are a Multi-Academy Trust of three secondary schools and five primary schools organised as three all-through 3-18 academies and a primary free school:

Haberdashers' Aske's Crayford Academy

Haberdashers' Aske's Knights Academy

Haberdashers' Aske's Hatcham College

Hatcham Temple Grove Free School

Our schools are in the London Boroughs of Lewisham and Bexley and educate over 5,000 children and young people in south-east London. All our schools have a single vision and ethos and are committed to valuing tradition, as well as progress, and promoting excellence in every area of school life, and to ensuring every student in our care fulfils their potential. We have a strong ethos based on mutual respect and responsible behaviour.

Our Principal Sponsors, the Worshipful Company of Haberdashers, take a keen interest in the welfare and progress of our students and are extremely generous with their support and expertise.

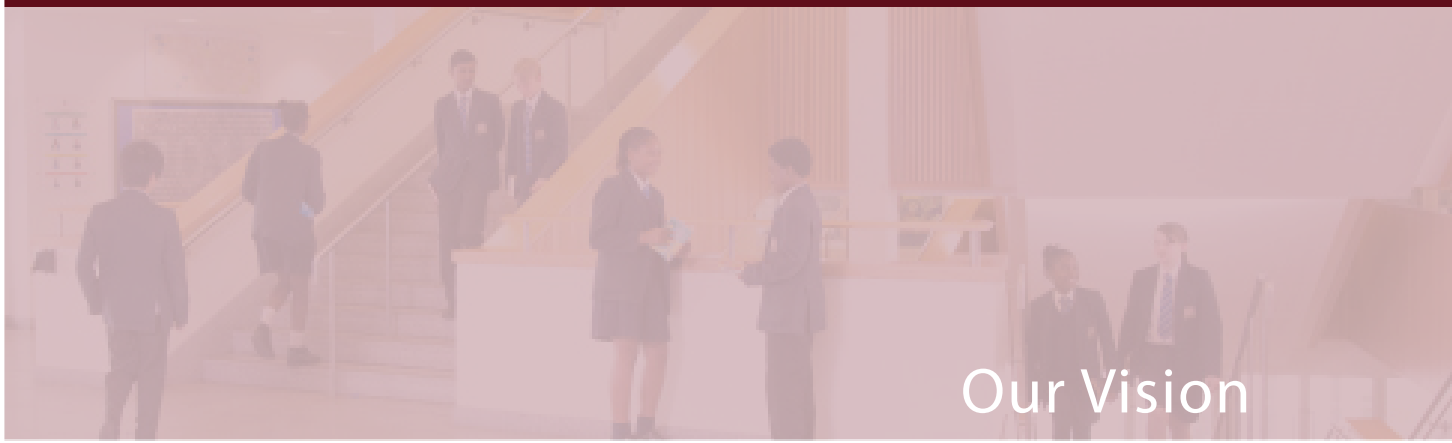
Being part of a Multi Academy Trust

Our Federation brings together primary and secondary schools in an innovative and ambitious way. United by a single Trust Board, Chief Executive, Finance Director and Director of Performance, our three all-through school clusters are autonomous schools with their own Principals and senior leadership teams.

At the same time, links develop at every level and in every area of school life. There are excellent opportunities for sharing resources, learning from each other and student and teacher exchange. The Federation is at the cutting edge of national educational initiatives, committed to research and development and to adopting creative solutions that will benefit all students.

All our students are inspired to reach their full potential, no matter their ability or background; aspirations and achievements are constantly raised; the improvement of standards reflects the needs of the local and wider communities, through the highest quality academic, personal and vocational teaching and guidance. We build on the strengths and experiences of our schools so that our students become independent learners, fully equipped for the opportunities, challenges and responsibilities of adult life in the 21st century and well prepared to be the leaders, professionals and parents of tomorrow.

Mr Adrian Percival
CEO



Our Vision

The Haberdashers' Aske's Federation is a Federation of three all-through academies, each at the heart of their community that share a vision for the education of children and young people. Our vision is built from our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect. We are forward-looking and value innovation within the context of our long tradition of providing excellent education. Based upon these values we aim to ensure all the children and young people who come to our schools:

- are happy and safe at school and are able to learn successfully within a supportive environment.
- are able to achieve their full potential personally, academically and socially.
- develop and grow as independent, resourceful and resilient individuals.
- are equipped with the skills, qualifications and love of learning they will need to be successful

“We are forward-looking and value innovation within the context of our long tradition of providing excellent education.”

We will achieve these aims by providing a safe environment where all children and young people can succeed through:

- Provision of a curriculum that is stretching, relevant and provides each student with the opportunity to excel.
- High expectations of every member of our community.
- Excellent teaching, leading to the highest standards of academic excellence.
- The best standards of behaviour based upon our values of mutual respect, self-discipline and self-confidence.
- A respect for tradition that embraces innovation and challenge.



Role Description

Business Manager

The Business manager (BM) is a member of the school senior leadership team, responsible to the Academy Principal for the control and efficient operation of the non-academic activities of the academy. Central to the role is the responsibility to find creative ways to help the academy achieve its academic objectives within the limited resources available, ensuring robust measurement of all resource allocation, including non-teaching costs.

