



The Langley Academy Trust **Slough, Berkshire**

Finance and Resources Director
Application Pack



Contents

Thank you for your interest in the Finance and Resources Director position at The Langley Academy Trust.

This pack contains:

- Letter to candidates
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- Information about The Langley Academy Primary and the Parlaunt Park Primary Academy
- The job description and person specification

We hope that you find the pack informative and useful. If you do have any further questions, then please contact Sarah Friend, PA to Executive Principal and HR Assistant on 01753 214468 or email

sarah.friend@lingleyacademy.org

You can also visit our Trust website at www.lingleyacademytrust.org

Dear applicant

I am delighted that you are showing an interest in the Finance and Resources Director position here at The Langley Academy Trust. I want to set out the reasons why we think it is so exciting. The Multi-Academy Trust (MAT) encompasses The Langley Academy Secondary, The Langley Academy Primary and the Parlaunt Park Primary Academy. Our vision is to ensure we provide an outstanding education for every child in the Trust through high aspirations and quality learning through curiosity, exploration and discovery. By 2021, when The Langley Academy Primary has a full complement of year groups, we will have approximately 2,500 students and 350 staff working in the Trust.

We are looking for someone who is looking to be part of this vision. The Trust is in its fourth year and therefore very much still in its infancy and the continued development of an appropriate infrastructure is vital if we are to meet our strategic objectives. Whilst we do have a central team in finance and ICT, we still need to develop our HR and Health and Safety, as well as a teaching and learning team to aid school improvement. The successful candidate will help us to develop this infrastructure so we are looking for someone who understands effective and efficient system leadership and for someone who is creative. As a Trust we are always looking to maximise opportunities to support every child in the Trust and part of that strategy is to consider MAT growth. It may well be that we do grow as a Trust and this role would have every opportunity to develop alongside that growth which we believe is exciting.

Both Primaries will be the main feeder schools with right of entry as part of the admissions policy. This means that the curriculum, assessment and pedagogy will be developed as a Trust to ensure our young people make rapid progress throughout.

One of the greatest qualities of the Trust is the Sponsors. Having worked with them since my appointment as Principal of The Langley Academy in April 2012, I cannot praise them highly enough. Annabel Nicoll as the Sponsor has boundless energy and enthusiasm all directed at giving youngsters a better life. As a result of her work, students here have quite simply been afforded opportunities that many young people elsewhere in the country just would not get. The successful applicant will be able to draw on this support and networking opportunity to develop their own career and importantly contribute towards bettering education for the young people across the Trust.

We are aspirational and want to be the best MAT in the country with each school rated outstanding as soon as possible. We believe the economies of scale, the cross-phase opportunities for students and staff development, the ability to respond to each other's needs quickly and the 'can do' approach to everything we do, will make the working environment extremely exciting. Please apply if you understand what we are trying to achieve and you would like to be a part of our journey.

Yours sincerely



Rhodri Bryant
Executive Principal

About the Sponsor and the Trust

The Annabel Arbib Foundation is a registered charity (number 296358) that supports the philanthropy of Sir Martyn Arbib and his daughter Annabel Nicoll. Sir Martyn set up the Henley-on-Thames based Perpetual Investment business in 1974 and established the Arbib Foundation in 1987. The Foundation has provided charitable donations and financial support to organisations and causes around the UK, with a focus on the Thames Valley. Sir Martyn Arbib, and the Foundation, took a leading role in establishing the River & Rowing Museum in Henley-on-Thames that opened in 1998 and attracts over 100,000 visitors per year. The Annabel Arbib Foundation continues to be the main sponsor of the educational side of the museum.

The principal beneficiary of the Annabel Arbib Foundation is The Langley Academy Trust in Slough. The Annabel Arbib Foundation is the sponsor of The Langley Academy Trust, which comprises The Langley Academy, Parlaunt Park Primary Academy and The Langley Academy Primary. Annabel Nicoll is Sponsor at The Langley Academy Trust.

In 2015 Sir Martyn Arbib retired as Chairman of The Arbib Foundation and his daughter Annabel took up the Chair and uses the Foundation, which has been renamed The Annabel Arbib Foundation, to support her own philanthropy continuing the focus on The Langley Academy Trust.

The Langley Academy Trust is a unique Trust that serves the young people of Langley, Slough and further afield. Our Trustees are a Board of interesting and experienced professionals who bring energy, enthusiasm and wisdom to their role. They share the ambitions of the Trust senior leaders to achieve the best possible outcomes for all children and students within the Trust.

