

**Business Manager**

Scale 14 points 43-46

£45,591-£48,528

 **Applicant information pack**



Pupils are friendly, polite and calm (Ofsted, 2018)



Banbury Campus Wykham Park Futures Institute

Sixth form Academy Banbury

**Welcome to Banbury Aspirations Campus**

**Wykham Park Academy (11-19) and Futures Institute (14 – 19)**

 Leaders have established a robust culture of professional learning among staff.

 (Ofsted May 2018)

Spiritual, moral, social and cultural education is a strength. Pupils are well-prepared for life in modern Britain and are proud of their inclusive school community. (Ofsted May 2018)

Leadership of teaching, learning and assessment is strong. It has improved the quality of teaching rapidly. (Ofsted May 2018)

Thank you for considering Banbury Aspirations Campus for the next stage of your career. We seek an excellent **Business Manager** who has the knowledge, experience and drive to help us to ensure that we run an efficient business and that everything we do is best value.

The post is to start in **November/December 2019**.

This is an excellent opportunity for an ambitious practitioner, who wants to support the next stage of the development of the campus, driving the business side of our work.

You will have the opportunity to work with other business managers in our sister schools as part of our Trust’s Teaching School Alliance.

Our campus is unique. We have two distinct schools and a cross campus sixth form which is in the top 25% of all schools in the country for progress. It is a team and a family of people who are all working together to achieve our mission of preparing our pupils for success in high quality apprenticeships or a place in university. We believe in a set of recognisable and traditional values: **honesty; kindness to all others; respect for all; hard work and persistence.**

We have very high expectations of all of our staff, but we value them highly, and treat work load very seriously. Our central team at Headquarters in London is highly experienced and knowledgeable and provide and excellent service to all of the schools in the Trust.

**What we can offer you:**

* A campus which has just seen its best GCSE results ever and another excellent set of A level results
* A campus where the sixth form is growing year on year
* A skilled and experienced administrative team
* CPD that starts as soon as you are appointed, with a clear induction programme
* A beautiful campus situated on the very edge of the Cotswolds, only half an hour from Oxford and an hour from London by train

**Who are we looking for?**

* a kind and calm individual who can foster positive relationships rapidly
* an astute professional who always demands quality
* a practitioner with a keen eye for detail and clear business acumen

**Next steps:**

We would be delighted to show you around our campus in order to fully appreciate our excellent learning environment.

Please contact spearce@wykhampark-aspirations.org or ring 01295 251451 to arrange a visit or an informal, confidential discussion with Sylvia Thomas (Principal) about the role.

**Deadline for online TES applications 9.00 a.m. on Thursday 12th December 2019**

**Interviews to take place during w/b 16th December 2019**

**Job Description**

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| **Post Title**  | Business Manager |
| **Salary/Grade:**  | Scale 14 points 43-46 £45,591-£48,528 |
| **Campus:**  | Banbury Aspirations |
| **Reporting To:**  | Principal  |
| **Responsible for:** | To be directed by the Principal |
| **Disclosure Level:**  | Enhanced  |
| **Hours of Work:** | 36 hours a week, all year round. 07:45hrs start required. Given the Campus operating hours you will be expected to work the hours to meet the demands of the post during term time.  |
| **Leave:** | Annual leave starts at 24 working days for a full year, based on a 5-day working week in addition to Bank/Public Holidays.  |
| **Core Purpose:**  |
| The Business Manager will be a key member of the management team. The post carries responsibility for the development, management, operation and delivery of support services within the Campus, including finance, HR, general administration, communications and marketing.  |
| **Responsibilities and Duties:**  |
| **HR*** To support the Principal in dealing with HR casework across the Campus, e.g. matters relating to the disciplinary, capability, absence management and other HR policies, taking advice as necessary from the Trust’s central team of HR professionals.
* To periodically review the Campus’ HR processes in conjunction with the Trust’s central team of HR professionals and take a key role in developing internal processes/systems as appropriate.
* To report as required to the Principal and others as appropriate on matters relating to staffing, e.g. concerning performance management outcomes, staff absence, etc.

**Finance*** To support the Principal in preparing the annual budget in conjunction with the Trust’s Central Finance team.
* Reporting to the Principal and working in conjunction with the Trust’s Campus Finance Managers, to be responsible for the finance function across the Campus.
* To undertake budget-monitoring responsibilities where appropriate across the Campus as determined by the Principal and the Trust’s Director of Finance.
* To undertake payroll duties including reconciliation of payroll on the Trust’s financial management system.
* To ensure all purchase order requisitions are sent to the central finance team in a timely manner and delivery notes are recorded accordingly.

**Compliance** * To ensure all Campus policies and procedures are regularly reviewed and compliant with statutory guidelines.
* To ensure all Business Support staff comply with the Campus policies and procedures relating to Safeguarding, child protection, health and safety, security, confidentiality and data protection.

**Communications and Marketing*** To support the Principal with the development and implementation of a communications and marketing strategy for the Campus.

**Project work and other professional duties*** As directed by the Principal, undertake management/professional project work relating to operations functions of the Campus.
* For example, leading/supporting on reviews of operations functions, identifying where improvements can be made and leading/supporting on consequent implementation under the overall direction of the Principal.
* The work would involve research as necessary into relevant statutory/good practice frameworks; analysis to identify how the Campus’s key priorities in operational areas would best be met; development of resources, practice and procedures to ensure high standards.

The post holder will need advanced organisational and administrative skills and be prepared to initiate and manage change. S/he will need to have an eye for detail and a creative approach to problem solving. S/he will require energy and enthusiasm will need to be flexible, hardworking and be able to work effectively as a team member to achieve targets and meet deadlines.Self-evaluation and the ability to develop and maintain a performance management culture is vital to this role together with the ability to actively participate in initiatives that support the Campus’s drive for excellence. |

**Person Specification**

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| **Qualifications and experience** | **Essential** | **Desirable** |
| Level 3 qualification or above (preferably in a directly relevant subject/vocational area)  | x |  |
| Significant experience of finance work | x |  |
| Experience of working in the school sector |  | x |
| **Knowledge, skills and abilities** | **Essential** | **Desirable** |
| Clear understanding of good HR/finance practice | x |  |
| Ability to use finance software packages, e.g. Sage or similar | x |  |
| Good IT skills including proficiency in use of Microsoft Office, in particular Excel and Word. | x |  |
| Experience of effective leadership and line management of staff including a team. | x |  |
| Good organisational skills and the ability to maintain effective office systems, organise priorities and meet agreed timelines | x |  |
| Ability to work as part of a team and to establish good working relationships with all in the Campus community and those relating to it | x |  |
| Understanding of the need for confidentiality and the ability to maintain confidentiality as appropriate | x |  |
| Ability to maintain accuracy when working to tight deadlines | x |  |
| Research and analysis skills – ability to identify problems and opportunities relating to organisational functions and develop practical responses to these | x |  |
| Excellent communication skills, including the ability to prepare clear and well evidenced reports | x |  |
| **Others factors** | **Essential** | **Desirable** |
| Commitment to the safeguarding of children | x |  |
| Commitment to equal opportunities | x |  |
| Commitment to own professional development including interest in developing understanding of operational functions in addition to finance. | x |  |