

CAMPSMOUNT ACADEMY

Recruitment Pack



Position: Business and Finance Manager

'Something very special is happening
in this school.....'

'Lead Inspector, Ofsted Sept 16'





CAMPSMOUNT

A Co-operative Academy

RECRUITMENT INFORMATION PACK

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23 March 2018

Dear Applicant,

Thank you for your interest in this exciting position of Business and Finance Manager at Campsmount Academy. The role is wide and varied and the successful candidate will have the opportunity to have a positive impact on many young people's lives. Within this application pack you will find a job description and person specification, as well as information on the Academy and how to apply. I would strongly encourage you to visit our Academy website on www.campsmount.com and our twitter account @CampsmountAcad, to see up to date information on life at Campsmount.

The role arises due to the retirement of our current Business Manager who has served the Academy outstandingly for over 19 years. Previous experience in a school or education environment would be advantageous, although an ability to lead people and a secure financial acumen are essential. The successful applicant will be assured of a well-considered induction to the Academy and support for your own professional development. We are looking for a person who is fully committed to making a difference, who has energy and determination, and wants to be part of a school where 'something special is happening' (Ofsted 2016).

Everyone at Campsmount has a key role in our aim to become 'a truly great school' and our school values of 'Ambition, Responsibility, Community and Pride' are at the centre of all we do. You will join staff at the Academy whom visitors unanimously comment on positively, highlighting their professionalism, friendliness and absolute commitment to our students. We are very much a school at the heart of the community and as such, staff turnover is very low and 'relationships between pupils and adults is impressive' (Ofsted 16).

You would be joining Campsmount at a very exciting time in its development. We have had many significant successes over the last few years and students at the Academy share in our high ambitions. Despite the success, we continually look for ways of becoming even better and all staff aspire to this. As part of the journey, the Academy is currently looking to develop from a Single Academy Trust (SAT) to a Multi Academy Trust (MAT), which would create many opportunities for talented individuals. The Business and Finance Manager role will potentially be one of the first steps towards this development and will provide the successful candidate the opportunity to widen their impact outside the Academy.

We hope that you feel Campsmount will be the right school for you and you intend to apply for the role. We believe that it is a great place to work and that you will find this role rewarding and enjoyable. We would encourage you to arrange a visit to Campsmount to meet all of the team.

Yours faithfully,

Adam Dale



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GENERAL INFORMATION FOR CANDIDATES

'Something very special is happening in this school'
Ofsted Lead Inspector 2016

Campsmount is situated in the village of Norton, approximately 10 miles North of Doncaster on the border of West and North Yorkshire and with easy access to both the A1 and the M62. Our catchment area includes Norton and the ex-mining communities of Askern and Campsall, with students also travelling from more rural communities in North, West and South Yorkshire.

The 'highly recommended' Academy benefits from a very attractive site which includes excellent sports facilities, including floodlit all weather courts. In 2012 we moved into our superb new building that provides outstanding facilities for staff and students.

Campsmount is a Single Academy Trust within a very supportive community. We are committed to providing a high quality education for students, regardless of ability, and we offer a wide range of learning experiences that will inspire, engage and motivate all learners, leading to success and achievement.

The Academy has had much recent success and as a result has been oversubscribed on entry into Year 7. A recent Ofsted in September 2016 rated the school 'Good' in all areas with 'Outstanding' behaviour. Alongside this, the school gained its best ever results at GCSE in 2016, being one of the most improved schools nationally, whilst vocational results in the Sixth Form are in the national top 4%. The lead inspector stated that 'something very special is happening in this school'.

Despite this success we are committed to becoming a 'truly great school' in every aspect and we believe that quality teaching first will ensure students make excellent progress. We pride ourselves on the atmosphere and ethos around the Academy and inspectors commented that 'the quality of relationships between pupils and adults is impressive'. Our expectations of our students and also ourselves are high, and as a result we are looking for a particular individual who can meet these expectations.

Please look at our website for further information: www.campsmount.com. As well as our very active twitter page @CampsmountAcad. I hope you will consider joining us at this exciting time in our development and see for yourself what is 'special' about Campsmount.



