

Huxlow Academy

School Business Manager

Remuneration: Grade K to M / Points 32 to 47 / £38,296 - £53,740 per annum

Contract: Permanent / Full Time / 37hrs / Monday to Friday

(Mon-Thurs 8.00am to 4.00pm / Fri 8.00am to 3.30pm – Including a 30min unpaid lunch break)

Huxlow Academy is a fully inclusive school, located in Irthlingborough, East Northamptonshire. Our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

An exciting opportunity has arisen for an enthusiastic and driven individual to join our senior leadership team. You will be responsible for leading and developing the academy support staff. You will be proactive, ambitious, flexible, organised and lead by example. You must be able to demonstrate that you meet the requirements set out in the person specification and will be required to undergo an enhanced DBS disclosure check.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.

Tove Learning Trust is a fast moving and exciting place to work. The trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the trust collaborate to share expertise and maximise opportunities and experiences for our students.

The Trustees of Tove Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

How to apply

All documents including the full job description, person specification and application form are available on our website <https://www.huxlow.northants.sch.uk/> Please ensure your application form and covering letter includes examples of your experience and how you meet the criteria outlined in the job description and person specification. Further information requests or completed applications should be sent to Sonya Earby-Martin or Kerry Hughes E: hr@huxlow.northants.sch.uk T:01933 650496

Closing Date: Wednesday 14th June 2023 - 9am

Interview date: W/C 19th June 2023

School Business Manager Job Description

Role:	School Business Manager
Reports to:	Headteacher
Location:	Huxlow Academy
Contract:	Permanent / Full Time / 37hrs / Monday to Friday Mon-Thurs 8.00am to 4.00pm / Fri 8.00am to 3.30pm – Including a 30min unpaid lunch break
Pay point:	Grade K to M / Points 32 to 47 / £38,296 - £53,740 per annum

Job Context

Huxlow Academy is a secondary Academy in Irthlingborough, in North Northamptonshire with approximately 900 students and 110 staff. The SBM will support the Headteacher with the business support and resource management functions of the school and contribute effectively to the senior team to ensure that the school is able to meet its educational aims. The role is one of a lead professional and will be a key member of the SLT. The post holder will be expected to participate in activities and initiatives across the trust. The role would focus on leading and developing the academy support staff teams to become self-sufficient and accountable for their own outcomes.

Key Responsibilities

- 1) **Leadership** - Provide strong and innovative leadership in all aspects of the role including strategic direction, change management and operational effectiveness.
- 2) **Finance** - Ensure the effective management, reporting and recording of the school's finances, including budget planning, monitoring, control, and communication of financial information for decision-making.
- 3) **HR** – Manage the school HR team, working with the TLT HR Manager, EPM and the Trust to ensure regulatory and legal compliance. Manage, support, and develop all school staff to maintain a stable and effective workforce who work towards the delivery of the school's vision and School Development Plan priorities.
- 4) **Support Services** - Lead, develop and co-ordinate support services, or specialist function(s), to support outcomes for pupils across the school by providing high-quality solutions to meet service requirements.
- 5) **Premises** - Manage the Site Team and support them to create a safe and inspiring workplace for all students and staff. Assess the needs of the school to ensure that use of existing accommodation is optimised and areas for development are identified as early as possible.

1) Leadership & Strategy

- Contribute to and promote the vision, values, moral purpose, and ethos of the school in a purposeful and inclusive manner.
- Influence priorities and activities in relation to the school strategic plan by providing an alternative viewpoint from a non-teaching perspective that enables wide collaboration and co-ordination.
- Demonstrate strong leadership skills when seeking input from others. Sustain team spirit, set expectations, drive performance, and provide feedback and encouragement.
- Develop own CPD by reflecting on performance and feedback.

Leadership & Strategy Cont...

- Influence and advise on the development of a marketing and communication plan, with specific aims, to deliver the school mission and goals, and those of the Trust.
- Support the delivery of consistent information across all communication channels.
- Become actively involved in local and trust networking groups and respond to consultations and dialogues as well as coaching colleagues.
- Play an active part in the trust's development, be the lead contact for the Chief Finance Officer (CFO TLT) for consultation, development, tasks, and feedback.
- Advise Governors on all matters relating the legal and financial obligations of the school consulting with external advisors as required.

