



Mill Chase Academy

Business Manager

Salary: Grade 9 (£39,002 - £42,806)

June 2019



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Welcome from Paul Hemmings, Principal

Welcome and thank you for your interest in working with us at Mill Chase Academy (MCA).

Thank you for your interest in MCA, a successful, oversubscribed school which will become an outstanding school very quickly.

I am looking to appoint a high quality Business Manager to join the Senior Leadership Team. This appointment is critical to the continued success of the school and is taking place at a key point in our history. In September 2019, we move to our brand new school buildings providing us with exciting new opportunities for education and for income generation with our new state of the art education and leisure facilities.

The students are most welcoming to new staff and clearly proud to be part of MCA. Students enjoy very positive working relationships with their teachers and the support staff. Every classroom is calm and purposeful with students keen to engage with their learning. This is very much a school where teachers can teach and students can learn without lessons being disrupted.

In October 2016, Ofsted inspectors reported that, "Pupils have consistently positive attitudes to their learning and parents, pupils and staff recognise good behaviour as a strength of the school. Pupils are polite and respectful towards each other and their teachers as they move around the school."

Whilst behaviour in the school is excellent, the real challenge is to raise the aspirations of all students. By encouraging students to develop a greater appreciation of what they are learning, we can help them achieve beyond their perceived capability.

One of the most important roles I have is to ensure that the very best staff remain at MCA whilst appointing high-quality, talented staff.

There is a strong Senior Leadership Team which comprises a Principal, Deputy Principal, two Senior Leaders and a Business Manager.

I would welcome applications from colleagues who are equally ambitious for our students and are prepared to make a significant difference to young people's aspirations and achievements during their education at Mill Chase.

If you would like to have a discussion with me about the role or would like to visit the Academy, please contact my colleague, Corinne Tutton, on her direct line 01420 470322 or c.tutton@millchase.hants.sch.uk.

Welcome from the Head Boy and Head Girl

We would like to welcome you to Mill Chase Academy. We are delighted to say that during our five years at Mill Chase Academy we have really valued the experiences and education that we have been offered. Our academy is a small, vibrant and caring establishment that believes in having high expectations and achieving excellence.

At Mill Chase Academy our teachers work hard and really care about each of us and our education as individuals. There are many opportunities to extend our learning to ensure that we really do achieve our best.

Student Leadership is very important within the school and starts from Year 7 onwards with our Student Leadership programme and School Council. We feel that we have a voice and can make a valuable contribution to the decisions being made within the academy.

The student body behave well and fully engage with their learning, something that is noted and commented on by the many visitors that we welcome into the academy.

Our students really do have **Ambition** and **Courage** in order to achieve **Excellence**.