Campsmount Academy – The Next 3-5 Years



“Our Vision is to maximise the life-chances of every young person who attends Campsmount by developing effective 21st century learners”

Our Journey.....

Secondary schools are complex places: however, our journey is actually very simple. Students arrive in year 7 with energy, hope and expectations and leave at 18 as young adults, fully prepared to take their place in our ever changing world. Academic qualifications are a key element to this, but the 21st century requires individuals who are creative, resilient, entrepreneurial and of well-rounded character. Our values must underpin all that we do towards this vision and also shape our core business which is the 'business of learning'. Students will leave us as citizens who are well balanced, well qualified, confident and resourceful, ready to make a positive impact in and on our community.



Our Values.....

As a Co-operative academy we are committed to the Co-operative values as well as the values represented in our School badge. These values help shape everything we do as a school and create a learning environment which will challenge our students to stretch themselves academically, be socially responsible and be a valued member of our community.



...COMMUNITY



...PRIDE



...AMBITION



...RESPONSIBILITY

Our Students.....

As 21st Century learners our students will be THE major stakeholder in our school, co-constructing the curriculum, having a voice in shaping its future, leading diversity, engaging with local, national and global communities and leading the challenge of raising aspirations for all.



Students show sense of **COMMUNITY** by:

- Contributing to supporting others through charity work and altruistic behaviours.
- Having a moral awareness and appreciating how their actions impact on those around them.
- Celebrating the achievements of everyone in the school.
- Appreciating the learning environment and acting as ambassadors for the school.



Students take **PRIDE** in Camspmount by:

- Representing themselves and the school in wider learning experiences.
- Shaping the future of the school.
- Encouraging all to embrace healthy and safe lifestyles.
- Respecting themselves and others.



Students have real **AMBITION** by:

- Setting high targets for themselves.
- Having high expectations of themselves and others.
- Learning about different pathways and futures for themselves.
- Being outward facing and embracing global opportunities.
- Engaging in and promoting positive lifelong learning activities.



Students take **RESPONSIBILITY** by:

- Learning to value and celebrate diversity through curriculum and wider learning opportunities.
- Being seen as role models for younger students and supporting their academic and social development
- Knowing how to achieve their goals and demonstrating the initiative and independence to reach them.
- Embracing challenges and persevering when finding this difficult.



Our Aims.....

Our AIMS for Campsmount have been based on the business philosophy of think big, act small, move quickly. We must be highly ambitious for our students while at the same time realising effective and sustained growth requires small steps and strategic planning. Our aims will provide the framework for growth over the next 3-5 years and our annual School Improvement Plan (SIP) which will address our short term goals. These plans, of course, will be reviewed and updated regularly to reflect our accurate self-evaluation across each area of the school.

1. To ensure high quality education for the Campsmount community where provision is consistently good or better.
2. To improve the achievement of ALL students across the academy and ensure consistency across all subject areas and Key Stages.
3. To ensure the quality of teaching and the curriculum is inspirational and accelerates students learning and progress.
4. To ensure that all students can access high quality education and develop skills for their next steps.
5. To ensure consistent high quality practice across the Academy, whilst responding to the changing educational landscape and applying it to Campsmount's context.

This 3-5 year plan must be the foundation for the school improvement. However, rapid and sustained improvement only occurs through the dedication and hard work of all stakeholders and a complete and relentless pursuit of excellence. Our journey here at Campsmount will be a real challenge, and will require honesty, resilience, collaboration and determination. However, this challenge is reflected back to our Vision to maximise the life-chances of every young person who attends Campsmount by developing effective 21st century learners.

Surely this is why we all decided to work in education and with young people anyway?



This is OUR CHALLENGE





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The Application Process

Further details about Campsmount Academy can be found on the school website: www.campsmount.com and also the twitter feed @CampsmountAcad

Completed application forms should be emailed to heads.pa@campsmount.com or by post to:

Mr A Dale, Campsmount Academy, Ryecroft Road, Norton, Doncaster, DN6 9AS.

All applications submitted electronically will receive an email acknowledgement.

A telephone call will be made to shortlisted candidates, followed by an email detailing the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

If you have any queries on any aspect of the application process or need additional information, please contact the Academy.



