

Tapton SCHOOL

ACADEMY TRUST

Realising the life chances and dreams of every child

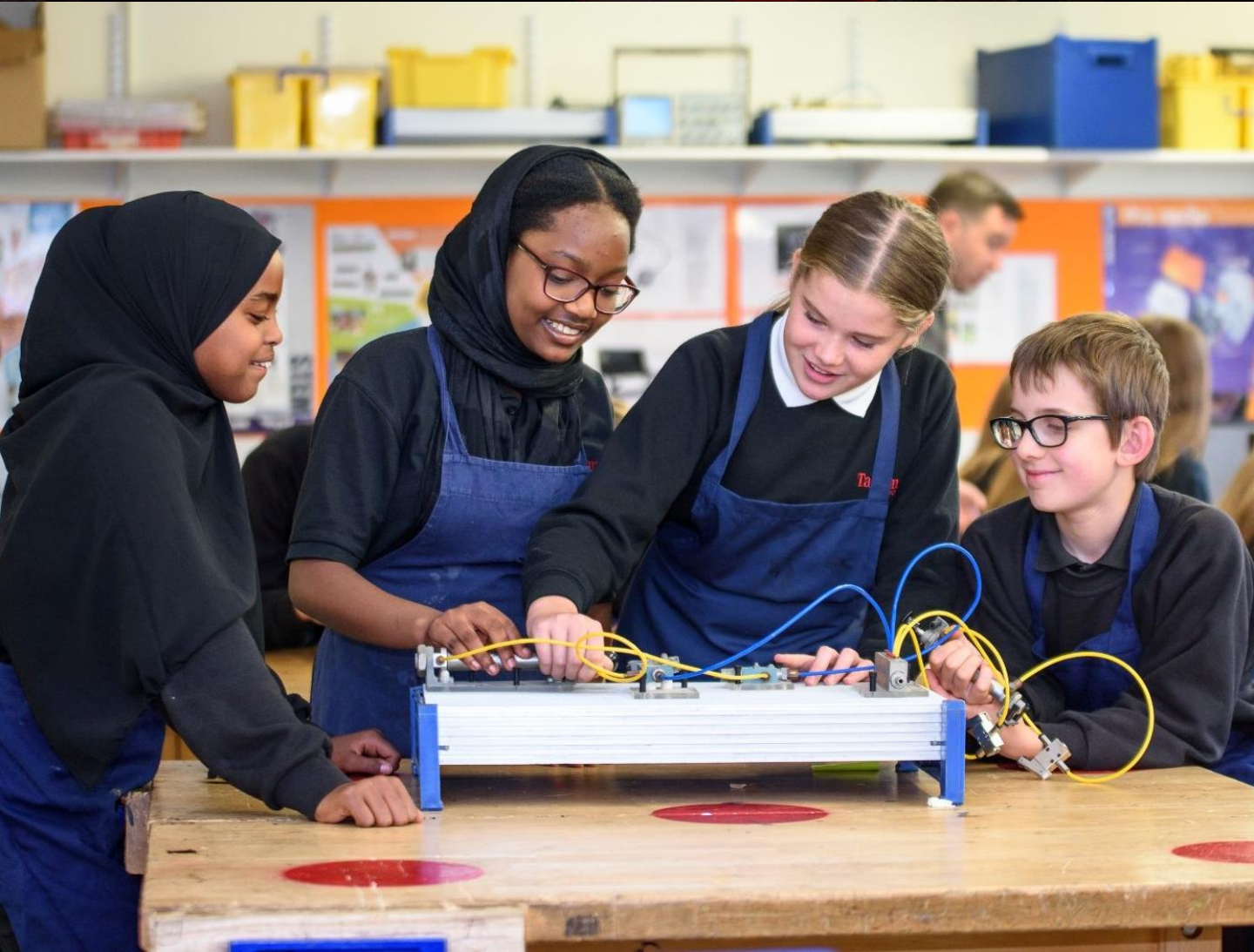
Business Manager

Application Pack



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Charitable Limited Company Registration Number: 07697171.
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Contents

1. A message from our CEO
2. About Tapton School Academy Trust
3. Our Strategy
4. Our Schools
5. Headteacher Welcome
6. Staff Wellbeing and Professional Development
7. Learning Development
8. The Role
9. Responsibilities
10. The Person
11. How to apply

A Message from our CEO



David Dennis
Chief Executive Officer

Thank you for your interest in joining Tapton School Academy Trust.