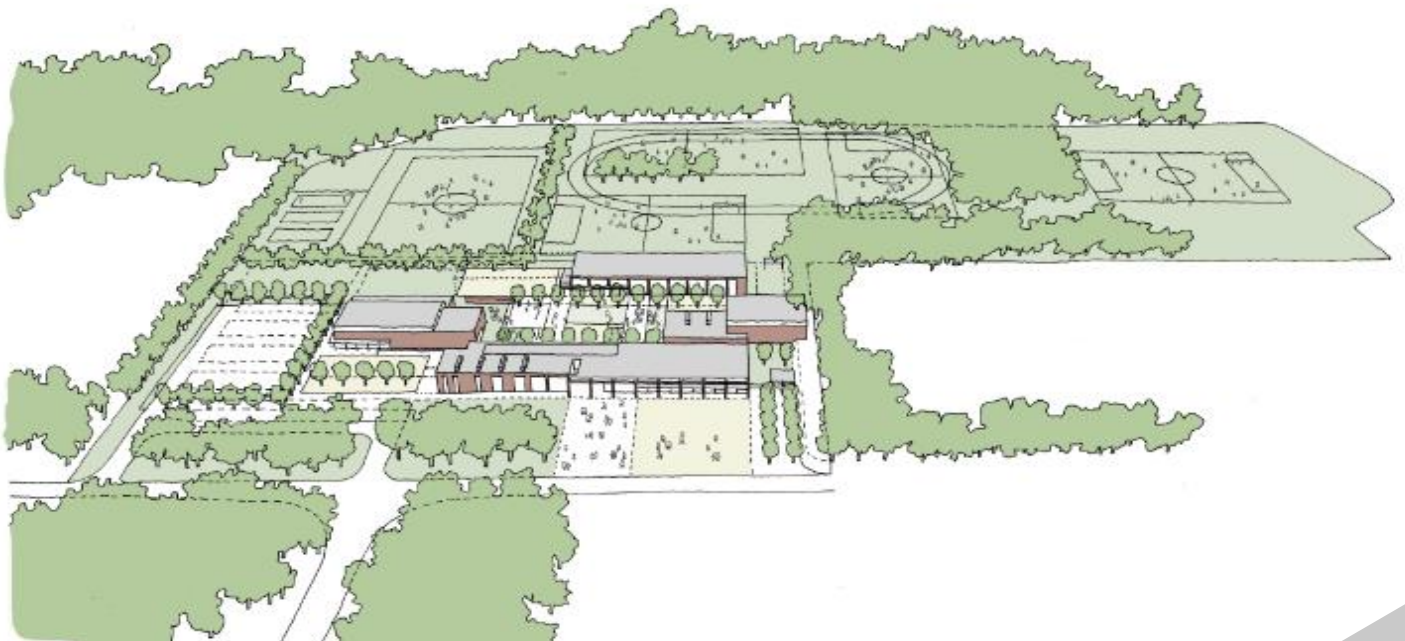
to new premises in 2019

Mill Chase Academy will be opening its new building a short distance from its current location in September 2019, creating a vibrant and exciting learning environment.

With an investment in excess of £30M, the facilities will be cutting edge, including science and technology laboratories, performing arts centre, 300 seat theatre, 4G pitch, a 6 court sports hall and forest school learning area.

It is a rare opportunity and an exciting time to join the academy, collaborating with the Trust, architects, designers and local community to create a legacy for the future. Our location will be at the heart of a new learning community which will continue to grow as we welcome families locating to a new developing community in Bordon, Hampshire.

We work within a supportive learning community of staff, parents and students, enabling a world of learning opportunities which will inspire and motivate students of Mill Chase Academy to achieve excellence and create the successful path for their future. We are creating an academy where each day will be a journey of discovery to fire their imagination, establish their sense of worth, and to gain the confidence and courage to take a full part in the wider world.



Working at Mill Chase Academy – A View from the Staffroom

At Mill Chase Academy you are trusted to deliver high quality lessons. You can deliver high quality lessons because the academy has worked extremely hard to reduce the administrative burden for their teaching staff freeing our time to focus on what is most important, the progress of our students. I can genuinely say coming to school each day is a pleasure!

Mr Riley, Computing Department

Mill Chase is a place where you can make a real and positive difference to our pupils' lives. What's just as good is that they will make a real and positive difference to your life!

Mr Carney, Library Manager

Since joining Mill Chase Academy as a NQT in 2015, I have had the support of my colleagues every day, and have always felt trusted and valued as part of the team.

Mrs Carter, English Department

I have worked in quite a few schools during my working life and I can honestly say that none of them compare to Mill Chase Academy. There is a really nice sense of belonging and knowing that you are all equally part of a team, we are all striving for the same thing...to better the school, to make a happy working environment, to give students and staff the opportunity to learn new things and to be encouraged to shine. With all of this in place results come naturally....

Mrs James, Science Technician

There has been a real focus on reducing workload and unnecessary meetings. This has resulted in fewer after-school meetings. Even more significantly, we now have a whole-class feedback policy which has reduced time spent marking and given staff more time to focus on planning for progress.

Mr Denton, Mathematics Department

Mill Chase is a great school, as well as a supportive school, to develop as a teacher. There is a clear focus on getting rid of unnecessary bureaucracy and using strategies that benefit the child to help them progress, which is where the focus should be.

Mrs Hatter, English Department

I have worked at Mill Chase School/Academy for over 14 years. In those years I have loved working here. We have a special staff team who are extremely supportive of one another. The students I work with are appreciative of the work I do and are always grateful for the time I give to help them.

I have been given many professional development opportunities over the years which led to my current role as Academic and Pastoral Leader.

I always said I would look to work in another school after 5 years of arriving but the wonderful students and staff have kept me here.

Mrs Hale, PE & Technology Departments

I have worked at Mill Chase Academy since September 2018 and, as a new member of staff, have been really impressed by the warm and friendly environment around the school. The staff work collaboratively and the pupils' well-being is at the heart of everyone's work. Coming from a primary background, I like how the year 7s are welcomed into the school and I think the mixed mentor groups is a real strength, providing a great sense of togetherness amongst the year groups.