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BUSINESS AND FINANCE MANAGER

(Grade 10 - £37,306 to £42,899)

Required from September 2018, the Academy Trustees are seeking to appoint an outstanding individual to lead both the business and financial aspects of the Academy.

The successful candidate will have a 'can do' approach and will deliver excellent managerial support to a dedicated team. They will prioritise students first in their quest to provide the very best learning experiences. They will be an integral part of the Leadership Team and as a result will regularly report to the Principal and the Trustees of Campsmount Academy.

Geographically, Campsmount is situated in a semi-rural area, on the outskirts of Doncaster and benefits from an attractive site and fantastic modern facilities. A recent Ofsted in September 2016 rated the school 'Good' in all areas with 'Outstanding' behaviour. Alongside this, recently the school gained its best ever results at GCSE, being one of the most improved schools nationally, and vocational results in the Sixth Form are in the national top 4%. The lead inspector stated that 'something very special is happening in this school'.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

For further details and application pack please contact the school by email on heads.pa@campsmount.com

Application forms should be accompanied by a letter of application and must be received by the closing date of **Friday 20th April 2018 at 9.00am**. Interviews to take place on either **Monday 30th April or Tuesday 1st May 2018**.



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JOB DESCRIPTION

Job Title: Business and Finance Manager

Grade of Post: Grade 10 (Range 42-48)

Hours of Work: Full time (37 hours per week)

Responsible to: Principal and Trustees

Responsible for: Finance, Admin, Site, Catering, Cleaning and other Support Staff personnel.

Job Purpose

The Business and Finance Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Principal in his duty to ensure that the school meets its educational aims.

The Business and Finance Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.

The Business and Finance Manager promotes the highest standards of business ethos within the administrative function of the Academy and strategically ensures the most effective use of resources in support of the Academies learning objectives.

The Business and Finance Manager is responsible for the Financial, Administrative, ICT, Human Resources, Site and Catering management in line with school policies and to ensure that the school meets the standards set by the Education and Skills Funding Agency/DfE etc.

GENERAL DUTIES

Leadership & Strategy

- Attend Senior Leadership Team, and appropriate Governors' sub-committee meetings.
- Negotiate and influence strategic decision making within the school's Senior Leadership Team.
- In the absence of the Principal, take delegated responsibility for Financial and other decisions.
- Plan and manage change in accordance with the school development/strategic plan.
- To lead and manage Finance, Site Services, ICT, Administrative and Catering staff.
- To oversee the implementation of the efficiency agenda.

Financial Management

- Evaluate information and consult with the Senior Team and Governors to prepare a realistic and balanced budget for school activity.
- Submit the proposed budget to the Principal and Governors for approval and manage the overall financial planning process.
- Use the agreed budget to actively monitor and control performance to achieve value for money.



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- Identify and inform the Principal and Governors of the causes of significant variance and take prompt corrective action.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Provide ongoing budgetary information to relevant people.
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future (3) year budgets.
- Identify additional finance required to fund the school's proposed activities. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules.
- Monitor the effectiveness and implementation of agreements.
- Liaise with the school's auditors to ensure that all regulatory returns including the annual accounts, budget forecasts and property returns are finalised and reported/returned in a timely manner.

Administration Management

- Oversight and management of the Finance, Site Services, Administration and Catering function and lead all relevant support staff.
- Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
- Manage systems and link processes that interact across the school to form complete systems.
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources.
- Establish and use effective methods to review and improve administrative systems.
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare information for publications and returns for the DfE, ESFA, LA and other agencies and stakeholders within statutory guidelines.

Management Information Systems & ICT

- Consider approaches for existing use and future plans to introduce or discard technology in the school.
- Manage the relationship with any external hardware, software and support suppliers ensuring value for money and effectiveness of service.
- Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes.
- Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money.
- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
- As Data Protection Officer, ensure procedures and policies are in place to comply with the latest data protection regulations.
- Establish systems to monitor and report on the performance of technology within the school.
- Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
- Ensure contingency plans are in place in the case of technology failure.



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- Work with the Data Manager to ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.

