

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**.**

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**

Briefing Pack for Applicants

Business & Operations Manager

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**May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.**

# Description: http://bluestrawberryelephant.co.uk/ecco/downloads/main_logo/jpeg/ecco_school_final_logo_black.jpg

# Section 1: Post Advertisement

**Business and Operations Manager**

**Grade 11**

**Salary £45657 to £51176**

**37 hours 52 weeks**

Minerva Learning Trust is a recently formed and expanding Sheffield based multi-academy Trust with a vision of providing outstanding education for all the pupils within our academies. The Trust is passionate that all pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost.

Ecclesfield School has recently joined the Trust and, as a sponsored academy, is looking forward to developing this partnership and making rapid improvements for our pupils and community.

This is an exciting opportunity to join the senior leadership team at Ecclesfield and provide strategic support to the recently appointed Headteacher. You will be responsible for leading the school in management of business and operations at a strategic level.

We are looking for an experienced School Business Manager to contribute to school improvement through the effective leadership and management of business and operational services. The role will oversee key aspects of school operations including finance, HR and Payroll, examinations, educational visits and premises. As a PFI school, the successful candidate will need to liaise closely with the PFI contractor and ensure compliance with contractual and statutory requirements in respect of our premises and health and safety.

The successful candidate will work collaboratively with colleagues in our other academies and with the Chief Finance Officer and Director of HR within the Trust to support operational services and contribute to the development of the Trust.

Candidates are encouraged to visit the school or have an informal discussion about the role with the Headteacher. Arrangements for this can be made by contacting Jackie Holliday at the school.

Closing Date is 12 noon on Wednesday 28th February 2018 and interviews will take place on Tuesday 6th March 2018.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check.

Further information about the post and an application form are available by contacting Jackie Holliday at Ecclesfield School via e-mail: jholliday@eccoschool.com

# Section 2: About Ecclesfield School

**OUR ETHOS**

Ecclesfield School understands the power of education to transform lives, communities and society. We aspire to achieve individual and collective excellence in all that we do through nurturing every student’s unique potential, expanding their horizons and promoting their understanding of the invaluable contributions they can make as citizens in a global society. We recognise the importance of students leading rich and diverse lives and actively pursue a curriculum and pastoral provision which enables them to flourish in this area.

By fostering our students’ spirit of engagement, adventure and ingenuity, we will nurture all young people as fully-rounded individuals, providing them with the challenge and support they require to succeed.

**ABOUT US**

Ecclesfield School is a popular and over-subscribed all-ability, 11-16 school. Ecclesfield School adopted single academy status in April 2014 and has recently joined a Multi Academy Trust. The school is currently experiencing a period of transformation and change. When the school was inspected in January 2017 the decision was made to place the school into ‘Special Measures’ and a following HMI visit in October 2017 re-affirmed the ‘Special Measures’ status. A new Headteacher was appointed in January 2018 and the school is fully committed to driving itself forward along its improvement journey.

We have a truly comprehensive intake and aim to serve all of the school community in all of our work. Our intake is drawn largely from North-east Sheffield, including Ecclesfield, Chapeltown and High Green, though many students travel from further afield. Our standard student number per year is 350 and our current roll is 1750, making Ecclesfield one of the largest schools in the city. Ability on intake is broadly average. Around 25% of our students are entitled to free school meals.

The school has around 20% of students on the SEN register. The range of special needs in school is considerable; we have students with speech, language and communication difficulties, physical difficulties and some with moderate to severe learning difficulties. We also have an integrated resource for hearing impaired students who enjoy excellent support whilst accessing mainstream education. In addition, there are also significant numbers of students who have been identified as gifted and talented in a range of areas.

In January 2018 a new Headteacher was appointed and a change to the leadership and management roles was instigated. The Senior Leadership Team is comprised of ten colleagues - the Headteacher, three Deputy Headteachers and four Assistant Headteachers. Senior staff take responsibility for specific and targeted line management of key areas in the school. The school has distributed leadership model in which leaders at all levels increasingly take responsibility for raising standards of attainment and achievement.

Currently we have a teaching staff of over 100 who provide a rich balance of enthusiasm, energy, creativity and experience. Our team of support staff plays a vital part in the success of the school and all are important members of our community. We aim to involve all staff in the life of the school through communication, including daily briefings and regular meetings. Staff development is supported through a highly-effective professional learning policy, which lays emphasis on sharing good practice internally and driving up standards in teaching and learning. All teaching staff belong to departmental teams led by Curriculum Leaders.

