



Unity Schools Trust

'Excellence through collaboration'



Our vision is to place learning at the heart of our communities and aim to improve the life chances of all children

Candidate Brief

Business Manager - Operations

Dear Applicant

Business Manager - Operations

Thank you for showing an interest in the post of Business Manager – Operations for the Unity Schools Trust.

This is a new Trust looking to recruit outstanding staff to its central team. We are looking for committed individuals who want to be part of our vision to improve outcomes for students and provide wider support to the Trust as it embeds new work practices across all schools.

The Trust currently consists to two secondary schools based in North West Surrey and the successful candidate will be managing the delivery of a range of operational services including premises, health and safety and catering across both sites, ably supported by a professional team. It is an exciting opportunity for an ambitious professional to join an expanding and vibrant organisation and embrace the development opportunities we can offer.

If you feel you have what it takes to support our Trust on its journey then we want to hear from you.

The closing date for this post is **Friday 2 March 2018 at 12 noon**. Interviews will take place on Wednesday 7 March 2018 although we reserve the right to interview suitably qualified candidates on receipt of application. Please do not hesitate to contact Liz Simmons on 07384 252660 or email her at lsimmons@unityschoolstrust.co.uk for further information about this post.

Yours faithfully

Tim Smith
Chief Executive



Background Information

At the Unity Schools Trust we place learning at the heart of our communities and aim to improve the life chances of all children. We are committed to raising the aspirations and achievement of our children by providing continuous school improvement through outstanding leadership, challenge, collaboration and support.

Unity Schools Trust academies will offer the highest standards of education characterised by:

- Delivering academic standards and achievement rates well above national levels;
- Setting new, exceptionally challenging expectations for all;
- Promoting inspirational teaching, challenging lessons and independent learners;
- Providing an outstanding curriculum that is personalised and offers the right range of curriculum pathways and routes to success;
- Actively seeking and listening to children's views and maximising their involvement in developing the academy;
- Promoting children's enjoyment, safety and healthy lifestyles; and
- Developing children's commitment to others and a positive approach to inclusion and diversity.

We are offering the successful candidate for this post an exciting opportunity for an efficient, professional self-starter with a "can do" attitude to deliver excellent managerial support to the Business Director across a range of disciplines within the trust. You will also be liaising closely with the heads of school at each site.

The role will include delivery of effective premises and health and safety services including line management of the site staff, community manager and other staff in relevant areas. This role will include liaison with a range of external stakeholders such as the catering and cleaning contractors.



Previous experience in a school environment would be advantageous. This role will not have direct responsibility for finance, IT or HR but an understanding of the contribution these services play to the success of the Trust would be beneficial. At times it may be necessary to support the Business Director to deliver these services.

In particular, this role may be of interest to someone wishing to specialise in site development with a number of Condition Improvement Bids submitted for both sites this year.

You will be equipped with good interpersonal skills. Professional development will be available for the successful candidate. You will have be able to prioritise a busy workload with excellent attention to detail.

Working closely with the Business Director of the Trust you will support the delivery of a range of school services. This is an exciting opportunity for a person to enhance their skills in the area of business management.

We are offering the opportunity for this to be a full-time role of 36 hours per week, 52 weeks per year or alternatively for a reduced number of weeks per year, by agreement. The salary for this post is based on salary scale S8 (£27,337-32,819 dependent upon experience). The salary will be paid in equal twelfths across the whole year.



Location

The Trust is based in North West Surrey and currently consists of two schools based in Staines-upon-Thames and Sheerwater, nr Woking. It has excellent transport links being close to mainline stations with good bus links and quick access to the A3, M25 and M3 road networks.

Staff Benefits

Alongside our continued focus on professional development we also offer a well-being and medical treatment package with benefits including:

- Physiotherapy
- Online Health Management System
- Relationship and Stress Counselling
- Medical Treatments for a range of conditions

Staff are also able to subscribe to a package that gives a range of flexible benefits that include childcare vouchers and staff discounts.

A Commitment to Training and Professional Development

We are committed to recruit, develop and support excellent staff and provide a range of opportunities to enable staff to reach their full potential.

The school has “skilfully recruited and developed a team of hardworking and committed teachers.”

The Magna Carta School
Ofsted 2017

Interview Process

Shortlisting

Only those candidates meeting the right criteria will be taken forward from application.

Interview

Those shortlisted will take part in an in-depth process that will include an interview, presentation and a site tour.

Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.



“The curriculum caters extremely well for different groups of students. It contributes very positively to students’ spiritual, moral, social and cultural development, and **helps to ensure that they are well prepared for the next stage of their education and for future employment.**”

**Bishop David Brown School
Ofsted 2014**

The Unity Schools Trust is a charitable company limited by guarantee and registered in England and Wales with company number 07692130.

The Registered Office is at Thorpe Road Staines upon Thames TW18 3HJ



Job Description

Job Title: Business Manager - Operations

Reporting to: Business Director

Job Purpose

To be responsible for managing the efficient and robust delivery of a range of support services to the Trust including premises, catering, lettings, health and safety under the direction and supervision of the Business Director.

The duties detailed in this job description provide a summary of the main areas of responsibility. Other duties may be required within the detailed hours of employment at the direction of the leadership team.