Human Resource Management

- Oversee the provision of payroll services for all school staff including the management of pension schemes and associated services.
- Ensure the school's equality policy is clearly communicated to all staff in school.
- With the Principal, ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- In close liaison with the Principal and the Principal's PA, manage teacher and support staff recruitment.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on school and staff.
- Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice.
- Monitor the way policies and procedures are actioned and provide support where necessary.
- Source and make use of specialist expertise in relation to HR issues (existing external advisers - CEFM).
- With the Principal, ensure that the staffing structure meets the strategic objectives and needs of the school and is accurately costed within budget.

Facility & Property Management

Oversight of the Site Services Team to ensure delivery of the following services:

- Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations.
- Ensure the safe maintenance and security operation of all school premises.
- Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively.
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Oversee the management and organisation of the school's extensive community sports programme.
- Seek professional advice on insurance and advise the SLT on appropriate insurances for the School and implement and manage such schemes accordingly.

Health & Safety

Oversight of the Site Services Team to ensure delivery of the following services:

- Act as the school's Health & Safety Co-ordinator and Fire Officer.
- Plan, instigate and maintain records of fire practices and alarm tests.



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- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
- Ensure the maximum level of security consistent with the ethos of the school.
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

The duties of this post may vary from time to time without changing the general character or level of responsibility involved.

Conditions of Employment

- These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.
- The nature of the role demands flexibility with regard to the needs and demands of the Academy.
- The post is subject to the NJC for Local Government Services National Agreement for Pay and Conditions and to other locally agreed conditions of employment.
- The post holder is required to support and have professional regard for the school's ethos and its objectives, policies and procedures as agreed by the Governing body.
- The post holder's duties must be carried out in compliance with Equal Opportunities and Health and Safety at Work requirements.



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PERSON SPECIFICATION – Business and Finance Manager

	Essential	Desirable	How Assessed
Qualifications:			
Degree level or equivalent	✓		Application form
Enhanced DBS	✓		Application form
Professional qualification in relevant field		✓	Application form
Evidence of experience in current requirements in education	✓		Application form
Experience of successfully managing of people and systems	✓		Application form
Evidence of commitment to CPD to support areas of the job role	✓		Application form
Knowledge, Skills and Abilities			
Highly developed planning and organisational skills	✓		Application form and at interview
Knowledge of current whole school developments in education	✓		Application form and at interview
Evidence of leadership and management skills including the ability to delegate effectively and appropriately	✓		Application form and at interview
Ability to lead and manage change	✓		Application form and at interview
Ability to build and work with an effective team	✓		Application form and at interview
Excellent written, verbal and non-verbal communication skills	✓		Application form and at interview
Ability to see tasks through to a successful conclusion	✓		Application form and at interview
Ability to work under pressure, meet tight deadlines and pay attention to detail	✓		Application form and at interview
High level of interpersonal skills with the ability to maintain a positive profile with staff, students and parents	✓		Application form and at interview
Good ICT skills	✓		Application form and at interview
Evidence of having had a positive impact in a role of responsibility	✓		Application form and at interview
Knowledge and experience of dealing with a wide range of Human resource issues		✓	Application form and at interview
Knowledge and experience of managing risk assessments and health and safety legislation		✓	Application form and at interview



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Personal and Professional Skills and Attributes:

Patient and persistent	✓		Application form and at interview
Tactful, respectful and sensitive to the needs of others	✓		Application form and at interview
Enthusiastic with a positive and optimistic outlook and a sense of humour	✓		Application form and at interview
Committed to excellence	✓		Application form and at interview
Tactful, respectful and sensitive to the needs of others	✓		Application form and at interview
Hard working with high expectations of self and others	✓		Application form and at interview
Ability to establish relationships with internal and external stakeholders	✓		Application form and at interview
Ability to work effectively as a member of a team and display excellent interpersonal skills	✓		Application form and at interview
Ability to work effectively with and command the confidence of staff	✓		Application form and at interview
First class communication skills on all levels	✓		Application form and at interview
Highly organised, motivated and enthusiastic	✓		Application form and at interview
High professional and personal standards	✓		Application form and at interview
A commitment to working to strict deadlines	✓		Application form and at interview
Willingness to play a part in the wider life of the Academy	✓		Application form and at interview
Other:			
Must satisfy relevant employment checks	✓		Documentary evidence

Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓
Good health and attendance record	✓

The Campsmount Academy Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.