2) Finance & Procurement

- Oversee the financial operations of the school(s) in line with the procedures of the Trust and ensure proper stewardship of funds.
- Assist the school with setting the school budget linking financial strategy and overall school objectives through discussion with the Headteacher.
- Monitor overall expenditure and performance against budget to ensure the successful achievement of school's objectives whilst delivering a balanced budget at year end.
- Ensure that financial performance reporting is accurate, clear, and relevant to the audience for whom it is intended. It should be robust and objective and comply with regulatory requirements.
- Ensure colleagues understand and operate within financial procedures in relation to business decisions, providing training, leadership, and support, as necessary.
- Implement effective systems of internal control as laid down by the trust, which include clear procedures and accountability. Provide training to colleagues on financial procedures as required.
- Promote and embed a culture founded in the principles of Value for Money and identify efficiency opportunities based on spend analysis.
- Work with the Trust to evaluate benchmarking data, e.g. from the DfE, to inform joint procurement decisions and to plan resources.
- Communicate the importance of obtaining competitive quotes and follow in full the trust procurement processes, seeking specialist external advice when required.
- Actively manage school contracts and identify any underperformance to ensure the school receives the optimum service that provides value for money.
- Oversee the maintenance of a contract log including dates and procedures for contract closedown to ensure no financial penalties are incurred for poor timing or lack of notice.
- Manage the deployment of a range of income-generating activities to maximise the school's financial resilience.
- Develop business case for securing funds through successful grant applications and bid submissions.
- Establish and maintain proportionate business continuity arrangements for financial processes and information.
- Act with integrity, honesty, loyalty, and fairness, always within the limits of professional competence, to safeguard the assets, financial probity, and reputation of the academy / Trust.

3) Human Resources

- Have detailed knowledge of the Trust HR policies and assist school leaders in their implementation and compliance.
- Work with the Headteacher to explore options for efficiency improvement as opportunities arise.
- Identify and review annual staffing needs in line with the SDP including recruitment options.
- Influence and fully understand the recruitment, selection & induction processes. Inform and challenge senior leaders to ensure they also understand them and are fully engaged with the processes in place.

Human Resources cont...

- Ensure that safer recruitment processes are in place and that the SCR and DBS records are compliant and up to date.
- Support appraisers to carry out appraisals for all staff and provide guidance on under-performance and reward systems.
- Work with senior leaders to ensure goals and rewards are aligned across teams and individuals in line with SDP.
- Support and coach managers to have honest conversations with their staff about their strengths, limitations, development needs and career aspirations.
- Create a climate in which multidisciplinary teams collaborate to provide effective and responsive support services.
- Ensure that all activity relating to HR is consistent and in line with legislation including guidance to managers cascaded from our HR advisors and the TLT HR Manager.
- Keep accurate and appropriate records of HR-related issues including grievance, absence management, underperformance, and disciplinary practice.
- Comply with and promote safeguarding arrangements.

4) Support Services (including Admin/ICT)

- Ensure the fundamental facilities and services necessary for the school/trust to function are maintained to support teaching and learning excellence.
- Engage with internal policy review in relation to own operational area.
- With the trust marketing team, ensure the development of a marketing and communication strategy and materials which promote the school and defines the brand, aims, and goals, and maximises pupil recruitment and stakeholder engagement.
- Lead on the admin functions across the school, ensuring service users receive support that meets their needs and review roles and responsibilities accordingly.
- With the IT Services Manager, review ICT systems in use by the school and contribute to the school strategic plan for ICT to support teaching and learning and business management processes, whilst harmonising with the overall trust vision for ICT..
- With the CFO, research and recommend admin, finance and ICT systems and packages that will support the school's development such as cashless catering, internet payments, reporting software, data packages and communication software etc.
- Oversee the systems and controls relating to the Catering service for the school and recommend efficiencies and improvements.