All teachers are involved in the student mentoring system, either as mentors for a whole vertical tutor group or in the school’s one-to-one mentoring programme. Under Vertical Mentoring, all teachers act as mentors or (in the case of members of the support staff) associate mentors, attached to vertical form groups. Student leadership in the school is well advanced. The School and Year Councils have been in place for some time and we have a senior prefect group drawn from Year 11 and also a Head Boy and Head Girl. Prefects are also in place in Years 8-10, and these developments are beginning to encourage students to take more responsibility, to share more effectively in decision-making across the school, to provide positive role models for younger students and to contribute more widely to all aspects of school life.

A restructure to the Governing Body has ensured a committed and supportive body of members, ready to scrutinize and challenge the work of the school. Led by a new Chair of Governors, the Governing Body works through a series of committees, each supported by a member of the Leadership Group. The governors take on ‘link’ roles and are beginning to work effectively with a range of key personnel within the school. The local Governing Body feed into the Minerva Learning Trust who oversees all procedures within the school and is responsible for them in law.

The curriculum is organised within a 50 period, two-week timetable and we aim to use this vehicle to support and stimulate all students. As a result, a large number of activities and experiences are timetabled for students. These include a two-week period of work experience for all Year 10 students. Many subject departments organise trips and visits; these include trips to local museums, field trips, visits from theatre groups and curriculum-related visits to sites around the country.

At Key Stage 3, students follow a broad and balanced curriculum including the core and foundation subjects, Drama, Information Technology, RE, Art, Music, PE and Technology. All students study Spanish, French or German (with some students going on to pursue two languages at GCSE). In Year 7, with the exception of Maths, all subjects are taught for the year in mixed-ability teaching groups. Increasingly, the school is moving towards a two-year key stage 3.

At Key Stage 4 we offer a core curriculum of English, Mathematics, Science (combined trilogy and triple sciences), History or Geography, PHSCE/RE and PE with three further option subjects available. These include Art, Business Studies, Drama, Computer Science, Music, P.E. and Religious Studies. Students can opt for Technical Awards in a range of subjects including Sport, Music, Health and Social Care, CIDA and Engineering. The school is well-placed to meet the demands of the English Baccalaureate with MFL, History and Geography popular option choices. Our most recent performance indicators shows attainment in the EBacc running above the national level. We are confident that our current curriculum model, whilst under constant review, allows us to meet the needs of all students, preparing them fully for life beyond 16.

The extra-curricular life of the school is rich and varied, though this is an area we are always keen to expand.  There are more than 170 homework clubs, lunch-time and after-school clubs and teams which offer the opportunity for students to develop and follow their interests and talents in music, drama, sport and academic areas.  As a school that particularly values performing and visual arts there are a host of creative opportunities for students to take part in from music lessons and ceramics to the four annual school productions.  In terms of sport, a wide range of teams and activities take place, achieving considerable local, regional and, on occasion, national success.  There is a strong programme of residential, visits and foreign trips throughout the school from the ski trip and PGL water sports residential to language immersion trips.

We aim to enable all colleagues to fulfil their potential. We are partnered in Initial Teacher Training with Sheffield Hallam University and Sheffield University. We aim to support new colleagues, be they NQTs or more experienced teachers or support staff, via an induction programme and mentoring scheme which can be tailored to meet their needs. We are also partner members of the Sheffield Teaching School Alliance, centred at Silverdale School, and are looking to build upon our excellent reputation for Professional Learning by taking a leading role in the development of the training arm of the Teaching School Alliance.

We are developing a vibrant learning community in which all students and staff are able to thrive. Our strategic vision is to move this school forwards by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: [www.ecclesfield-school.com](http://www.ecclesfield-school.com)

# Section 3: Job Description

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|  | **Minerva Learning Trust****Job Description** |  |
| ***Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*** |
| **POST TITLE** | BUSINESS AND OPERATIONS MANAGER |
| **GRADE/SALARY** | 11 |
| **HOURS/WEEKS** | 37 per week 52 weeks |
| **LOCATION** | Ecclesfield School |
| **RESPONSIBLE TO** | Headteacher |
| **RESPONSIBLE FOR** | Support Staff within the Business and Operations structure of the school |
| **HOLIDAY AND SICKNESS COVER** | Support for colleagues across the Trust |
| **PURPOSE OF THE JOB** | Provide strategic and operational support to the Headteacher to actively contribute to the effective management and delivery of business support services and operations across the school. |