The Langley Academy Primary is a three-form entry Free-School, sponsored by The Langley Academy Trust. It opened in September 2015 with 90 very excited Reception children and parents; the intake will grow year on year until it reaches capacity of 630 children in September 2021.

The Trust's strong vision, high aspirations and determination to succeed in providing an outstanding education for children in the community are clearly evident throughout The Langley Academy Primary's positive learning environment. Our supportive ethos, child-centred approach, rich curriculum based on first-hand experiences have ensured children are confident, independent learners, displaying Curiosity, Exploration and Discovery.

Although still in our early days, we have received very positive feedback from a DfE monitoring visit and the Local Authority Early Years Team. The visits confirmed the Trust's review of the school and highlighted that the likely judgment in any future Ofsted inspection would be outstanding.

Throughout our growth period, under the guidance of The Trust and by working closely with Parlaunt Park Primary Academy, The Langley Academy Primary looks forward to shaping a new 21st Century Educational Experience.

Parlaunt Park Primary Academy was a popular school with recently modernised buildings that converted to a sponsored Academy within The Langley Academy Trust in September 2014.

Parlaunt Park Primary Academy caters for children between the ages of 3 and 11 years. The school was originally built in 1952 as a separate Infant and Junior School. The two schools were amalgamated in 1987 under one Headteacher. Major works were undertaken to enlarge its buildings following an expansion to a three- form entry school in 2009. The school has 635 children on roll plus a part time 39 fte Nursery provision.

The pupils come from diverse ethnic backgrounds which is typical for Slough, with the major groups being White British, Indian and Pakistani. There are smaller proportions of pupils from a wide range of other minority ethnic groups including Eastern European as well as a small group of Traveller children. The proportion of pupils with learning difficulties and/or disabilities is average. Just over a third of pupils speak English as an additional language. The proportion of pupils known to be eligible for free school meals is average. There is a breakfast and an after-school club.

Every child who attends Parlaunt Park Primary Academy is viewed as unique and treated as such. Children are encouraged to become independent thinkers with a love for life and learning Their enthusiasm is stimulated by dedicated staff members who share the ambitions of The Langley Academy Trust to motivate the pupils to be inquisitive and thoughtful learners who will go on to success at Secondary School and beyond.

Parlaunt Park Primary Academy has developed holistically since it joined the Trust in September 2014. The curriculum has been honed to reflect the learning needs of the children and the strengths of the staff. The wider curriculum is under review with both The Langley Academy Primary and Parlaunt Park Primary Academy embarking on an exciting journey over the next six years to map a new Primary curriculum and educational direction for the children encompassing first hand experiences, based on a thematic approach to learning and linked to visits and journeys and encompassing Museum Learning.

The Langley Academy Secondary is housed in an iconic building, it specialises in Science, pioneers the use of museum learning and aims to become a centre of excellence for sports, notably rowing and cricket. We have won our first rowing competition on the water and we have several National and European indoor champions. We are the only state school that runs an MCC Foundation Hub to spot cricket talent in Slough. At the heart of our vision, The Langley Academy aims for the highest achievement for all and to provide a welcoming, imaginative and creative environment which enriches the lives of all involved. You will see this in our building. We aspire to instil traditional values and promote respect for other beliefs. The Academy strives to be at the forefront of Science education and has developed links with national and regional museums to add an external dimension to learning. We are proud of what we and our students have achieved and we are confident that we will continue to achieve high standards for all our students and our local community.

In our most recent Ofsted inspection, in November 2017, we were rated as good and improving. Highlights from the report include:

"Governors and leaders actively promote the vision through fostering a shared love of learning together with high aspirations for all pupils."

As one parent commented: 'My son and daughter have both made spectacular progress under the guidance of passionate teachers ...The leadership team, along with the staff, are an absolute asset to the school community and in helping shape the next generation of learners.'

'Morale is high and staff recognise that the school is improving. Pupils and sixth formers confidently welcome visitors and are proud to share their work and enjoy working with their teachers. There is a sense of pride, both in The Langley Academy and in the outcomes pupils achieve, that is shared between staff, governors, trustees and pupils.'

Our results are strong. At Key stage 4 we achieved 63% good passes (4+) in English and Maths with a Progress 8 score of +.23. KS5 results dipped last year but we anticipate a return to previous high standards this summer. A growing number of our leavers move on to university and we were very proud to have our first student take a place at Oxford this academic year. You will be able to find out more about our results and trends if you are invited to interview.

