



## **Job Application Pack Academy Manager**

Full Time, Permanent, All Year Round  
Salary: Grade 11, Points 32 to 36: £38,295 to £42,503 per annum

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## The Vacancy

We are excited to be recruiting for an Academy Manager role at our Bluecoat Aspley Academy. This is an excellent opportunity for a motivated individual who is passionate about making a difference and continuously improving.

As Academy Manager, you will be a vital part of the Senior Leadership Team and responsible for the smooth and effective running of the business functions of the Academy as well as leading and managing the admin and reprographics service.

This is a central service provided to our Academy and the wider community, and you will be instrumental in ensuring that we provide an outstanding service.

You will benefit from being part of a team of experts, with the opportunity to develop your skills and knowledge through CPL, specialist hub working, and the production of guidance and toolkits to support the delivery of the service. You will also have access to the huge wealth of expertise within our Trust, with colleagues on hand to provide guidance and advice.

At our Academy, we are a values-based organisation and our core values of excellence, collaboration and inclusion are at the heart of everything that we do. We are looking for an individual who shares these values and is committed to making a difference to the lives of the young people we serve.



### Applications

For more information about Bluecoat Aspley Academy and the vacancy, please visit [www.bluecoataspley.co.uk/vacancies](http://www.bluecoataspley.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

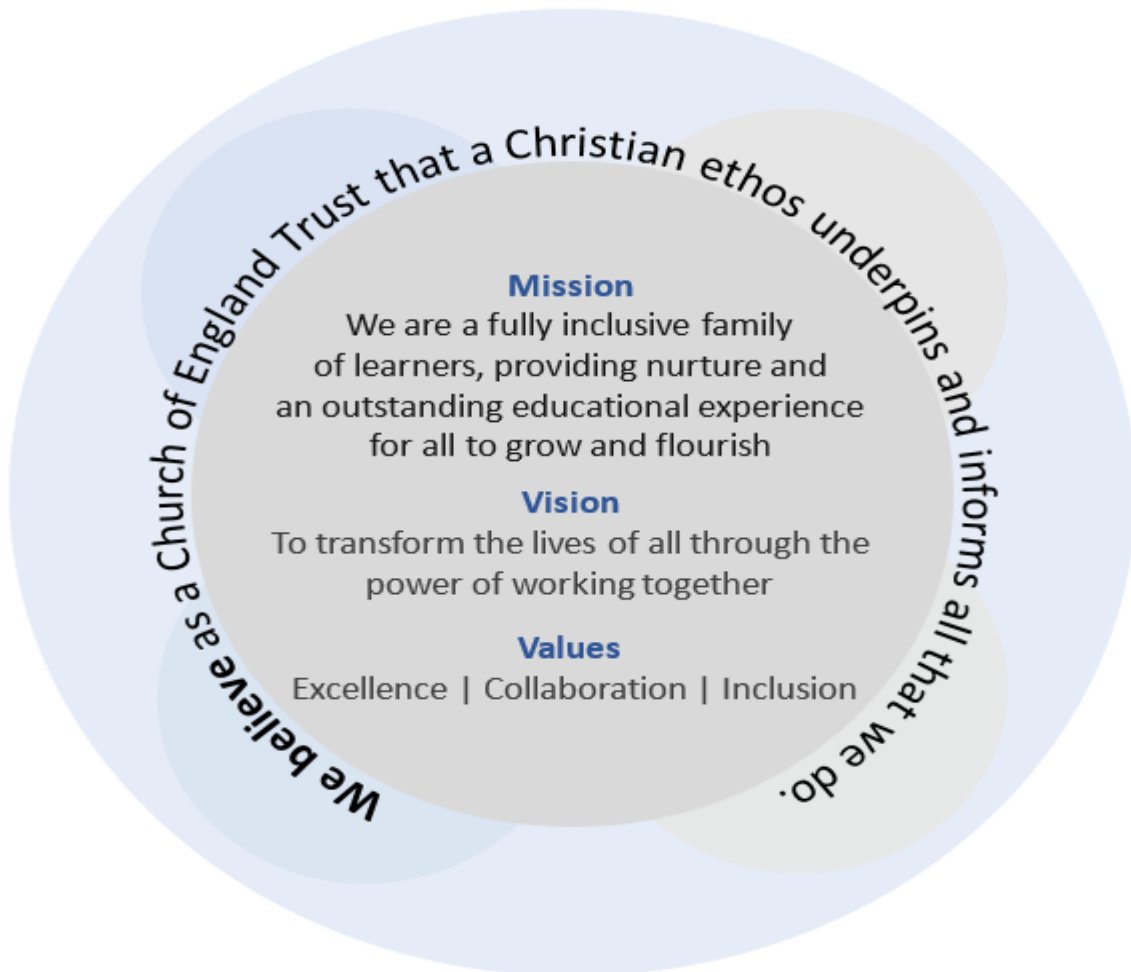
**Closing Date:** 9am, Monday 6<sup>th</sup> March 2023

**Interview Date:** Friday 10<sup>th</sup> March 2023

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## ***Working Together, Transforming Lives***

### Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

**POST TITLE:** Academy Manager

**GRADE:** 11, Point 32 to 36

**RESPONSIBLE TO:** Trust Services Manager

## JOB PURPOSE

The Academy Manager is a valued member of the Senior Leadership Team responsible for the business functions of an Academy including, administration, clerking, data protection, human resource administration, marketing, finance admin and compliance. Overseeing the day-to-day support that enables the school to operate effectively and efficiently, that allows other members of the leadership team to focus on teaching and learning.

## GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

Provide an effective service management in all areas of administration and operations to the Academy under the direction of the Trust Services Manager and Principal.