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| **JOB DESCRIPTION FOR THE POST OF:** Business and Operations Manager**SPECIFIC DUTIES AND RESPONSIBILITIES** |
| The postholder must, at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies. |
| **Key Responsibility Areas:*** Member of the senior leadership team and assist the Headteacher in his/her duty to ensure that the school meets its educational aims.
* Professional leadership and management of school support staff in the delivery of:
	+ Financial management in collaboration with the school Finance Director and the Trust Chief Finance Officer.
	+ Administration, ICT and operational services management.
	+ Premises and health and safety management in collaboration with the PFI contractor.
	+ Oversee Human Resources and Payroll management in collaboration with the Trust HR Director.
 |
| **Leadership and management** |
| 1. To provide strategic support to the Headteacher and Leadership Team in management of the academy on a long term and day to day basis.
2. To develop strategies for business and operational services staffing structures to support the strategic aims and objectives of the Trust, Local Governing Body and Senior Leadership Team.
3. Lead the preparation of school level reporting relating to external statutory returns and audit.
4. Line manage and appraise staff within the relevant business and operations areas.
5. Ensure the delivery of effective and efficient business and operational services.
6. Attend meetings of the Senior Leadership Team, Local Governing Body and other bodies as appropriate to represent the interests of the Trust and schools.
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| **Financial, Administration and Operations Management** |
| 1. Liaise with the Headteacher, school Finance Director and Trust financial lead regarding financial matters as appropriate and ensure the implementation and compliance with Trust financial policies and procedures.
2. Lead and oversee all aspects of the school’s finance and budget, ensuring effective reporting and management systems are in place and work collaboratively with the school Finance Director to ensure the requirements of the Trust and Local Governing Body are met.
3. In collaboration with the school Finance Director, ensure the control and coordination of purchasing arrangements including quotations, tenders, orders, liaison with suppliers and contractors, and provide advice/guidance on appropriate procedures to the Local Governing Body and Leadership Team.
4. Act as a budget holder for assigned budgets, in accordance with the Trust financial procedures, and ensure action is taken to identify variations and take corrective measures.
5. Oversee and prepare bids for supplementary external funding/sponsorship for the school and seek to maximise additional income for the school.
6. Ensure effective data and administrative systems are in place and operated to support business operations within the Trust and the school.
7. Oversee and contribute to the ICT strategy and on-going development of school systems to meet the needs of staff, students and other users.
8. Quality assure school marketing materials and publications to ensure internal and external communications are accurate, timely, consistent and appropriate.
9. Provide support as required to other Academies within the Trust in the management of business and operations through internal service agreements.
 |
| **Premises and health and safety management** |
| 1. Lead the management of premises and health and safety issues in collaboration with the PFI contractor.
2. Manage all contractual issues relating to external service providers in respect of premises matters ensuring best value and maximising the interests of the school, the Trust and Local Governing Body.
3. Ensure the security, cleaning, catering and maintenance services provided to the school meet contractual requirements and compliance with statutory health and safety requirements.
4. Make recommendations for the purchase of/leasing of equipment in line with the wider Trust procurement strategy.
5. Oversee the work of the Educational Visits Co-ordinator and ensure all risk assessments have been undertaken.
6. Identify the need and be responsible for securing appropriate licences and insurances in conjunction with arrangements for the Trust.
7. Play a leading role in the management of critical incidents and provide guidance/support to the Headteacher and Leadership Team.
8. Ensure arrangements for staff induction and training are in place and operational.
 |
| **Human Resources and Payroll Management** |
| 1. Liaise with the Headteacher and Trust HR Director on HR issues as appropriate and ensure the implementation of the Trust HR policies and procedures.
2. Oversee and contribute to the development of job descriptions, person specifications and application of the job evaluation process as required.
3. Lead on the implementation of HR and Payroll systems for the school and oversee the administration required for new and existing staff including recruitment, statutory employment checks, maintenance of the SCR, issue of contracts and variation letters, submission of appropriate tax and pension documentation, and termination arrangements.
4. Provide advice and guidance to the Leadership Team and staff on matters regarding contracts, salaries, pensions and absence procedures.
5. Contribute to the development and implementation of HR policies and procedures for the Trust as required.
6. Participate in meetings with trade union representatives as required.
 |
| **General** |
| 1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.
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| **ISSUE DATE: FEBRUARY 2018** |