The Business Manager will be responsible for

Assistant Business Managers
 EA to Principal
 Senior Site Supervisor
 IT Manager
 Managing Catering and Cleaning contracts

The Business Manager will be responsible to

The Academy Principal

Key responsibilities and objectives of the job

The BM is responsible to the Principal for all matters affecting the management of the budget and the administration of the schools within the Academy. Within the context of the overall framework provided within the Federation the BM has oversight of the budget; of HR, admissions and IT policy; of the management and development of the Academy site and buildings, including catering cleaning; and of the Academy's administration.



Role Description

General responsibilities and objectives

- **Leadership** – As a member of the academy senior leadership team the first responsibility for the BM is to support the academy in achieving its overall vision, and to play a full part in leading all academy staff towards that vision as part of that senior team.
- **Management** – BM is the academy's leading support staff professional, providing leadership and management to school support staff, providing induction, performance management and taking overall responsibility for the professional development of non classroom support staff.
- **Consistent working** – The BM has the overall responsibility within the academy for the consistent implementation of all cross-Federation policies. To achieve this the BM must be committed to collaborative working and play an active role in development of these policies, working closely with any central service staff as required.
- **Estates** – Oversight of the planning and execution of all new capital projects and building developments, and responsibility for the delivery of the asset management plan for the estate including housekeeping and catering. Promotion of good relationship with local authorities (Local Councils, Police, Fire and Security Services) and neighbours.
- **Catering** – Manage the delivery of the outsourced catering contract ensuring consistent high standard of food across all of the sites and a value for money service for the school.
- **Health and Safety** - Be the Health and safety lead ensuring compliance and managing risk.
- **Compliance** – Working collegiately with the SLT and Federation central staff introduce robust quality assurance standards and framework for quality assurance across all areas of the academy and the Federation providing a framework of compliance reporting to the SLT, FedEx and the governing body.
- **Administration** – Provide a high quality administrative service with multi-disciplinary teams working together to provide Admissions, HR administrative service, payroll, reception and general administrative support
- **Information Technology** - Oversight of Academy information technology including policies for purchase and use of IT for academic and administrative purposes, working with the Federation Head of IT Services.
- **Finance** – Budget planning, ensuring that the agreed budget is delivered, providing VFM, ensuring the consistent implementation of all finance policies.

Person Specification

Criteria	Essential	Desirable	How identified and assessed*
Education/qualification and training			
Qualification in finance, management or equivalent NVQ level 4	✓		AP,I, R, AS
Project management techniques and tools		✓	AP,I, R, AS
Knowledge and skills			
A track record of leading business support and management in the Public/Private sector.		✓	AP,I, R
Knowledge of practical aspects of general management	✓		AP,I, R
Experience in people management	✓		AP,I, R
Experience in some of the following areas: project management, strategic planning, risk management, change management		✓	AP,AS,I,R
Excellent communication skills	✓		AP,AS,I,R
An understanding of good health and safety practices.	✓		AP,I, R
Experience			
Experience of complex building projects with a particular emphasis on academy education building projects		✓	AP,I,R
A 'can do' person who works positively and collaboratively		✓	AP, AS,I, R
A strong understanding of school design, technical and programming issues.		✓	AP,I, R
A thorough understanding of the relevant procurement processes.		✓	AP, I, R
Experience of working with children, young people and teachers.		✓	AS,I,R
Key Competencies <ul style="list-style-type: none"> critical thinking and problem solving skills planning and organising decision-making communication skills influencing and leading delegation team work negotiation stakeholder management 		✓	AP,AS,I, R

* AP: application, AS: assessment, I: interview, P: presentation; R: references



Additional Recruitment Information

Recruitment Schedule

- Closing date: 22nd August 2018 - 12:00pm
- Interview: TBC

Recruitment Process

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you attain high scores you will then be invited to attend an interview assessment.

This may include:

- Psychometric assessment
- Biographical and competency based interview
- Classroom observation
- Visit around the school
- Case study
- Presentation
- Software tests

References

Before you are invited to interview, the Academy will obtain references from your referees. In order to prevent a delay please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.



Additional Recruitment Information

Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

Criminal Convictions

All education establishments in the UK are exempted from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the Academy before employment can commence.

Equality and Diversity

We recognise the benefits of a diverse workforce such as ideas and talent. We are committed to eradicating discrimination in the workplace; and becoming an employer of choice.

Newly Qualified Teachers (NQTs)

NQT's who have been qualified for less than 12 months are welcome to apply for our teaching vacancies.

Special requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing knightshr@haaf.org.uk and where practical we will support your request.

Visiting the Academy

If you are successfully shortlisted to attend an interview you will be given the opportunity to have a tour of the school.



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Knights Academy
Launcelot Road, Bromley,
Kent BR1 5EB

Tel: 020 8461 9240
Email: kreception@haaf.org.uk

www.haaf.org.uk