### Strategic

- As a valued member of the Senior Leadership Team, contribute to the strategic and operational discussions, bringing a critical eye and a lens of business and corporate requirements to the discussion. Utilise your expertise and experience to clearly and succinctly influence and advise in order to meet the desired goals.
- Provide strategic direction and oversight for the Administration service fostering a culture of excellence, collaboration and inclusion.

### Leadership & Management

- Lead and manage the Office Manager to ensure an outstanding administrative and reprographics service, while driving a culture of continuous improvement, seeking out strategic opportunities and driving improvement forward.
- Oversee and manage systems for the Academy, lead and oversee the duty rota, and participate in meetings, plans and manage change in accordance with the Academy Improvement Plan.
- Be responsible for ensuring administrative systems, process and practices are compliant with policy, regulations and statutory requirements.
- Develop effective mechanisms to quality assure effectiveness of the administration service.

## **Clerk to the Academy Advisory Board**

- Provide professional clerking services to the Academy Advisory Board and any panels ensuring accurate notes are taken and well-presented minutes are distributed. Follow up on actions ensuring they are complete and leaders are prepared to feedback.
- Collation and distribution of agendas and associated paperwork in advance of meetings and maintain accurate records of these, ensuring compliance in publications of members of the AAB, attendance and declarations of interest.
- Build strong relationships with all members of the AAB, ensuring they feel supported, valued and inclusive of the Academy and Trust and provide procedural advice and guidance in line with the Scheme of Delegation & Terms of Reference.

## **Data Protection**

- Responsible for overseeing the Academy's compliance with data protection laws, regulations, and policies.
- Implement data protection initiatives across the Academy, as well as provide education and training to improve data protection awareness.
- Serve as the point of contact for data privacy inquiries, conduct risk assessments (DPIAs), and lead the development of data protection solutions.
- Be responsible for the processes and practices at the Academy to ensure compliance in records and retention management including planning and implementing a digitisation
- Manage any access requests, which may be received by the Academy.
- Effectively manage & maintain GDPR compliance software ensuring
- Responsible for monitoring Academy compliance through effective controls and checks.

## **Human Resources**

- Manage all advert requests, new appointments, contract variations and leavers through the workflow management system.
- Schedule, coordinate and facilitate interviews with potential candidates.
- Advise hiring managers on the requirements, ensuring appropriately trained panel members.
- Follow up with candidates throughout the recruitment process and ensure hand over of communication to manager.
- Responsible for ensuring all relevant pre-employment checks are carried out and complete.
- Responsible for the Single Central Record (central record of the safeguarding checks that have been carried out) and management of the personnel files ensuring all relevant documents are held.
- Advise on HR processes and procedures and liaise / escalate complex issues with central HR team.
- Responsible for checking payroll reports.

## **Marketing**

- Manage website content and ensure compliance with legal regulations.
- Monitor and manage social media platforms, including creating content, responding to stakeholder inquiries, and increasing followers and PR.
- Develop and maintain relationships with community organisations and partners.
- Arrange promotional materials, such as prospectus, flyers and digital content through the central offer or where appropriate externally.

## **Finance**

- Ensure a provision of administrative support delegated within the admin team that is knowledgeable and effective in completing new supplier forms, raising requisitions, following up on approvals of requisitions and managing the receipt of goods, cash collection service and services into the Academy approving payment of invoices.
- Monitor financial management activity and identify any potential fraudulent or unauthorised purchase.
- Responsible for a business procurement card, ensuring purchases comply with policy and guidance.
- Responsible for ensuring processes and controls are in place for accurate census returns ensuring that funding is accurate and optimised.
- Support the Principal in budget meetings utilising your knowledge of anything operational or strategic coming up within the Academy.
- Budget holder for certain budgets assigned from the Academy.
- Responsible for oversight and monitoring of payment progress for any lettings

## Operational Support

- To lead on the First Aid needs assessment for the Academy.
- To support the Health and Safety Manager in the investigation process of First Aid incidents and accidents.
- Ensuring First Aiders complete the appropriate training and are booked for refreshers when necessary.
- Through resources, support and promote safe working practices locally as a Health and Safety champion.

Specific responsibilities are not exhaustive and are subject to change. Alternative duties commensurate with the level of the post may be allocated according to academy need.

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

**JOB SPECIFICATION – ACADEMY MANAGER**

	Essential	Desirable
<b>Education and Training</b>		
Qualification or equivalent experience in a relevant discipline. NVQ level 4, degree or equivalent qualification.	✓	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development or training	✓	
<b>Knowledge and Experience</b>		
Successful leadership and management experience	✓	
Involvement in self-evaluation and improvement planning	✓	
Line management experience	✓	
Contributing to staff development		✓
Working with young people		✓
Significant experience of administrative processes	✓	
Experience of working collaboratively within a large organisation		✓
Understanding of data protection and confidentiality	✓	
<b>Professional Skills</b>		
Excellent attention to detail	✓	
Ability to assess priorities, think critically and strategically, make decisions and negotiate solutions	✓	
Ability to manage conflicting demands	✓	
Effective communication and interpersonal skills	✓	
Ability to communicate vision and inspire others	✓	
Ability build effective working relationships with staff and other stakeholders	✓	
<b>Personal Qualities</b>		
Willingness to learn and develop own skills and experience	✓	
Initiative, enthusiasm, resilience and commitment	✓	
Good time management skills	✓	
A willingness to work flexibly and change working practices in response to the changing needs of the Trust	✓	
Archway Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.	✓	
<b>Suitability to work with children</b>		
Enhanced DBS (processed upon appointment of successful candidate)	✓	