Mrs Pullinger, English and Mathematics Department

The University of Chichester Multi-Academy Trust

The University of Chichester Academy Trust is uniquely placed to make a difference to the local education landscape. With access to the University's extensive resources, we provide both educational expertise from the University's Institute of Education and expertise from professionals within HR, Finance, ICT, Estates and Communications.

The Trust has an inclusive and an aspirational vision. People and relationships matter to us and we share the University's belief that education has the power to transform society.

Our Vision is for all young people to be inspired by an excellent education that raises their aspirations and enriches their lives.

Our Mission is to create a vibrant inclusive and aspirational family of academies, transforming life chances for pupils through excellent teaching and learning.

Our Shared values are:

- **Aspirational**
- **Inclusive**
- **Collaborative**
- **Dynamic**
- **People-focused**

University of Chichester as sponsor

As a University we believe education has the power to transform society and we should play a role in enabling people to exceed their own expectations, creating a positive impact on our local and regional communities.

Our belief is all schools can be successful and that student progress and the retention and growth of high-quality teachers should be at the heart of our work. We have years of experience in working with outstanding and improving schools as well as those less successful and were proud when we established the Academy Trust in 2012.

We believe there are five key factors that distinguish the University of Chichester as an academy sponsor:

- Teacher training and schools have been fundamental to the University since 1839;
- Tailor-made solutions designed on merit not a one size-fits-all compliance model;
- Wide ranging experience of working in partnership with a rich variety of schools backed up with school focused CPD and classroom-based action research;
- The University is judged as a good provider of Initial Teacher Training;
- High quality teaching and learning, recruitment, training, development and retention are all at the heart of the University ethos, which is shared by the Trust.

'The headteachers and chairs of governors of all of the schools play an important role in the leadership of the trust through forums such as the termly advisory group. Consequently, officers, headteachers and members of local governing bodies share a strong sense of common purpose.'

University of Chichester Multi-Academy Trust
Ofsted Report, 2017

Together we make a difference

Our Promise to you:

- Be a member of a high performing team
- An academy which is committed to continued rapid progress and the achievement of excellence
- Involvement in a brand new, purpose-built academy with carefully planned internal and external spaces, well-equipped ICT resources, learning resource area and state of the art technology

A focus on you:

- Opportunities for shared learning and collaboration across the University of Chichester Academy Trust and the wider network
- Extensive professional and personal development opportunities
- Access to current research and expertise from the University of Chichester

Reward and Benefits:

- A pay and reward package which values all staff and recognises the importance of staff in contributing to the achievements and success of the Academy and Trust
- Eligibility to join NUS Extra saving you £££'s on a range of goods and services
- Teachers' Pension Scheme
- Childcare Voucher Scheme

Be part of something bigger:

- The support of the University of Chichester Academy Trust, its Board and colleagues from the University of Chichester
- Security of knowing you are joining an organisation whose sponsor has been promoting education for the past 150 years!

Job Profile

Job Title:	Business Manager
Job No:	CAT0216MCA
Reports to:	Headteacher
Location:	Mill Chase Academy, Mill Chase Road, and from 1 September 2019, Oakmoor School, Budds Lane, but required to work at any location where business is conducted within reasonable distance of the Academy/School.

Function of the post:

As a member of the Senior Leadership Team (SLT) you will contribute to the realisation of the vision and aims of the School, whilst maintaining financial viability and sustainability. You will lead the operational business and oversee the business development of the sports and lettings facilities at the new site from September.

Principal Accountabilities:

1. In collaboration with the Headteacher, develop a robust financial strategy which is sustainable and meets the complex needs of the School, ensuring compliance with statutory and Trust regulations and requirements. Prepare and present the financial strategy for approval to the Governors and provide progress reports which shows finances are being effectively managed and monitored in line with the approved strategy;
2. Take responsibility for all financial operations within the School in compliance with the Academies Financial Handbook and Trust requirements. This will include financial transaction processing, setting comprehensive budgets in line with a 3 year financial plan, the preparation of Management Accounts including appropriate and accurate prepayments and accruals, monitoring and reporting, producing forecast and trend reports, managing cash-flow. You will be required to work closely with the central Trust to ensure compliance with all aspects of statutory and Trust reporting requirements in a timely manner;
3. Implement and develop a comprehensive 3 year business plan, to launch and advance the sports and lettings facilities at the new Oakmoor School site, with regular review to ensure projected levels of income generation for the School are met;
4. Leading the operational business of the School, you will be held accountable for the efficient, effective and professional provision of the Premises/Site, IT and Communications (ITC), Reprographics, Catering, Health & Safety departments. You will also take a proactive approach to the development and enhancement of the wider Professional Services, and negotiate and review out-sourced contracts and service level agreements in line with Trust guidelines and the principles of value-for-money.

