

Recruitment Information Pack

Business Manager and Clerk to Governors

David Nieper Academy
Grange Street, Alfreton, Derbyshire, DE55 7JA
T: 01773 832331

November 2017

Dear Applicant

Thank you for showing an interest in the post of Business Manager and Clerk to Governors at the David Nieper Academy.

Our Academy is sponsored by the David Nieper Education Trust, together with local employer partners, who are highly committed in supporting the development and achievements of our students. With an innovative approach to teaching, hands-on learning and brand new purpose-built facilities, which opened in February 2017, we believe that this is a truly exciting time to join the academy.

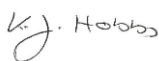
Our aim is to raise standards, expectations, inspire excellence and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond. The opening of our Sixth Form Centre is a further development in our growth. The Sixth Form will provide a first class education combined with fully integrated employability skills, cementing our ongoing working relationships with our business partners.

The David Nieper Academy has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most, being either international or national household names such as Thorntons, Denby Pottery, John Smedley, Owen Taylor, Bowmer and Kirkland alongside David Nieper are committed to bringing the world of work and 21st Century employment practices into every classroom. Practical contextual Applied learning has been proven to assist all students in retaining and understanding more fully the concepts and principles taught in the classroom. We are looking for a candidate who will embrace this approach and ensure that David Nieper Academy is adopting this approach through its world class learning pedagogies.

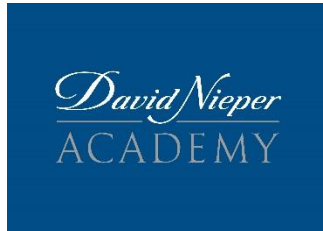
We are currently a small school of 390 students 11-17. We need to grow to 850 students 11-18 and therefore effective marketing, based on rapidly improving teaching and learning, pupil progress and outcomes, is essential to our academy development and sustainability. The current leadership team comprises of: Headteacher; Deputy Head; Assistant Head – Curriculum and Data; Assistant Head - Pastoral and inclusion and Finance and operations manager. Due to the demands of a growing academy we have taken the decision to restructure the Senior Leadership Team to include the position of Business Manager and Clerk to the Governors.

If you like the sound of the academy, and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by 9am Monday 11th December 2017.

Yours faithfully



Kathryn Hobbs
Headteacher



David Nieper Education Trust

Business Manager and Clerk to the Governors
David Nieper Academy, Grange Street, Alfreton, Derbyshire, DE55 7JA
Age Range – 11-18

Full time position
Responsible to Headteacher
Start: February 2018 or as soon as possible thereafter
Salary: 42-45 (£36,932 - £40,201) depending on experience

The David Nieper Academy is a newly formed Academy in Alfreton. A new school building opened in February 2017 therefore this is an immensely exciting time to be joining the academy and being a key component in the development of the new academy.

The Governing Body is seeking to appoint an experienced Business Manager. It is vital to the long term future success of the academy that high quality business management is at the forefront of our endeavours.

The successful candidate must be able to lead and work well as part of a team, have excellent communication and interpersonal skills, have a 'can-do' attitude, be highly organised and have the ability to work under pressure.

The Governing Body is committed to the safeguarding of children and young people so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

Job description – Business Manager and Clerk to the Governors

As Business Manager and Clerk to the Governors you will:

- Report directly to the Headteacher on day-to-day administration matters, budgetary matters and all matters concerning finance, catering, buildings (maintenance, grounds, cleaning, security), logistics, IT and health and safety. He/she assists the Headteacher with the management of the Academy in forward planning and development issues, and advises on financial and legal matters.
- Be responsible for the planning, development and delivery of support functions within the academy
- Be accountable to the Governors and Trustees for the financial and business management of the academy, in accordance with the policies established by the Trustees in consultation with the Headteacher.
- Be the Academy's Chief Financial Officer (CFO)
- Act as Clerk to the Local Governing Body and Trustees.

As a member of the David Nieper Academy leadership team you will:

- Think strategically while being able to deal with immediate challenges
- Provide opportunities for staff to grow and develop
- Set a high standard through personal example
- Contribute in a variety of ways to the day to day running of the academy
- Support all academy events

General role responsibilities

- To provide strategic vision and leadership in all areas relating to finance ensuring the academy is in good financial health
- To be responsible for all financial management and administrative systems, ensuring full compliance, and enabling the highest quality teaching and learning to take place
- To be responsible for the strategic leadership and development of ICT ensuring that it supports the highest quality teaching and learning
- To oversee the management of the building contract
- To oversee site management and development
- To advise and support the Headteacher with development opportunities and projects
- To actively seek out and facilitate new business opportunities
- To produce bids and see projects through to their conclusion and evaluation in order to provide additional opportunities, support and income to the academy.
- To contribute to the academy development plan and academy self-evaluation, providing regular reports to governors
- To act as line manager and performance manager for identified members of staff
- To make a full contribution to the wider leadership and management of the academy
- To act as Clerk to the Governors
- To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

