

Seymour
Primary School

Finance & HR Manager Candidate Information Pack



Broadfield Primary Academy & Seymour Primary School

VULCAN CLOSE, BROADFIELD, CRAWLEY, WEST SUSSEX. RH11 9PD

Executive Headteacher: Mr D Tow

Deputy Headteachers: Ms C Collins, Miss C Lewis, Mrs S Markham

e-mail address: hr@tkat.org

Website: www.bpa-tkat.org/ www.seymour-tkat.org



Dear Finance and HR Manager,

Congratulations! By reading these documents you are one step closer to being part of our success story and part of our amazing teams. What follows will give you a flavour of our children, our staff and our ethos. As always, the best way to find out what we are all about is to come and visit us and see our work in action. If you have lots of energy and like what you are reading, please give us a call and arrange a 1:1 tour to see for yourself the work we are doing here in our Broadfield Primary Schools. Put simply: we are changing children's lives for the better and we can't wait to meet you.

Broadfield Primary Academy and Seymour Primary School are filled with wonderful children who want to become cleverer every single day. Teachers and support staff work in a focussed way to deliver a skills curriculum that best suits the needs of all our children. Building this toolkit of skills each day helps us to ensure that every child has the education they deserve to equip them for the next stage of their learning.

That's where you come in! We are seeking to employ a new Finance and HR Manager with the very best potential to work across our two primary schools. As the successful candidate, you will fulfil all of the essential criteria on our job description and understand why we put children at the heart of every decision we make. Working closely with the Head and senior leadership team and with the support of our excellent TKAT Finance and HR team, you will develop best practices in each respective field and help achieve the high expectations we strive to achieve in all areas of our work. This role, working with teams across 2 Primaries, is an ideal opportunity for you to help shape the future running of TKAT schools; a desire to tread new paths is essential.

We are clear that experience within education is not a necessity for this role. Experience in financial management, people processes, managing teams and best use of resources is vital. We work hard, we enjoy what we do and while we continually drive to improve standards for our children, we strive to celebrate our successes along the way.

Nervous? Don't be! If you think you have what it takes to ensure children learn well and you can make their days amazing from beginning to end, please contact us. We, the children and staff, can't wait to meet you.

Dave Tow

Executive Head





Finance & HR Manager

Location: Broadfield Primary Academy, Vulcan Close, and Seymour Primary School, Seymour Road, both located within Broadfield, Crawley

Salary: Grade 11 (£34,538 - £37,306 pro rata + Crawley fringe allowance)

Contract: permanent, term time plus 4 weeks (not including annual leave)

Application closing date: Monday 4th September, mid-day

Visits to the school will be available on: 30th, 31st August and 1st September

Interviews will be held on: Thursday 7th September (if you are available to interview sooner please contact hr@tkat.org)



Job Purpose

This role is required to work alongside the senior leadership teams (SLT) of both Broadfield Primary Academy and Seymour Primary School. The Finance & HR Manager is required to assist the SLTs in their duty to ensure that their school meets its educational aims by having key accountability for all non-educational procedures for the schools.

The Finance & HR Manager will promote the highest standards of business ethos within the administrative function of each school and strategically ensure the most effective use of resources in support of each schools' learning objectives. The Finance & HR Manager must establish a culture that promotes excellence, equality and high expectations of all staff members and pupils with whom they work.

As the leader of the school reception team, the Finance & HR Manager will have exceptional emotional intelligence and patience and use this to model delivery of the service to all stakeholders. Making pupils and parents the number one priority at the main footfall periods of the day, they assist in coordinating the secure reception and departure of all children and adults and uphold the exemplary standards of the organisation.

All members of the administration team are also members of the pastoral support staff and are often called upon to execute duties for first aid, behaviour management, promotion of positive attitudes towards punctuality and attendance. As a member of the administrative support team, the Finance & HR Manager attends regular training to update knowledge and skills and help maintain the highest standards of school management and services and an ability to model the positive, welcoming, proactive attitudes to all school staff.

TKAT are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff will be expected to hold or be willing to obtain an enhanced DBS disclosure and full safeguarding checks as well as satisfactory references.

TKAT is an equal opportunity employer. We welcome applications from all suitable candidates, regardless of race, gender, sexual orientation, disability or age. All applications are treated on merit.





Main Duties and Key Responsibilities

Strategic Leadership

Working as part of both SLTs to;

- promote the highest standards of business ethos within the finance, facilities and HR functions at each academy and also strategically ensure the most effective use of resources to support the academies' learning objectives.
- provide support to the Head to ensure that each academy meets its educational aims
- be responsible for the direct management and supervision of the administration staff, including the allocation and coordination of their work, performance management and professional development
- negotiate and influence strategic decision making within each schools' SLT
- in the absence of the Head, assist the Deputy Headteachers in taking delegated responsibility for financial and other non-educational decisions
- plan and manage change in accordance with the school development / strategic plan.