5. Liaising with the School's HR contact, and central Trust as appropriate, adhere strictly to Trust procedures and reporting timelines to ensure accurate administration and management of the School's monthly payroll and related activity, and that data is verified and dealt with in line with data protection regulations, maintaining strict confidentiality.
6. In liaison with the Headteacher, contribute to plans to improve the buildings and site, ensuring financial viability and value for money in line with policy, and acting as facilitator to ensure approved plans are delivered on time and within budget;
7. As directed by your line manager and appropriate parties, project manage capital developments, bid processes, tenders and other projects on behalf of the School in line with agreed objectives, timescale, budget and policy;
8. Develop and oversee the implementation of the School's ITC Strategy and maintenance programme, to ensure work is completed to a high quality standard, equipment is safe, secure and fully functional, with minimal downtime and that accurate records are maintained. In addition, the strategy should enable the School's technology to remain current for pupils learning, meet the needs of business operations and comply with data protection regulations.
9. Review and monitor the use and effectiveness of online systems to manage income received by the School, optimising applications for continued improvement;
10. Take responsibility to ensure the School meets and adheres to its obligations according to statutory Health and Safety regulations and Trust and School policies and procedures, which creates a positive impact on the environment for staff, pupils and the wider School community. This will include induction and training of staff, governors and volunteers is effective and relevant to individual needs, with risk assessments/PEEPs agreed and conducted in line with Trust and School policy, and that accurate and confidential records are maintained.
11. In liaison with your line manager ensure the School's Business Continuity Plan is effective and current. Take accountability for the implementation of medical and emergency protocol, ensuring staff administer first aid and medical treatment, and complete required administration in line with policy and procedure, taking the lead for more serious accidents, conducting risk assessments in line with legislative, School and Trust procedures;
12. In liaison with the Pupil Support & Guidance Manager and Health & Safety team, ensure pupil risk assessments and/or PEEPs are completed and actioned in line with procedure, ensuring effective communications with relevant parties;
13. As the Education and Visits Coordinator you will have overall responsibility for the accuracy, efficiency and effectiveness of the administration of trips and visits, in line with School and Trust procedures;
14. Deliver effective line management that increases individual and team engagement, developing and enhancing staff skill sets. This will include but is not limited to

recruitment, induction, training, performance and absence management in line with Trust policy and procedures.

15. As a member of the SLT and directed by the Headteacher make a positive contribution to the school's self-evaluation procedures, whole school improvement planning cycle and undertake duties which promote wider school impact, which may include some out of school hours activity;

Other Duties

You are required to undertake such other duties appropriate to the grade and content of the work as may reasonably be required of you. Therefore, the list of duties in this job profile should not be regarded as exclusive or exhaustive. Please note that, in consultation with you, The University of Chichester Academy Trust reserves the right to update your job profile to reflect changes in, or to, your post.

Equality and Inclusion:

We believe that everyone has the right to be treated equally and that the diversity of individuals and groups should be embraced, valued, and respected. We are committed to eliminating any form of discrimination be it direct, indirect, harassment or victimisation, and to support this the School has a number of policies that you should ensure you are familiar with and compliant to. All policies are available from the Head of School. Any breaches may lead to termination of employment.

Right to Work:

Current British and European Law states that a person cannot be employed to this post if they do not have permission to live and work in the UK. For further guidance and information contact the Head of School.

Health & Safety:

To ensure an effective and safe environment that promotes the welfare of children and staff, you will take responsibility to be aware of the risks in the work environment and their potential impact on your own work and that of others. You should familiarise yourself with the School's Health and Safety policies.

Sustainability and Environment:

The University of Chichester Academy Trust is committed to sustainable development and environmental initiatives and supports the School in continuously seeking to find ways to improve its environmental performance. Staff are required to support these aims.

Data Protection:

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with data protection regulations.