Job Description

Purpose of the job

To provide effective and efficient management of Trust's finances, premises, ICT and health and safety.

To assist the Executive Principal in ensuring the achievement of the highest possible educational standards, creating an atmosphere and structures in which students feel valued and staff have high expectations of themselves.

Reporting to

Executive Principal

Liaising with

Executive Principal, Headteachers, Directorate and Leadership Teams, parents and external agencies.

KEY FUNCTIONS

- To be responsible for strategic financial planning, in conjunction with the Executive Principal/Headteachers, ensuring that the Trust makes the best possible use of resources available.
- To manage the Trust's budgets effectively and efficiently in conjunction with the Executive Principal/Headteachers.
- To lead the Finance and ICT teams across the Trust and manage the Site Team at The Langley Academy.
- To be responsible for the maintenance of the Trust sites and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property and provide support across the Trust as required.

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- To write and monitor an effective business plan with clear ideas for income generation
 - To be responsible for the preparation of annual budgets, management accounts and statutory accounts, their presentation to Trustees, and all necessary government and company returns.
 - To be responsible for Health and Safety for The Langley Academy, acting as the Vice Chair at the Health and Safety Committee, and providing support across the Trust as required.
 - To develop the Trust's hire activities.
 - To develop community engagement.

SPECIFIC RESPONSIBILITIES

Finance

- Ensuring that all financial procedures, tenders and processes are operated in accordance with the Trust's Schedule of Financial Delegation, finance manual and the Academies Financial Handbook as published by the DfE.
- Overseeing regular tenders as required to ensure value for money across the Trust.
- Oversee the preparation of the budgets for each academy.
- Oversee the preparation of all management accounts, statutory accounts and DfE returns, ensuring that all filing deadlines are met. Presenting to the Business Committee as required.
- Oversee the preparation of the long term forecast.
- Authorise the quarterly VAT returns.
- Authorise the monthly payroll for each academy.
- Final review/authorisation of POs and Invoices across the Trust.
- Responsible for the internal control procedures for the Trust. Work with the Responsible Officer and Audit Committee to ensure a robust audit schedule and support the Responsible Officer with the presentation of these to the Business Committee as required.
- Oversee the monthly bank and balance sheet reconciliations.
- Prepare documentation for termly Business Committee meetings and the annual Audit Committee meeting and AGM.
- Manage Finance Team
 - The Management Accountant responsible for management and statutory accounts and monthly reporting to Headteachers.
 - 3 x Finance Officers responsible for income and purchase ledgers, payroll and VAT returns and balance sheet reconciliations.

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- Admin Assistant responsible for FSM, Parent Pay and lunch cards.
 - Plan cash flow and place treasury deposit investments as required.
 - Prepare payroll reports for the Pay Committee as required.
 - Oversee the management of 6th form bursary fund.
 - Preparation of the Risk Register for the Trust.
 - Act as the Company Secretary for the Trust.
 - Management of relationships with auditors, banks, DFE, EFA and other external stakeholders as required.
 - Oversee the annual audit.
 - Oversee the termly Responsible Officer audits.
 - Oversee the annual uniform sales day for Y7.

Facilities

- Ensuring the smooth running and quality of appearance of each academy site in conjunction with the Headteacher and Facilities Manager/caretaker.
- Oversee the lettings of the facilities across the Trust.
- Oversee the restaurant/canteens, liaising with the catering provider as required and approving menus, budgets and operational decisions as required.
- Oversee the long-term preventative maintenance strategy to ensure the longevity of the Trust's assets.
- Advise the Business Committee on maintenance issues and costs as required for their approval.
- Oversee all capital projects across the Trust.
- Support the Headteachers in resolving all maintenance and capital issues across the Trust.
- Manage Facilities Team
 - Manage the Facilities Manager (TLA) who manages the Facilities Team and Lettings Manager
 - Liaise closely with Senior Site Managers of each academy.
- 3rd Key Holder for emergency call out at The Langley Academy.

Health and Safety

- Act as the Vice Chair at the termly Health and Safety Committee meetings.
- Responsible for health and safety at The Langley Academy.
- Oversee the preparation of all documentation for termly Health and Safety Committee meetings.
- Review and sign off all offsite activity risk assessments and onsite special activities for The Langley Academy.
- Support each Headteacher with any health and safety issues across the Trust as they arise.

