



Job Application Pack

**Business and Operations Manager**

Salary: Scale PO3 (£40,760 to £43,662)

Contract: Full-time, permanent

Closing date: Sunday 26<sup>th</sup> April 2020 at 5pm

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## Letter from the Principal

Dear Applicant

Thank you for your interest in our recently advertised post of **Business and Operations Manager** at the Nottingham University Academy of Science and Technology (NUAST).

NUAST is a centre of Excellence in Science, Engineering and Computing/IT. We are a specialist academy teaching students aged 11-19 years old. Our aim is to ensure that young people who are passionate about STEM have opportunities to realise their maximum potential with us. We currently have 750 students and we will reach our maximum capacity of 860 students next academic year. NUAST opened as a 14-19 school in 2014 and we took our first Year 7 cohort in September 2018. NUAST is well regarded within Nottinghamshire and is over-subscribed for entry.

It is an exciting time to join NUAST as the academy moves towards its full pupil cohort. The person appointed to this role will have a key opportunity to develop and shape the academy.

The NUAST staff team is dedicated to ensuring that our strong and caring pastoral system encourages and supports our students to access the excellent specialised facilities and the unique opportunities available. NUAST has achieved excellent results and has firmly established a reputation for academic success.

Working at NUAST will be an exciting and challenging chapter in the career of any teacher. Along with the responsibilities associated with the position, the successful candidate will be responsible for helping to form the culture, ethos and working practices of the Academy at every level. Our OFSTED inspection graded us as Good overall and Outstanding for Sixth Form.

I look forward to receiving your application.

Yours sincerely



Robert White  
Principal

## Application Process

If you feel that you could contribute to the students and team at NUAST, we would welcome your application.

All applications need to be submitted online and can be accessed [here](#).

Wherever possible, please provide email addresses for your referees.

Please ensure your application arrives by 5.00pm on the closing date of Sunday 26<sup>th</sup> April 2020.

Interviews for the role will take place on Wednesday 6<sup>th</sup> May 2020.

If you have not heard from us within five days of the close of application this means that you have not been successful on this occasion.

## About NUAST

### The Academy

NUAST is an 11-19 academy based in Nottingham offering the very best educational opportunities for our students.

With specialist teachers, specialist facilities and the unique opportunity to work with the University of Nottingham and industry partners at KS3, KS4 and KS5. NUAST offers our students specialist STEM teaching and a broad range of subjects that will support their future progress to further study or employment.

### Curriculum

Our curriculum balances specialist teaching in STEM with the other core subjects which students will need to get a place at a university or secure a good job or apprenticeship.

### The Academy Day

To ensure that NUAST can offer the broadest set of experiences for each of its learners, the academy operates an extended working day.

Starting at 8.30am, the academy's formal curriculum offer operates until 3.45pm Monday - Wednesday. Thursday sees student leave the Academy at 3.00pm with staff CPD taking place until 4.00pm. On Friday, school finishes at 2.15pm.

This extended day allows us to deliver our unique curriculum and provides students with the opportunities to access a wide range of enrichment activities.

### Pastoral Care

At NUAST student's well-being is of primary importance to us. As a small academy we can offer a high level of care and guidance. All students will have a learning mentor.

Mentors will guide and support students throughout their time at NUAST. In addition all students are offered specialist career advice with the support of our University and Industry partners.

In terms of behaviour, we have a very simple approach. Work hard and be kind.

### Industry Partners

From the very start, NUAST has had the support and guidance of some of the biggest industry names in engineering and information technology. Their knowledge and understanding of the skills and attributes required to become a future employee in their fields has guided the curriculum and helped shape the facilities.

As students learn and train at NUAST, they will have the opportunity to work with these companies alongside NUAST teaching staff. Students will leave NUAST fully equipped to enter the world of work or higher education with an enviable set of experiences and contacts.

NUAST has many partners, some of which are listed below:

Rolls-Royce Siemens Toshiba XMA Esendex Experian

Employer engagement has proved to be invaluable. We seek to expand this to all areas of the curriculum.

### **Education Partners**

In addition, NUAST is sponsored by the University of Nottingham, which provides students with access to world-class research facilities and staff. The university will provide opportunities to develop academic experiences and knowledge.

Students wishing to pursue degree level courses will be given help and support when applying to university.

Finally, education provision is supported by the Nova Education Trust.

As education partners, the Trust deliver exceptional educational support with access to curriculum and pastoral groups, and support in areas such as safeguarding, Governance and other central service functions.

### **Facilities**

Housed in a purpose-built, iconic building, NUAST offers the most advanced GCSE and Post 16 facility for the teaching of science, mathematics, engineering and computer science in the local area.

Industry standard science, IT and engineering facilities are complemented by a full suite of teaching rooms covering all key English Baccalaureate subjects.

Having opened in Autumn 2014, the building is designed to provide our students with all the experiences they will need to enter higher education or industry. The building has been designed as a modern workplace: open, light and attractive with excellent catering, study and outdoor spaces.

NUAST is a remarkable investment in the young people of the East Midlands.