Safer Recruitment:

The University of Chichester Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

New members of staff will be required to apply for Disclosure Service certification as part of the School's staff recruitment process. Further information about the Disclosure and Barring Service is available from the DBS website at www.gov.uk/dbs. Under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1075, applicants for teaching posts are among those who are not entitled to withhold information about any previous criminal conviction.

Principal Attributes and Person Specification:

Essential requirements are those, without which, the candidate would not be able to do the job. It is expected that the post holder will have the knowledge and qualifications indicated, or equivalent qualifications and experience.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

	Essential	Desirable	Evidenced through
Knowledge and Qualifications	<p>Degree educated, or equivalent relevant business experience at an appropriate level</p> <p>Qualified or part qualified at CCAB or CIMA level</p> <p>An understanding of the current thinking and best practice in business and administration management, such as finance, procurement, admissions to enable implementation of effective systems</p> <p>Knowledge of the school or academy funding framework and statutory regulation</p> <p>Current and relevant CPD activity</p>	<p>An understanding of business management within an school or academy environment</p>	<p>Application</p> <p>Documentary Evidence</p> <p>Interview</p>
Skills	<p>Excellent interpersonal and communication skills, both verbal and written; empathetic, sensitive and challenging as the situation requires, and with the ability to explain accounting or technical concepts to a diverse range of people, including non-financial experts</p>	<p>Skilled in the use of PS Financials software</p> <p>Bid writing skills with evidence of success</p>	<p>Application</p> <p>Interview</p> <p>References</p>

	<p>Excellent literacy, accountancy and ICT skills, including extensive expertise in MS Excel and financial systems</p> <p>Evidence of robust administrative, organisational and prioritisation skills with an analytical and innovative approach to problem solving</p> <p>An ability to maintain good attention to detail and accuracy and deliver to deadlines whilst under pressure and with conflicting demands</p>		
Experience	<p>Two years relevant experience of effective and robust financial and operations management, ideally in a school environment</p> <p>Proven understanding of the importance of the collection, analysis, interpretation, verification and presentation of meaningful data and statistics</p> <p>Previous experience of formulating strategies and translating these into operational policies and procedures</p> <p>Demonstrable evidence of managing and inspiring confidence and trust in people, that empowered and motivated individuals and teams to work collaboratively and deliver a professional and high standard of provision</p>	Procurement of goods and services that produced savings against budget	Application Interview References
Personal attributes	<p>Excellent people manager, with the ability to motivate, enthuse and develop others whilst remaining calm and professional under pressure</p> <p>Pro-active, enthusiastic and</p>		Interview References

	<p>creative team player who is both adaptable and flexible and a catalyst for change</p> <p>Ability to maintain effective and professional working relationships and networks with a range of internal and external stakeholders, managing sensitive situations effectively</p> <p>An ability to maintain a good attention to detail and accuracy whilst under pressure and to conflicting demands</p> <p>Flexible and adaptable to changing priorities and the needs of the schools, whilst remaining calm and professional under pressure</p> <p>Well-developed social intelligence with the personal credibility required to influence key internal and external stakeholders, with an understanding of the importance and value of engaging with parents, carers and the wider community</p> <p>Able to work successfully with a variety of different post holders at different levels of the organisation</p>		
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April 2019

Salary Range: Grade 9

Application Procedure

Applicants should complete an Application Form and Equality Monitoring Form which can be downloaded from the academy's website www.millchase.hants.sch.uk or the Trust's website www.unicat.org.uk/find-job and submit it, so that it is received no later than 9.00am on Monday 29 April 2019.

Mill Chase Academy
Mill Chase Road
Bordon
Hampshire
GU35 0ER

T: (01420) 470329

E: c.tutton@millchase.hants.sch.uk

Application Form Completion

When completing the application form, please refer to the Job Profile and particularly the essential criteria within the Person Specification. Indicate, giving evidence, how you believe your knowledge and qualifications, skills, experience and personal attributes, either at work, or elsewhere, qualify you to undertake the duties and responsibilities set out in the Job Profile.

Selection Procedure

The shortlist will be drawn up during the week commencing Monday 29 April. Further details will be sent to those candidates called for interview.

Failure to send your application form to the above address may invalidate your application.

Equality Monitoring

All applicants will be required to complete an Equality Monitoring Form.

Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately on the number above.

Safer Recruitment

University of Chichester Academy Trust and Mill Chase Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

Data Protection Act 2018

You should be aware that the information you have provided will be stored on the HR secure database and will only be used to process your application. It will not be passed to any other organisation.