Through clear leadership and governance we plan to support and improve outcomes across all of our schools, transforming all our learners and becoming an outstanding Trust.

Engagement with every family is the touch stone for our work, ensuring a culture of high trust, common values, low threat and a shared moral compass. At the heart of all our endeavours is outstanding teaching, high quality learning and effective support for individual needs.

We employ over 900 staff and work hard to foster the right conditions to make the Trust a great place to work. We know that our staff are our greatest resource, and put in place support and opportunity to enable colleagues to progress within the Trust and reach their full potential.

Thank you again for your interest in joining us and the best of luck with your application.

About Tipton School Academy Trust

Tipton School Academy Trust was formed in 2011 and has grown to 9 schools, 5 primary and 4 secondary, providing learning to over 7,500 learners from 2 – 18 and employing over 900 staff.

Children joining the Trust have a broad range of abilities and social backgrounds. We recognise and celebrate different aptitudes and interests and believe that everyone can develop through dedication and hard work, and leave our schools fully prepared for successful lives.

Our Vision

To realise the life chances and dreams of every child.

Our Mission

To provide a safe place to be; provide great teaching and learning; create an environment where all opportunities are in reach.

Our Values

- A culture of professionalism
- A focus on nurture as well as achievement
- Involvement of the family and wider community in everything we do
- Make visible those who feel invisible through disability, poverty, ethnic or cultural disadvantage
- Mutual support and development
- The health, well-being and safety of all our people.

Our ways of working

- Schools sign up to our 'Mission, Vision and Values' and collaborative ways of working
- Schools collaborate 'in partnership for excellence with TSAT'
- Each has something to bring to the table and can lead on this
- Schools retain their identity and are part of something special
- Differentiated solutions according to support needs
- Mentoring, coaching, directing
- A clear scheme of delegation and decision making to ensure that all our children get the best educational experience.

Our Strategy

The Trust Board are responsible for the schools within the Trust and determine the mission, vision and MAT improvement strategy. Local context and community links are provided by Local Governing Boards.

Our strategic objectives sit within 4 key aims:

Aims	Objectives
Effective Schools	<ul style="list-style-type: none">• Securing high levels of attendance and low levels of persistent absence• Ensure safeguarding policies and practices operate effectively• Build relationships further between schools and vulnerable families• Further focus on vulnerable learners to reduce suspensions and exclusions• Close the attainment gap between disadvantaged learners and other learners.
Outstanding Outcomes	<ul style="list-style-type: none">• Improving the quality of education in each school• Provide learning in every classroom for every learner that is at least good and addresses each learners need• Continue to develop a Trust in which learners achieve high rates of progress.
Sustainable Trust	<ul style="list-style-type: none">• Actively communicate and engage with all stakeholder groups• Continue to ensure best value and use of all resources• Develop revenue raising opportunities• Future proofing buildings and facilities.
A Great Place to Work	<ul style="list-style-type: none">• Continue to build capacity through cross Trust collaboration and support. With an emphasis on improving workload and subject level collaboration to further develop common approaches• Develop a Trust talent management plan. Continue to create opportunities for staff to develop and gain further experience• Develop a succession plan with an emphasis on executive leadership• Further develop our approach to staff wellbeing.

Further information about the Trust, including full governance structure and current performance, is available in our [Annual Report and Accounts](#).

Our Schools

Tapton is one of four secondary schools within our Trust. Here is an overview of each secondary:

Bradfield [Bradfield School - Home](#)

Bradfield is an 11-16 school with around 1100 students, situated in beautiful Peak District surroundings. Our vision is '**where all people thrive**' and we strive to deliver an education that supports students to fulfil their potential, and to be successful, confident people who are equipped to explore what life and the world have to offer.

Our belief is that school should be a fun place to be – where the activities, teaching and facilities foster enthusiasm, enjoyment and strong relationships. Happiness and success at school are closely related and so most of all we want our students to be happy to come to school.