For more information about the academy visit: [www.nuast.org.uk](http://www.nuast.org.uk)





## **Purpose of the role**

The Business and Operations Manager (BOM) is responsible for ensuring school services are effective, efficient and in line with probity and school governance requirements. It is also the main link between the different central service's operational teams and the school.

A BOM will work very closely with the head of school and may be a member of the senior leadership team. A major requirement of the role is to provide support to the HoS, and wider leadership team, by leading on all operational matters within school. This will enable the HoS to focus the majority of their time and resources on securing outstanding attainment for the school.

Although formally reporting to the HoS, the BOM will also be required to work with and follow directives set by the CEO, CFO, COO and Trust Central Directors. The Trust central services cover the areas of Finance, Human Resources, Facilities Management, ICT, Governance, Marketing and Data which are all areas for which the BOM will have overall responsibility in school.

The national framework for School Business Managers identifies six key competency areas that are essential for effective performance in the role. These areas are explained in more details below.

### **1. Providing Direction**

The overall direction for the Trust and school will be set by the Executive leadership team in conjunction with a Head of School. The expectation of a BOM is to fully engage with and understand these aims and to ensure that they are acted on within school. It is essential that a BOM is fully aware of the Academy Improvement Plan and directs resources appropriately to achieve those aims.

### **2. Facilitating Change**

Change is an inevitable feature of the workplace and a BOM will be expected to plan, manage and implement organisational change within their school. This will require outstanding organisational and communication skills. There is also an expectation for existing process and procedures to be reviewed and reflected on regularly to identify where changes may be necessary and a BOM must also demonstrate a willingness to support innovative ideas linked to improvements.

### **3. Working with People**

The BOM will have overall line management responsibility for all operational staff within the school which will include setting of work and objectives and management of appraisal systems. It is essential that the individual is able to build and maintain effective working relationships to ensure staff are supported, engaged, motivated and committed to the aims of their department and school.

### **4. Effective use of resources**

Efficient management of resources, financial, physical and technological, to support the school and Trust secure their objectives. Sound financial acumen is essential for the role to be effective.

### **5. Achieving results**

Effectively use project management skills to manage, monitor and implement plans

at a school level to ensure that the outcomes meet the requirements of the school, staff and pupils. It is vital that these projects contribute to the overall aims of the academy improvement plan and a BOM will be expected to regularly review and assess these processes.

#### **6. Managing Self and Personal Skills**

Evidence a commitment to continuing professional development and developing effective networks. Mandatory training will be provided throughout the year on relevant areas and the Trust will seek to support staff with any progression towards formal qualifications



## Job Description

Post: Business and Operations Manager  
Responsible to: HoS

## Responsibilities

### Leadership & Management

- Have strategic oversight in the planning, management and day to day delivery of school business and back office services, functions and systems.
- Working directly with Trust Central Services departments to ensure that Trust policies, procedures and operating standards are delivered in school.
- Develop, implement and manage appropriate administrative systems and procedures and conducting regularly reviews to find improvements. Strategic use of resources to optimise effectiveness.
- Ensure central resources, procedures and practices are integrated into school systems and applied consistently and effectively.
- Undertake effective line-leadership and management of School based administrative roles, undertaking induction, Personal Development reviews and training for clerical and administrative posts and leading on staff development.
- Lead on all aspects of recruitment, induction and probation for new starters for all teaching and support staff at a local level including interview arrangements.
- Attend all relevant internal and external training and meetings as required by the role including attendance at Central team meetings.
- Ensure that all support staff undertake all relevant internal and external training and meetings as required by the role including attendance at centrally organised meetings and events.
- Support with the delivery of relevant school inset content where required.
- Deploy relevant resources to support the administration of school events, for example open evenings and parents' evenings.
- To manage and deliver a CPD programmed for all support staff and education staff where required.
- To ensure that all statutory and Trust reporting and data entry systems are kept up to date and completed in an appropriate manner.

### Finance

- Assume day to day responsibility of the financial affairs of the school advising the CFO or Trust Finance Lead, Head of School and Governors on finance and policy as required.
- Ensure that the Financial Scheme of Delegation is adhered to in every aspect of the school's financial operations.
- Ensure that expenditure is managed within the school budget, liaising with the Head of School and with the Central Finance Team over any budget variances.

- Assist with financial planning, analysis, management and control in conjunction with the CFO or Trust Finance Lead and the Central Finance Team.
- Work to support the Central Services Finance team for the preparation of final accounts and liaison with the auditors.
- Ensure accounting and procurement procedures are robust and followed in line with the Financial Regulations.
- Work in partnership with the Trust Central Finance, Estates and It Teams to ensure the competitive and effective use of procurement and ensuring contracts are robust and deliver value for money.
- Ensure goods and services are procured on a value for money basis, economy, efficiency and effectiveness to support education delivery within the context of regulatory frameworks and legislation and Trust guidance.