Finance

Overall responsibility and accountability for all areas of financial management to;

- ensure the schools operate their financial systems and controls in accordance with TKAT's procedures and timetables, ensuring accurate financial information is maintained and reported on a regular basis to the Head, Governors and TKAT Finance
- co-ordinate the long and short term budget planning and preparation for each school and submit to the Head, Governors and TKAT Finance for approval
- publish the agreed budget, and use to actively monitor and control performance to achieve value for money at each school, providing the SLT and Governors with reports
- maintain a working budget on a monthly basis and propose any revisions to the budget, if necessary, in response to significant or unforeseen developments for the schools' own reporting purposes
- identify and inform the Head and Governors of the causes of significant variance and take prompt corrective action
- co-ordinate, review and submit to the schools SLT and TKAT Finance meaningful monthly management accounts for each school within the required timescales
- maintain stringent cash flow monitoring and control
- ensure financial transactions at each academy are carried out in an appropriate manner and that the financial regulations of both TKAT and our academies are observed
- advise the Head, Governors and TKAT Finance if fraudulent activities are suspected or uncovered
- assist in the preparation of financial returns for the Department for Education (DfE), all other central and local government agencies within statutory deadlines
- work with TKAT Finance during the finance internal audit programme
- be familiar with the EFA academies handbook to ensure compliance with the EFA and work with TKAT Finance to improve on any areas identified as non-compliant
- maintain a strategic long term financial plan that indicates the trends and requirements of the school development plan and forecast future year budgets ensuring viability and revenue reserves
- respond to requests from TKAT Finance for information to aid the completion of statutory returns and internal reporting.





Human Resource

- Oversee the administration of all HR matters
- With TKAT HR and the Head, ensure that all employment policies and procedures are current and legally compliant and are communicated to all staff and other relevant stakeholders
- Provide assistance and advice to SLT and staff which reflects the academies' policies and best practice
- Oversee the completion of all safeguarding procedures with regards to staff, including DBS checks, proof of identity, ensuring safeguarding induction procedures are completed
- Ensure that the schools' Single Central Record is maintained and updated as required and that any omissions are rectified promptly
- Manage the payroll services for all school staff including the management of pension schemes and associated services
- Manage recruitment, appraisal and development, performance management and attendance management for all administration staff
- With TKAT HR and the Head, monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff
- Evaluate the schools' strategic objectives, staffing structure and obtain information for workforce planning.

Administration

- Through the office teams, ensure that effective and efficient administration supports the strategic aims and day-to-day operation of the school and excellent customer service
- Review, develop and implement effective methods to improve administration systems and processes for the delivery of timely and enable value for money administrative functions and services to staff and other stakeholders
- Prepare information for publications and returns for the Head, DfE, TKAT and other agencies and stakeholders within statutory guidelines.

Operations systems and processes

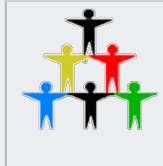
Work with the Head, Governors, Premises Manager, IT Manager and Health and Safety Officers as well as TKAT central to ensure:

- Regulatory/statutory requirements are met
- Government, TKAT and West Sussex policy is reviewed and adhered to
- High expectations for best practice
- Best value for money is sought
- All decisions are made in the best interests of the children.

Other

- Promote the activities and premises with the objective of maximising letting income within agreed policies at each academy
- Actively explore opportunities to obtain donations, grants and additional funding streams for each school
- Seek opportunities to work with TKAT colleagues locally and centrally to create opportunities to benefit from economies of scale
- Work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within TKAT
- Other duties may be assigned as the role develops.





Person Specification

| | Essential/ Desirable |
|---|-------------------------|
| Qualifications/Experience | |
| Qualification in school business management or similar e.g. DSBM, AAT, CIPD or commitment to work towards | D |
| Proven and successful experience of relevant financial management and accounting in an organisation | E |
| Experience of working and influencing at leadership level | D |
| Experience of successful strategic planning and initiating change | D |
| Experience in managing staff teams, including their professional development and performance management | E |
| Experience in marketing and revenue generation | D |
| Experience in recruiting and selecting staff | D |
| Knowledge /Understanding | |
| Knowledge, understanding and interpretation of financial statistical data | E |
| Knowledge and understanding of HR procedures, policies and legislation | E |
| Knowledge and understanding of relevant legislation (e.g. health and safety) | D |
| Experience in the use of IT based management information and Microsoft systems | E |
| Experience of working within an education environment | D |
| Skills/Abilities | |
| Able to negotiate, consult and make effective decisions | E |
| Able to lead and manage change | E |
| Excellent organisation, planning and analytical skills | E |
| Able to demonstrate a high level of communication skills orally and in writing | E |
| Able to devolve responsibilities, delegate tasks and monitor outcomes | E |
| Has strong interpersonal skills working with individuals or within a team | E |
| Personal Attributes/ Characteristics | |
| Understands the importance of maintaining confidentiality | E |
| Handles issues with sensitivity and diplomacy | E |
| Reliable, honest and trustworthy | E |
| Strong motivator | E |
| Natural leader | E |
| Flexible and approachable | E |
| Dynamic and creative thinker with original solutions to challenging problems | E |
| Able to work under pressure, meet deadlines and keep calm | E |
| Desire to work in an environment that keeps children at the centre of every decision | E |





About TKAT...

TKAT is one of the largest Multi-Academy Trusts in the South of England with over 40 Primary and Secondary Academies in the TKAT Family.

Our ultimate aim is to ensure we drive educational standards by providing outstanding teaching, leadership and learning for all. Our pupils are at the heart of everything we do and we strive to inspire learners and change lives as a result of our exceptional educational provision.

...and why you'll want to work with us

- A support network second-to-none: We passionately believe in the power of collaborative working and actively promote school-to-school support
- Membership of the Local Government Pension Scheme
- Annual leave with discretion to take some during term time with the agreement of the Head
- Professional Development with access to training via TKAT Central
- Onsite gym (Broadfield Primary Academy)
- Employee Discount Portal
- Free eye tests
- Cycle to Work Scheme
- Enhanced family policies
- Childcare vouchers
- Employee assistance programme providing a free confidential telephone counselling service.





Thank you for your interest in our schools.

If you think a career with us is right for you, discover more at:
www.bpa-tkat.org and www.seymour-tkat.org

For more information or to arrange a visit, please contact Helen Sowden, at
hr@tkat.org

Please [click here](#) to complete your application form. CVs will not be accepted.

We look forward to receiving your application.