Chaucer [Home - Chaucer School](#)

Chaucer school is an 11-16 school based in the North of Sheffield. Performance is rapidly and continually improving and we place a very strong emphasis on achieving well in the subjects of English, Maths and Science.

Each student is unique and precious to us, and is equally valued for their culture and contribution. Our positive reputation for achievement, care and Positive Discipline is well established. High expectations are instilled in all our students from the start of their time at Chaucer. These include hard work, self discipline, courtesy and respect.

Forge Valley [Forge Valley - Home](#)

Forge Valley is a safe, inclusive learning community where students and staff learn and thrive together. Our ethos is based upon **everyone striving to become their very best**.

As a school we believe that ambition and endeavour provide our students with the mind-set needed, not only to succeed academically, but in adult life in an ever changing modern world. Success at Forge Valley is not just measured in terms of academic performance. We aim to develop our students into reflective, confident, innovative, morally grounded, ambitious and resilient individuals ready to take their part in a dynamic and diverse 21st century.

Headteacher Welcome



I am incredibly proud to lead a school that strives to make education a transformational experience for all, regardless of ability or background. Our ethos of Valuing Everyone, Caring for Each Other and Achieving Excellence underpins everything that happens in our school.

All staff are invested in these core values and we work together to improve the life chances and dreams of all our students through ongoing progress and improvement in learning. Our record of sustained success reflects this commitment to raising achievement for everyone.

Tapton has the highest expectations of its students in every area of school life. Our school is a caring, nurturing and ordered community with an atmosphere of calm and purposeful learning. This is to ensure that all our students feel safe and secure. We are kind, we work hard and we follow the rules.

Safeguarding is everyone's responsibility and all our staff undertake regular training to keep up to date on the latest guidance from 'Keeping Children Safe in Education'. Safer recruitment practices reflect our commitment to this aim. As part of the recruitment process Tapton colleagues will carry out a number of checks to ensure the successful candidate champions the safety, wellbeing and success of all our students.

We are an inclusive school and treat all students as individuals. We recognise and celebrate different abilities, aptitudes and interests, and believe that everyone can develop through dedication and hard work. Our aspiration is to have the best behaviour, conduct and manners of any school in the country, whilst recognising that children learn and grow at different rates as they become responsible citizens.

We look forward to welcoming you into our school community.

Kathryn Rhodes

Staff Wellbeing and Professional Development

The wellbeing of our staff is incredibly important to us. We recognise that our staff are our greatest resource and therefore invest considerable time and energy into listening to colleagues and acting on feedback.

All staff have the opportunity for an annual CPD conversation with the headteacher. This gives them the chance to talk through what they are currently working on and understand how the school can support them with their own development.

Our CPD menu is extensive with bespoke courses that support career progression. Our 'Paths to Excellence' bring together colleagues from across the Trust to collaborate and learn from others. There are four courses to choose from:

- Excellence in the classroom,
- Excellence in curriculum leadership,
- Excellence in inclusion,
- Excellence in leading people and processes.

Tapton also has a Wellbeing and Workload Charter which is regularly updated and informs decision making across the school. Each year we have a staff wellbeing day in November where staff have a day off and we encourage them to do something that supports their mental health and wellbeing. Our staff retention figures are high and turnover is low.

Learning Development

A culture of excellent teaching and learning is at the heart of everything we do at Tapton.

Everyone's learning matters to us and we are proud to make a difference to the personal development of our students. We have high expectations and we know that learning goes hand in hand with relationships and trust. We make learning exciting, engaging and inspirational. Quality first teaching has been proven over and over again to have the biggest impact on student attainment and outcomes, we therefore invest heavily in staff development.

Learning is not the sole preserve of the classroom. Learning outside of the classroom is of equal value. Through this we foster a lifelong love of learning and the independence and flexibility our students need to embark upon a bright future.

Our staff work together as a professional community to ensure the best outcomes for all. We recognise that we are all learners with the capacity to develop and improve. Our teachers collaborate to form a shared understanding of what great teaching and learning looks like.