## **Human Resources**

- Establishing a system in school to ensure Return to Work Interviews are conducted on the first day the employee returns from sickness.
- Arranging/Conducting Sickness Attendance Review Meetings when employees hit attendance triggers.
- Ensure that Informal and Formal Capability Meetings and Monitoring are conducted effectively when necessary.
- Ensure that Informal and Formal Disciplinary Meetings are conducted effectively when necessary.
- Managing the Appraisals system for all non-teaching staff including training managers and conducting meetings where necessary.
- Establishing a system for the effective organisation of interviews and ensuring safer recruitment processes are followed at all times.
- Ensuring systems are in place to monitor and record Annual Leave, Sick Leave and Compassionate Leave.
- Referring employees to Occupational Health when required
- Ensuring Informal and Formal Grievances are handled in line with Nova's policies and procedures.
- Managing Longer Term Sickness with support from the Central HR Team.
- Discussing Maternity and Paternity requests with the employee and ensuring they provide the relevant documents for the Central HR Team.
- Ensuring the Single Central Record is accurate, up to date and fully compliant with Trust Policies and the latest DfE guidance
- Maintain personnel records, including return to work records, induction, salary assessments, sickness, attendance and premises staff holiday records and audit those records as required.
- Support the HoS and SLT in ensuring all staff have a clear understanding of relevant policies and procedures and the importance of putting them into practice, including in Staff Induction.
- Ensure safeguarding procedures are followed in relation to new staff and visitors.

- Ensure the probation system is conducted effectively for all new staff and that staff files contain the relevant documentation including RTW, ID, DBS, up to date salary letters, signed contracts and references.
- Ensure a register of training is maintained including safeguarding, data protection and safer recruitment.
- Ensure that all Trust and statutory policies and procedures are updated and communicated to staff including the keeping of a staff register.

## **Facilities Management**

- Lead on local procurement, value for money and contract management in conjunction with the Trust Central Estates and Finance Teams.
- Ensure that all building and remedial works and service contracts above the value described in the Financial Scheme of Delegation have Central approval before contracting.
- To ensure that the school's Capital Management Plan is deployed in a timely and professional manner as described by the Central Estates Team.
- Ensure that both planned and reactive maintenance is carried out in line with Trust policy and the school's 4 year maintenance plan in a timely and cost effective manner.
- To ensure the maintenance of an accurate asset register and asset management programme as described by the Central Estates Team.
- Lead, in conjunction with the Trust, on all aspects of specification and management of service contracts with external partners.
- In conjunction with the HoS, to have oversight and responsibility for the Health and Safety compliance of the school and the safety of the students, staff and visitors.
- To attend the Trust Health and Safety Committee as a school representative.
- To liaise with, and support, the Health and Safety Link Governor as required.
- To ensure Health and Safety reports are generated for the LGB as required.
- Oversee all other aspects of facilities management and the built environment.
- To ensure the maintenance of an accurate asset register and asset management programme as described by the Central Estates Team.
- To ensure that the Facilities Management Portal is completed as required and up-to-date with all changes to procedure of process implemented in a timely manner.
- Develop and keep updated a training register.

## **Governance and Compliance**

- Ensure effective administrative support to the governing body and its committees including the minuting of meetings.
- Ensure appropriate advice to the governing body on governance, constitutional and procedural matters.
- Ensure the governing body is properly constituted and elections managed in line with trust procedures.

- Manage governance information effectively in accordance with legal and trust requirements.
- Ensure, along with academy Governors and the HoS, the adoption and implementation of all trust policies.
- Contribute to the recruitment, induction and training of governors particularly those taking on new roles such as the Chair or Vice-Chair.
- Maintain a register of governor pecuniary interests and ensure the record of governors' business interests is reviewed regularly.
- Maintain a record of training undertaken by members of the governing body; and maintain governor meeting attendance records.
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- Ensure that statutorily required information is available on the school website and is kept up-to-date.
- Ensure that any statutory appeal committees/panels i.e. exclusions to the governing body are convened and clerked.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>	<p>Recognised management/business degree or equivalent related professional qualification.</p> <p>Evidence of continued professional development</p>	School Business Manager qualification
<b>Experience and Knowledge</b>	<p>Significant experience at a senior level within Finance, HR or Facilities Management.</p> <p>Good working knowledge of relevant policies, codes of practice and legislation.</p> <p>Financial management experience.</p> <p>Experience of managing a range of clerical and administrative functions.</p> <p>Experience of managing a large team.</p>	<p>Experience of working in an educational setting.</p> <p>Experience of working across multiple business areas at a management level.</p> <p>Experience of risk management.</p> <p>Experience of managing procurement, external contractors, suppliers etc.</p>
<b>Skills and Abilities</b>	<p>Excellent communication and interpersonal skills.</p> <p>Ability to communicate effectively both verbally and in writing with a range of different audiences.</p> <p>Pro-active and positive approach to change and continuous improvement.</p> <p>Ability to persuade, motivate, negotiate and influence.</p> <p>Ability to adapt.</p> <p>Proficient in all areas of Microsoft Office.</p> <p>Excellent numeracy and literacy skills.</p> <p>Ability to manage workload and work on own initiative.</p> <p>Ability to prioritise complex work and meet deadlines.</p> <p>Ability to advise and guide in decision making situations.</p> <p>Highly motivated.</p> <p>Advanced problem solving capability.</p> <p>Commitment to safeguarding and promoting the welfare of young people.</p>	