ACCOUNTABLE TO

The Headteacher

- for line management and performance management

ACCOUNTABLE FOR

Finance and Operations manager

Admin staff

Premises staff including cleaning staff

ICT staff

- for line management and performance management

Key Accountabilities

Policy and Leadership

- a) To develop and oversee effective and efficient systems ensuring the Academy is fully compliant in all aspects of academies financial reporting
- b) To produce the Academy budget plan, in line with the Academy vision and aims, as guided by the Headteacher
- c) To monitor income and expenditure and provide regular financial statements and interim accounts to the Headteacher and Governing Body
- d) To ensure the effective management of financial, administrative and personnel services
- e) To keep the Academies financial and accounting systems under review and recommend changes to the Headteacher where appropriate
- f) To develop and implement business models for capital and revenue schemes
- g) To investigate, devise and oversee infrastructure development initiatives and projects, including the new Academy building, ensuring they are financially viable and maximise the earning potential of the Academy
- h) To review the application of Academy aims relating to financial management and all aspects of administration, recommending changes to the Headteacher as necessary.
- i) To promote a clear vision about how the Academy can develop further in all areas relating to finance
- j) To oversee all matters relating to Human Resources ensuring compliance with employment law, and best practice
- k) To generate and interpret relevant finance, personnel, employment and workforce information
- l) To lead and manage the IT and related systems across the academy including CCTV, reprographics, telephones and payment systems
- l) To contribute to the strategic development of all aspects of the Academy as a member of the Academy Leadership Team, including ensuring the Academy Improvement Plan is financially viable
- m) To review and update Academy policies as determined by the Headteacher.

Finance Management

- a) To ensure financial records are maintained in line with statutory requirements for academies and are fully compliant with current legislation

- b) To ensure a balanced budget is set at the start of each financial year, produce timely and accurate reports, investigate variances, take prompt corrective action, and provide explanations on departures from budget
- c) To ensure the Academy has a clear and robust long term financial planning strategy in place
- d) To manage income from all sources (ESFA, EHCP, disadvantaged, self-generated etc.)
- e) To use the agreed budget to actively monitor and control performance to achieve best value for money
- f) To advise the Headteacher and Governing Body on all aspects of strategic financial management and report suspected or uncovered fraudulent activities.
- g) To ensure that the Academy financial policies and procedures are consistent with the requirements of the Governing Body, ESFA and auditors and that the Academy is adhering to all statutory financial regulations
- h) To liaise effectively with the Academy auditors ensuring the Academy is fully compliant in all financial matters
- i) To ensure that best value is secured from the delivery of services, whether by contract or direct labour, and monitor all contracts for the Academy
- j) To manage the Academy insurance policies, ensuring adequate cover for pupils, staff and Governors etc.
- k) To secure additional income for the Academy through business outreach, the development of community links, and through the submission of bids to external funding sources.

Compliance

- a) To be responsible for Compliance across Finance and academy Operations, ensuring that the academy is compliant in all areas, leading appropriate actions, updating policies and procedures and reporting, as appropriate, to the relevant authorities
- b) To be responsible for academy policies and the renewal of these
- c) To keep up to date with and implement new Data Protection legislation

Personnel Management

- a) To advise the Headteacher and Governing Body on all aspects of Human Resources management
- b) To ensure robust systems are in place and all staff recruitment and HR issues are managed appropriately
- c) To oversee the administration of DfE Work Force census returns
- d) To ensure that the Academy human resources policies and procedures are consistent with all statutory requirements
- f) To oversee the Academy Appraisal systems for Support Staff and work closely with, and offer advice and guidance to, the Deputy Headteacher with the responsibility for overseeing staff continuing professional development
- g) To ensure that the Academy MIS is kept up to date with all staffing changes
- j) To implement service agreements as agreed by the Headteacher.

Safer Recruitment

- a) To ensure the Academy is fully compliant in all aspects related to safer recruitment
- b) To ensure the Single Central Record (SCR) is fully up to date and accurate.

Services and Contracts Management

- a) To oversee all contracts and services including ICT, catering, Premises, telephones, reprographics, HR etc. holding providers to account, ensuring best value for money and advising the Headteacher and Governing Body on changes required
- b) To oversee all tendering and retendering processes
- c) To alert the Headteacher to any breach of contract, fraudulent activity or substandard service from a contractor or other supplier.

Infrastructure development

- a) To ensure the Academy premises and grounds are maintained to the highest standards and that appropriate security measures are in place
- b) To investigate opportunities to develop the academy trust, including extending current provision
- c) To lead and manage infrastructure developments approved by the Headteacher and Governing Body
- d) To arrange for non-routine maintenance and capital schemes, and for monitoring performance of all premises related contracts.

Health and Safety

- a) To oversee all aspects of Academy Health and Safety
- b) To ensure that all Academy trips are arranged and conducted in accordance with the Academy Health and safety policies and procedures
- c) To keep abreast of changes in legislation, advising the Headteacher and Governing Body accordingly; updating and implementing the Academy health and safety policy and risk assessments, consulting as appropriate
- d) Conducting fire risk assessments
- e) To liaise with the premises team and other site users to ensure that day to day arrangements are in accordance with health and safety policies and procedures
- f) To ensure adequate first aid provision is available at the Academy and that adequate accident records are maintained and acted upon.