Our Teaching and Learning Principles have been developed by our teachers in collaboration with colleagues from across Tapton School Academy Trust. They inform our professional development programme and help us evaluate our lessons. They can be found on our website here: [Tapton School - Learning at Tapton](#)

The Role

The Headteacher and Governing Board are seeking to appoint a Business Manager support to join Tipton School

Job Description	
SERVICE AREA	TAPTON SCHOOL BUSINESS MANAGER
POST TITLE	Business Manager
SALARY RANGE	Grade 11 Pt 45 – 51 £54,629 – £59,825 Full time support staff contract (37 hours/52 weeks)
RESPONSIBLE TO	The Headteacher and Deputy CEO
RESPONSIBLE FOR	School Support Staff working in teams or individually
HOLIDAY AND SICKNESS RELIEF	Other members of the Leadership team/Administration team
PURPOSE OF JOB	<ul style="list-style-type: none"> To take a strategic leadership role in relation to the school’s financial and human resources To be responsible for the planning, development, management and operation of support services within the school To have oversight of the management of school support staff (the school is a large secondary school with a 6th form) To play a full role in the development of the school as a member of the school senior leadership team To ensure the provision of detailed, timely and accurate information regarding finance and resources to governors To take a strategic leadership role in relation to the school’s PFI contract To have oversight of the operation of the Leave of Absence policy, Support staff Performance Development, School Calendar, Trips and Visits and Arrival/Dismissal/Break and Lunch Duty rotas To work closely with the Business Managers of schools in the trust developing common principles/practices/policies

Responsibilities

The postholder must at all times carry out his/her responsibilities within the spirit of the City Council's Policies and Procedures, in particular the Council Policies on Equal Opportunities and Health and Safety and also, within the framework of the Education Act 1996.

Principal Responsibilities

Finance

- To manage all aspects of the school's finances and budget, ensuring effective reporting and management systems to the Headteacher and Governing Bodies are in place.
- Advising the School Leadership Team and the Governing Bodies on general financial policy
- Co-ordinating (with the Deputy CEO) an annual and three-year budget of income and expenditure
- Planning, in conjunction with the Trust and senior colleagues, the school's financial strategy
- Have oversight of all school accounts and monies
- Monitoring the budget and presenting regular management reports to the senior leadership and governors
- Ensuring the accurate completion of all school financial returns within deadlines
- Preparing financial appraisals of projects as required
- Scrutinising statements and authorising invoices for payment
- Working with the Deputy CEO to develop Income generation.
- Negotiating contracts for the provision of goods and services and monitoring their implementation
- Oversight of the process for maintaining an accurate and current inventory of the school's assets
- Oversight of financial information to delegated budget-holders within the school.
- Ensuring that all staff are aware of and comply with Trust financial and other systems and procedures.
- To attend and report to the Governors' Finance Committee meetings.

Payroll

- Ensuring the provision of accurate, valid, and complete information for pay-roll purposes – working with the outsourced payroll provider.

Organisation and Administration

- Ensuring the development and effective application of ICT to underpin all aspects of the school.
- Coordinate with the Trust IT Director and Network Manager re IT provision and resourcing.
- To have oversight of the implementation of regulations to ensure compliance with legislation.
- To have oversight of the School's Health and Safety Officer, monitoring and implementing the Health and Safety at Work legislation
- To ensure that the school follows GDPR policies in liaison with the Trust DPO and Executive team.
- To take a lead role in the coordination of systems and processes to best support the core business and activities of the school

- Along with the headteacher plan and administer the duty rota ensuring the safety of students and staff on a daily basis.
- Act as Headteacher in terms of the final approval of school trips/visits and risk assessments.
- Approve leave of absence requests in line with the LOA policy ensuring safe provision for students in school as well as for those out of school on trips/visit

Human Resource Management

- Management of support staff including directing the delivery of support services, including staff performance development, capability, and absence
- Development and monitoring of support services, including commissioning and delegation of relevant activities.
- Develop and implement systems for support staff recruitment, induction, professional reviews, and CPD.
- To manage staff employment contracts and have oversight of the administration relating to staff recruitment.
- To advise the Headteacher and governors on aspects of Human Resource Management, e.g. recruitment, salary assessment, sickness, maternity, redundancy
- To lead on human resource practice including sickness management, capability, and disciplinary procedures
- To work with the curriculum team to ensure the staffing and curriculum needs are aligned and to budget.
- To attend and report to Governors' Personnel committee meetings, where necessary
- To ensure school compliance with Trust policies amend/update/issue any school specific employee policies and procedures as appropriate.