Key Responsibilities:

Administration:

- Ensure that reporting on the postholder's responsibilities are completed within agreed deadlines
- Keep senior leaders informed of changes to statutory and regulatory requirements as related to the Trust in collaboration with our professional advisers
- Ensure policies relevant to the role for the Trust are regularly reviewed and updated, in collaboration with our professional advisers where appropriate
- Keep abreast of updates and developments in the responsibilities of the role

Premises:

- Support the delivery of premises services across the Trust
- Ensure appropriate staff and resources are in place across the Trust
- Work with site managers across the Trust to identify long term infrastructure/premises issues and propose solutions
- Review delivery of services, including lettings, to the Trust with a view to best value
- Manage the implementation of appropriate fire risk assessments to all sites.
- Work with the site teams and Business Director to prioritise funding bids for improvement works
- Ensure the development needs of premises staff across the Trust are met
- Monitor delivery of catering across the Trust

Health & Safety:

- Be aware of all health and safety statutory requirements and ensure Trust compliance
- Manage internal and external health and safety inspections, monitor results and report outcomes in collaboration with existing staff
- Review and improve first aid delivery and reports to the appropriate authorities
- Ensure fire regulations are met including risk assessment and other internal processes in collaboration with existing staff
- Work with the Business Director to ensure delivery of appropriate emergency planning and business continuity for the Trust
- Review the management of asbestos across the Trust and ensure appropriate reporting is in place

IT:

- Ensure software packages for the monitoring of premises, compliance and health and safety are effective
- Monitor contract renewal in your areas of responsibility
- Ensure compliance in provision of appropriate asset registers for schools within the Trust



Communication and working with Colleagues:

- Support and maintain collaborative, productive working relationships with all staff and professionals from outside agencies to support the effective running of the Trust
- To read on a daily basis and act upon if necessary all emails
- Attend staff briefings in line with the school communication policies set out in the staff handbook
- To attend training and development sessions on staff inset days and open evenings where contracts permit

Personal Development:

- Take responsibility for your own continuing professional development by using the Trust management system on a regular basis
- To be aware of school procedures and comply with Trust policies
- To follow the Trust Staff Sickness Procedure

Knowledge and Understanding:

- Principles and practices of effective procedures within your areas of responsibility
- Contribute to the development of the policies and procedures of the Trust
- Keep well informed with regards to working practices that impact on your role
- Ensure that all work is conducted in line with Trust policy on health and safety

Skills:

- Promote the Trust's aims positively
- Demonstrate good personal relationships within a team
- Demonstrate effective communication skills to a variety of audiences
- Create a happy and effective working environment
- Deal promptly and effectively with procedures

Principal Accountabilities:

- Provide appropriate support to the Trust for premises and health and safety delivery
- Engage in appropriate training to ensure the most effective techniques can be employed to support the Trust
- Ensure that the Trust's safeguarding processes and procedures are followed and regular training attended
- Dress appropriately for your role but with the same high standards as expected for students at all times (see staff handbook for more detailed information)

Additional Duties:

- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To engage actively in the performance review process.



PERSON SPECIFICATION

Application Form AF; Work-related task T; Interview I; Certificate C; References R

Skills	Essential	Desirable	How Assessed
IT literate	√		AF/T/I
Good oral and written communication skills	√		AF/T/I
Excellent interpersonal skills	√		AF/I/R
Good organisational and planning skills	√		AF/I/R
Experience of providing reliable advice with emphasis on premises and health and safety management		√	AF/T
Ability to analyse tasks and establish how they may be best achieved	√		AF/T/I
Full clean driving licence		√	AF
Flexible, efficient, solution focussed	√		AF/I
Communicate effectively and diplomatically both verbally and in writing at all levels	√		AF/I
Have the capacity to manage own workload	√		AF/I
Able to negotiate through complex issues to a successful conclusion	√		AF/I



“An excellent place to start my career”

“Staff understand the goals the school aims to achieve”

The Magna Carta School
Ofsted 2017



Qualities	Essential	Desirable	How Assessed
Able to work independently and use initiative	√		AF/I
Adaptable and flexible	√		AF/I
Reliable and relates well to adults and students	√		AF/I
Ability to exercise discretion, negotiate sensitively and maintain confidentiality	√		AF/R/I
The ability to manage time effectively and prioritise work	√		AF/I/R
Be a successful team player with a “can do” attitude	√		AF/I/R
Patience, sense of humour and a cheerful disposition	√		AF/I/R
Reflective practitioner	√		AF/I
A commitment to own personal and professional development	√		AF/I/R
Ability to work under pressure and meet deadlines with a high level of accuracy and presentation	√		AF/I/R
Able to work with discretion and confidentiality	√		AF/I/R
The ability to form and maintain appropriate relationships and personal boundaries with students	√		AF/I/R

Review and Amendments:

The job description should be seen as enabling rather than restrictive and will be subject to regular review.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Experience	Essential	Desirable	How Assessed
Use of management information systems (eg SIMS, Tucasi, Every)		√	AF/I
Successful experience in a directly relevant role		√	AF/I
Experience of working in a school or similar environment		√	AF
Use of national information exchange services		√	AF
Sustaining levels of operational premises or health and safety performance		√	AF/I
Experience of providing advice with emphasis on site management		√	AF/I

Education & Qualifications	Essential	Desirable	How Assessed
Basic general education to GCSE (or similar) Grade C or above in Maths and English	√		AF/C
Word processing competencies	√		AF/C
Relevant professional development over the last 2 years		√	AF/C
Appropriate premises or health & safety qualification		√	AF/C

Equal Opportunities	Essential	Desirable	How Assessed
Commitment to ensuring inclusion, addressing diversity and access	√		AF/I
Must be able to recognise discrimination in its many forms and willing to put equality policies into practice	√		AF/I

Special Requirements

An enhanced Disclosure and Barring Service (DBS) check will be requested in the event of a successful applicant and references will be requested.