Business Outreach and development

- a) To maintain and develop effective links with the Academy Business Partners
- b) To maximise income for the school through business outreach, the development of community links, and through the submission of bids to external funding sources.
- c) Review and enhance our community lettings, actively seeking to bring in additional funding

Governance

- a) Maintain the calendar of meetings
- b) Act as Secretary to all meetings preparing agendas, coordinating all papers, minute taking
- c) Coordinate all link governor meetings and activities, ensuring that the relevant reports are submitted and maintained on the Governor Portal
- d) Maintain the Governors' Register of Interests
- e) Keep Governors updated regarding communications and safeguarding
- f) Coordinate policies for Governor approval
- g) Oversee Governor induction and training

Training

- a) To undertake any training courses or in-house training relevant to the post.

General

- a) To be a member of the Leadership Team
- b) To line manage key support staff as agreed with the Headteacher

Other

- a) This job profile is not an exhaustive or final statement and it may be subject to modification or amendment at any time after consultation with the post holder. It does not direct the amounts of time to be spent on carrying out the duties listed above.

Person Specification: Business Manager and Clerk to Governors

Criteria	Essential	Desirable
Qualifications	<p>First degree or equivalent ideally in a business/finance related subject</p> <p>Recognised accountancy qualification and/or other related professional qualification</p> <p>Advanced diploma of School Business or Administrative Management or working towards</p> <p>Evidence of appropriate professional development</p>	<p>ACCA, ACA or equivalent</p>
Experience	<p>Successful School Business management experience</p> <p>Experience managing procurement, fixed assets and contracts (including negotiation and monitoring)</p> <p>Experience of managing significant budgets, financial reporting, financial Systems and cash flow</p> <p>Experience of income generation including writing and evaluating external bids and funding mechanisms</p> <p>Experience of using computerised financial information systems</p> <p>Experience of personnel management including line managing a group of staff</p> <p>Experience of strategic planning and evaluation to bring about improved services</p> <p>Experience of project management</p> <p>Experience of policy writing and management</p>	<p>Experience of partnership working</p> <p>Experience of successful submission of bids for funding</p> <p>Experience of being Clerk to Governors</p>
Knowledge	<p>Detailed knowledge of academy funding methods</p> <p>Detailed knowledge of financial management, including budget management knowledge</p>	<p>Detailed knowledge of new Data Protection legislation</p>

	<p>Detailed knowledge of premises management, contract management and HR procedures</p> <p>Detailed knowledge of H&S, marketing, business management, facilities management, and administration within a school environment</p> <p>Knowledge of procurement procedures</p> <p>Knowledge of child protection procedures and a commitment to safeguarding pupils</p> <p>Up to date knowledge of technologies suitable for school environment</p> <p>Knowledge of the role and requirements of the Clerk to Governors</p>	
Skills	<p>Excellent ICT skills</p> <p>Ability to lead and manage the academy budget on both a strategic and day to day level</p> <p>Ability to lead and motivate a team of staff</p> <p>Proven project management skills</p> <p>To be able to have a strategic view of influences on areas of teaching and learning and ability to challenge existing practices and conventional thinking</p> <p>Ability to interpret new regulations and legislation and apply these to work area</p> <p>Ability to develop creative and innovative ideas and practical solutions to meet the needs of the academy</p> <p>Ability to plan, develop, set up and monitor systems and processes to effect change</p> <p>Ability to make decisions</p> <p>Ability to plan own workload, and that of a team of staff</p>	

	<p>Excellent organisational and time management skills</p> <p>Ability to effectively lead and manage as well as work as part of a team</p> <p>Ability to work effectively with and to facilitate the work of the Governors and Trustees</p> <p>Confidentiality</p> <p>Analytical skills</p> <p>Report writing skills</p> <p>Developed negotiation skills</p> <p>Strategic thinking skills</p> <p>Flexible and committed</p> <p>Attention to detail, neatness and accuracy</p>	
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Method of Application

1. We will only accept applications on the David Nieper Academy application form. Curriculum Vitae will not be accepted.
2. The statement in your application should focus on:
 - Candidate's previous experience which will help in successfully undertaking the role
 - Personal skills to benefit the learning by students at the David Nieper Academy.
3. For any queries or if you would like to visit, please email mhackett@davidnieper.academy
4. Completed application forms to be returned via email for the attention of the Headteacher's PA, Mrs Michelle Hackett, mhackett@davidnieper.academy by 9am on Monday 11th December 2017.
5. Interviews are likely to be held on 18th/19th December 2017.
6. The academy operates a NO SMOKING policy on site.
7. Interviews - Candidates invited to interview will:
 - (a) Have the opportunity to tour the academy
 - (b) Meet Senior Leadership team
 - (c) Complete a set of exercises
 - (d) Have a formal individual interview with the selection panel.

K. Hobbs
November 2017