5) Premises & Health & Safety

- Develop and manage an effective asset management system to be able to identify and protect the school resources.
- Have detailed knowledge about the school's expansion and improvement plans in order to participate knowledgeably in the Trust's overall Estates strategy.
- Assist the Site Manager, to manage the condition survey to identify necessary improvement works to be costed and planned.
- Monitor capital projects to ensure that they are delivered on time and on cost.
- Ensure the site team are able to manage procedures to report and respond to facilities-related issues, and initiate disaster recovery plan.
- Critically assess and review the ongoing maintenance programme and consider options for undertaking necessary repairs/improvements and identify funding opportunities.
- Implement and monitor procedures to report and respond to grounds-related issues.
- Develop a school culture in which health and safety is prioritised and informs strategy, planning and decision-making.

Premises & Health & Safety Cont...

- Ensure there are effective arrangements for managing and mitigating risk across the school/trust including insurance, robust risk management and health and safety advisors.
- Manage and maintain appropriate inspection and quality assurance regimes to ensure that health and safety legislation is complied with.
- Undertake any other task requested by the Headteacher that is commensurate with the grade and responsibilities of the SBM role.

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.

KCSIE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

School Business Manager Person Specification

	ESSENTIAL	DESIRABLE
PRE-EMPLOYMENT CHECKS		
Criminal Records	*	
Enhanced Disclosure and Barring	*	
Proof of identity	*	
Medical Questionnaire	*	
Satisfactory References	*	
QUALIFICATIONS/TRAINING		
Relevant technical qualification/Professional School Business Management/Facilities Management Qualification	*	
Willingness to work towards achieving NEBOSH General Certificate/Diploma	*	
EXPERIENCE		
Proven relevant experience of managing buildings and services in an educational or similar environment	*	
Practical experience and knowledge of managing capital projects	*	
Proven experience of management of compliance and delivering of planned preventative maintenance	*	
Proven experience of contracts management	*	
Experience of proactive maintenance on facilities and equipment	*	
Knowledge and implementation of Health and Safety Policies	*	
Working knowledge of Service Desk Software and Incident Management	*	
Proven relevant experience of managing buildings and services in an educational or similar environment	*	
Practical experience and knowledge of managing capital projects	*	
Proven experience of management of compliance and delivering of planned preventative maintenance	*	
COMPETENCIES		
Punctual and reliable	*	
An attention to detail	*	
Ability to deal with situations in a sensitive manner	*	

COMPETENCIES CONT...		
Ability to communicate effectively and sensitively	*	
Ability to maintain a calm environment	*	
Ability to work collaboratively and flexibly within a team and contribute to team development	*	
Comprehensive understanding of confidentiality issues within a school environment	*	
Ability to comply with written procedures and verbal instructions	*	
Ability to comply with all Health and Safety Procedures	*	
Is committed to and meets all the requirements for safeguarding children	*	
PERSONAL ATTRIBUTES		
Work in accordance with the Trust's values and behaviours	*	
Willing to work flexibly in accordance with policies and procedure to meet the operational needs of the Trust	*	

Why Join Huxlow Academy?

Letter from the Headteacher

Dear Candidate

Thank you for your interest in the role of School Business Manager at Huxlow Academy. We trust this application pack provides you with an insight into life at our school and encourages you to apply for the role.

We are incredibly proud of our school, a medium-sized Secondary Academy (11-18), located in Irthlingborough, East Northamptonshire. As a fully inclusive school our students are a vibrant and varied mix that bring an energy that is not found in many other schools. The loyalty the students show for the staff and community, whom they recognise care so deeply about them, is what makes Huxlow a very rewarding and fun place to work. If you want to work with a team committed to making a difference to the lives of the young people in our community, we want to hear from you!

I believe that every student and staff member that walks through the doors of Huxlow is a valuable member of our community, and we work hard to ensure they are welcomed, supported, and challenged to be the best version of themselves that they can be.

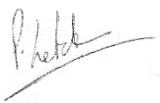
We are entering an exciting new phase in the history of Huxlow and are placing a pursuit of excellence at the core of everything we do. I hope that you feel inspired to aim high and come and join us as we strive to make Huxlow even better.

Academic success is hugely important to us as we recognise its power to open doors for young people. We have a rich history of students of all abilities, and from a wide variety of backgrounds, meeting and exceeding their potential. In 2019, Year 11 students achieved some of the best GCSE results in the school's history. 53% of students gained 5 GCSE's including English and Maths at Grade 4 and above. Recent CAGs and TAGs have returned record progress data for the school for KS4 and KS5. We were delighted by these excellent results, which reflect the high level of dedication of both our students and staff. As the Headteacher, I am committed to improving the school even further for our students.