Premises and Buildings

- Working with the Local Authority, Mitie and the SPV to ensure the provision of facilities management and catering at Tapton School until 2026
- Ensure that security and safety are at high levels and under constant review, including oversight of compliance with Fire Regulations
- Advising the Leadership Team and Governors on development projects, obtaining tenders and quotations seeking best value solutions as required
- To work with the Local Authority, Mitie, the SPV and the trust facilities team to successfully transition the PFI contract into the Trust in a timely manner and in readiness for September 2026. This will include working with the Trust facilities team and Trust HR to transfer the services.
- From 2026 to work with the Trust operations team to manage the facilities and catering team for the school.

Strategic

- To play a full role in the development of the school as a member of the school senior leadership team
- To provide support to the Headteacher
- To provide support and advise to the Local Governing Board
- To work closely with the Business Managers of schools in the trust developing common principles/practices/policies

General

- To be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities that do not change the character and purpose of this post as may be required by the Headteacher.
- To carry out before school, breaktime, lunchtime and after school duties in line with the rest of the leadership team

The Person

The successful candidate will demonstrate the following:

Minimum Essential Requirements	Essential/ Desirable	Method of Assessment
Qualifications		(e.g. Interview, Application form, test, assessment, etc)
A degree or other relevant qualification- ideally in accountancy, business management, school business management (such as level 4 diploma) or a related discipline	E	Application
Experience		
Successful leadership and management experience in a school, or in a relevant field	E	Application
Line Management experience	E	Application
Experience of leading a large diverse team	E	Application
Contributing to staff development	E	Application
HR Experience	E	Application
Board and Senior Leadership reporting experience- both written reports and verbal presentations	E	Application
Involvement in school self-evaluation and improvement planning	D	Application
Working knowledge of school policies	D	Application
Working with children or young people	D	Application
Governance experience	D	Application
Facilities and H&S experience	D	Application
Skills/Knowledge		
Excellent organisational skills	E	Application
Ability to lead and manage large teams	E	Application
Expert knowledge of financial management	E	Application
Excellent attention to detail	E	Application
Previous use of financial/administrative systems	E	Application
Effective communication and interpersonal skills	E	Application
Strong IT skills	E	Application

Ability to communicate a vision and inspire others	E	Application
Ability to build effective working relationships with staff and other stakeholders	E	Application
Understanding of data protection and confidentiality	E	Application
Contract negotiation	E	Application
Strong communication skills	E	Application
Knowledge of PFI contracts and management	D	Application
Experience of change management	D	Application
Experience of school Budgets and curriculum financial planning	D	Application
Personal Qualities		
Commitment to promoting the ethos and values of the Trust	E	Application
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E	Application
Ability to work under pressure and prioritise effectively	E	Application
Commitment to maintaining confidentiality at all times	E	Application
Commitment to safeguarding and equality	E	Application
Embrace change well	E	Application
Deal with difficult situations effectively	E	Application
Work Related Circumstances (including Working Conditions)		
An understanding and commitment to the promotion of health and safety in the workplace		Application/interview
<p>Tapton school is committed to safeguarding students.</p> <p>Student safety and promoting the welfare of our students is our primary concern.</p> <p>We adopt a holistic culture of care and expect all our staff to share this commitment.</p> <p>We value everyone, care for each other and strive to achieve excellence.</p>		



How to apply

Applications for this role are via the TES website.

If you wish to arrange a visit to Tapton to look round the school and find out more please email ssimmons@taptonschool.co.uk

The closing date for applications 9.00am Tuesday 12TH March 2024

Interviews to be held Friday 22nd March 2024

Please note:

- References for short-listed candidates will be requested before the interview.
- Successful applicants will be required to undertake a DBS Enhanced Disclosure check.
- A google online search will be undertaken on shortlisted candidates