ICT

- Ensure the smooth running of the ICT provision across the Trust.
- Work with the Executive Principal and Headteachers to develop the long term ICT strategy for the Trust.
- Oversee the implementation of the ICT strategy for the Trust.
- Line management of the Network Manager who line manages the ICT Team.
- Responsibility for the printing provision within The Langley Academy ensuring the regular maintenance of the fleet and the replacement strategy as required.
- Line management of the Reprographics Officer.

Legal

- Ensuring the Trust is adequately insured in all areas.
- Initial coordination of insurance claims against the Trust.
- Review of contract commitments in all areas.

Other

- Take part in the Trust performance management policy, appraising staff as required and using the process to develop the personal and professional effectiveness of the appraisee.
- Actively support and participate in the museum learning programme.
- Undertake any other tasks as reasonably required by the Executive Principal.

Person Specification

| Qualifications and experience | Essential | Desirable |
|--|-----------|-------------|
| QTS, Degree OR equivalent teaching qualification | ✓ | First Class |
| CPD Training Courses | | ✓ |
| Professional Accountancy Qualification | ✓ | |
| Experience of leading/managing a staff team | ✓ | |
| Proven track record in raising standards of student achievement | | ✓ |
| Experience of managing a delegated budget | ✓ | |
| Experience of managing student behaviour | | ✓ |
| Experience of constructive cooperation with parents and governors | | ✓ |
| Leading/managing a whole school initiative/whole school change | | ✓ |
| Experience and understanding in ICT infra-structures as a teaching and learning tool | | ✓ |

| Professional Knowledge & Understanding The successful applicant will need to demonstrate knowledge and understanding of: | Essential | Desirable |
|---|-----------|-----------|
| Strategies for raising student achievement | | ✓ |
| Effective practice and approaches to Teaching and Learning | | ✓ |
| How to lead change | ✓ | |
| Current educational trends and thinking | | ✓ |
| Academy performance review and self-evaluation processes | | ✓ |
| How to use data and information to effect improvement | ✓ | |
| Ofsted framework for school inspection/self-evaluation | | ✓ |

| Personal Qualities and Skills Ideally, we are looking for someone who: | Essential | Desirable |
|---|-----------|-----------|
| Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and governors | ✓ | |
| Has the ability to think strategically with imagination, vision and originality | ✓ | |
| Is reflective, self-critical and open | ✓ | |
| Is self-confident, motivated and ambitious | ✓ | |
| Has passion and believes that every student can succeed | ✓ | |

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|---|---|--|
| Is an effective communicator and presenter | ✓ | |
| Can plan, organise and delegate effectively | ✓ | |
| Possess excellent interpersonal skills | ✓ | |
| Can make tough decisions | ✓ | |
| Has sound judgement, especially when working under pressure | ✓ | |
| Has a life outside school | ✓ | |
| Has a fantastic sense of humour | ✓ | |

| Safeguarding | Essential | Desirable |
|--|--|------------------|
| <p>Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by;</p> <ul style="list-style-type: none"> • treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position • having regard to the need to safeguard students' well-being, in accordance with statutory provisions • showing tolerance of and respect for the rights of others • not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs • ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | |
| Staff must have a proper and professional regard for the ethos, policies and practice of the academy and maintain high standards in their own attendance and punctuality | ✓ | |
| Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities | ✓ | |

How to apply

Please complete the online application form which can be found at:

<https://langleyacademy.careers.eteach.com/>

References will be sought when we shortlist. Your application will be treated in the strictest confidence.

Closing Date:

23 February 2018

Interview Date:

Week beginning 26 February 2018

If you have any queries about the role or would like to arrange a visit to the school, please don't hesitate to contact Sarah Friend, PA to Executive Principal and HR Assistant on 01753 214468 or email sarah.friend@langleyacademy.org.

References will be sought when we shortlist. Your application will be treated in the strictest confidence. *The Annabel Arbib Foundation and The Langley Academy Trust 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 Funding Agreement and subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure & Barring Service (DBS) check. LAT is an equal opportunities employer.*

The Langley Academy Trust Child Policy can be found at

[http://www.langleyacademytrust.org/documents/policies/trust/Child%20Protection%20Policy%20\(TLAT\)\(November%202015\).pdf](http://www.langleyacademytrust.org/documents/policies/trust/Child%20Protection%20Policy%20(TLAT)(November%202015).pdf)