# Section 4: Person Specification

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| **MINERVA LEARNING TRUST PERSON SPECIFICATION****BUSINESS AND OPERATIONS MANAGER** |
| **MINIMUM ESSENTIAL REQUIREMENTS** | **METHOD OF ASSESSMENT****(Application Form, Interview, Assessment, References)** |
| **QUALIFICATIONS/KNOWLEDGE** |
| * Educated to degree level or equivalent
* Professional qualification in a relevant field
* Evidence of commitment to CPD to support areas of the job role
* Relevant and up to date knowledge on the current requirements in education
 | * Application Form
* Application Form
* Application Form/Interview
* Application Form/Interview
 |
| **SKILLS/EXPERIENCE** |
| * High level of communication skills, both verbal and written to senior level audiences
* High level of planning and organisational skill
* Ability to interpret legislation and regulations
* Minimum of 5 years’ experience of business management
* Experience of strategic financial management including analysis and preparation of reports
* Experience of preparing and presenting reports to leadership teams
* Experience of procurement, facilities management, contracts, risk assessments, health and safety management and working with traded services in organisations
* Ability and confidence to coach and mentor staff and tackle underperformance
* Experience of leading and supporting teams including performance management
* Experience of implementing HR and Payroll systems
* Experience of working with a range of external partners
 | * Application Form, Interview and Assessment
* Application Form, Interview and Assessment
* Application Form, Interview, Assessment
* Application Form, Interview, Assessment
* Application Form, Interview, References
* Application Form, Interview, Assessment, References
* Application Form, Interview and References
* Application Form, Interview and References
* Application Form and Interview
* Application Form, Interview and Assessment
* Application Form
 |
| **WORK RELATED CIRCUMSTANCES** |
| * Ability to manage working hours flexibly to meet the demands of the role
* Willingness to undertake further development
* Willingness and ability to travel to other work locations within the Trust and other venues
 | * Application Form and Interview
* Application Form and Interview
* Application Form and Interview
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| **ISSUE DATE: FEBRUARY 2018** |

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# Section 5: The Appointment Process

These notes are intended to guide you when making an application for a post at Ecclesfield School.

1. The Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten, but if you do write it by hand, do make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in, and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps, e.g. for child raising, voluntary work, to allow full account to be taken of your experience.

5. Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific over addresses including e-mail contacts and telephone/fax. numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statements to two sides of A4 in size 11 font**.

1. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date of **Friday 28 February 12 pm**. Referees are contacted prior to the interview stage for teaching and some support staff posts.

1. The Interview

Interviews will take place on **Interviews will be held on Tuesday 6 March 2018.** Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and pupils and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Authority’s requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application the completed form and covering letter should be forwarded by 2 pm on **Wednesday 28 February 2018** to jholliday@eccoschool.com

# Section 6: Visitors to Ecclesfield School

**Approaching from the north**

***By car (via M1)***

Visitors should leave the M1 at junction 35 and follow the signs for Rotherham/Chapeltown into central Chapeltown. At the mini-roundabout, take the first exit on the left, keeping the railway bridge to your right. This is Chapeltown Road. The school is situated on the right hand side of this road at the top of the hill, about half a mile from the centre of Chapeltown.

***By Train***

Chapeltown station is served by regular services from Barnsley, Leeds and Kirklees. Upon leaving the station, head for the mini-roundabout and turn right, heading up Chapeltown Road. The school is situated on the right hand side of this road at the top of the hill, about half a mile from the centre of Chapeltown.

**Approaching from Sheffield**

***By Car***

Take the A61 through Hillsborough and continue towards approximately 1 mile until reaching the right-hand filter from the dual carriageway, sign posted Ecclesfield. Follow this road, crossing a mini-roundabout, through the housing estate for approximately two miles, until reaching a T-junction. Turn right. Ecclesfield Parish Church will be on your left hand side. Continue for approximately 600 metres until reaching the T-junction with Chapeltown Road. Turn left. The school is situated on the left hand side of this road at the top of the hill, about 400 metres travel.

***By Train***

Chapeltown station is served by regular services from Sheffield central station. Upon leaving the station, head for the mini-roundabout and turn right, heading up Chapeltown Road. The school is situated on the right hand side of this road at the top of the hill, about half a mile from the centre of Chapeltown.