We place an emphasis on respect for each other and working together to ensure that our community is constantly developing. Huxlow students are exceptional, staff go the extra mile, and we are dedicated to Professional Learning and Development.

Please explore our website, the recent Headteacher's letters section and our social media, to gain a flavour of what it means to be part of the Huxlow Academy community. We hope you are as impressed by our school as we are. I look forward to receiving your application should you decide you want to be a part of the Huxlow team.

Please contact the school if you have any questions or require any further information.



Paul Letch
Headteacher

Huxlow Academy Information

The Curriculum

Our ambitious curriculum is designed to deliver our vision of “Thriving Through Excellence.” This means we offer a perfect balance of academic learning, personal development, and enrichment.

All teaching and learning is designed to meet our high expectations and aspirations with a clear focus on sharing knowledge and developing lifelong skills. Every child is pushed to do the very best they can do, whilst taking account of every individual’s needs.



Our Key Stage 4 programme is currently extended over 3 years to develop deeper understanding and mastery of subjects at GCSE, in order to achieve the highest outcomes and to aspire for every student to reach their potential.

- All students study English, Mathematics, Science, Religious Studies, Physical Education and French
- At Key Stage 3, students also study Technology, Geography, History, Music, and Drama
- At Key Stage 4, alongside our core subjects, students, make a number of option choices from the range of other subjects including Psychology, iMedia, Sociology, Photography, Dance and Business Studies.

All of this is supplemented by a rich programme of enrichment, curriculum themes and extra-curricular activities.

Our excellent Key Stage 5 provision is delivered alongside our fellow Tove Learning Trust partner, Rushden Academy, as part of The East Northamptonshire School (TENC). Our joint provision has one of the most comprehensive choice of subjects in the county, consisting of over 20 A Level courses and additional BTEC Level 3 courses. Please visit www.tenconline.co.uk for more details.



Huxlow Academy Information

Extra-Curricular and Enrichment

At Huxlow Academy there is a strong commitment from staff to offer our students an inclusive and enriching educational experience, both within the curriculum and through a wide range of extracurricular opportunities.

An exciting array of clubs, activities and trips provide a springboard for developing key life skills. There really is something for everyone! Inspiration is achieved through our many day and residential trips.



Post Covid we are also once again offering highly popular and enriching residential trips and experiences.

These include:

- Duke of Edinburgh expeditions
- Normandy/ Paris/ Holland – Cultural trips
- Austria Ski Trip
- Uganda - International Youth Conference.

Students have the opportunity to visit places of interest in the UK, including theatres, university campuses, science conventions and careers establishments. They are able to experience visiting speakers, authors, and theatre groups during their time at Huxlow. We are also extremely proud of our sporting achievements. Huxlow students have repeatedly achieved excellent results at District, County and National level. Many team and individual sports are run as clubs and activities by our motivated and competitive Physical Education team.



Huxlow Academy Information

Vision, Mission, and Values

Our Vision and Mission:

At Huxlow Academy we create the opportunities to enable everyone that walks through our doors to ultimately achieve our vision of “Thriving Through Excellence.”

Our mission is to achieve this by building an exceptional learning community of aspirational and responsible citizens.



Huxlow is an inclusive school where every student matters. Students come to Huxlow Academy from a variety of backgrounds and quickly become a part of the Huxlow family. Alongside high-quality teaching, we provide a wide variety of effective support. Our success is achieved by knowing every student as an individual and caring for them personally and academically. Students are prepared to successfully navigate the many opportunities and challenges that are presented by the modern world.



To fulfil our mission we work, study, and collaborate by placing a focus on three core values.

- **AMBITION** - We strive hard to achieve the very best in all that we do, and we celebrate achievement and excellence. We enable our students to fulfil their academic and personal purpose.
- **RESPECT** - We pride ourselves on being a school that fosters relationships in an atmosphere built upon empathy, mutual respect, dignity, equity, diversity, and fairness.
- **PRIDE** - Pride in all we do, both from within school and across the wider community, is at the core of our actions. Our students go on to become successful adults and we enable our students to develop the pride and character we need them to have in the future.

