



NEWHALL

PRIMARY ACADEMY

C/O REAch2 Academy Trust | Scientia Academy | Mona Road | Burton on Trent | Staffordshire | DE13 0UF

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Headteacher: Mrs Debbie Gayler BA (Hons) QTS, NPQH

Monday, 29th January 2018

School Business Manager Vacancy

Dear Applicant,

I am delighted that you have expressed interest in the post of School Business Manager at our new academy.

Overview

Do you have an eye for detail? Can you lead and manage people and teams? Have you got the people skills to build working relationships with a range of stakeholders? At Newhall Primary Academy we are looking for a Business Manager who will oversee all aspects of the academy's finance, administration and premises. We are looking for someone who is up for a challenge and wants to get stuck in with all aspects of our academy life!

Post Title:	School Business Manager
Contract type:	Permanent
Location:	Newhall Primary Academy The Chase Harlow Essex
Working hours:	37 hours per week (from 8.00am each day, some flexibility on finish hours is required), 43 weeks per year (38 weeks term time, 5 Inset Days and 4 other weeks to be worked during school holidays as agreed with Headteacher)
Start date:	1 st May 2018
Salary:	Essex Pay Range Mid-point 4 (30) – Mid point 5 (39) (£26,822 - £34,538 per annum, FTE) Actual salary £24,243 – £31,217 (depending on skills/experience)

About us

Newhall is a brand-new, state of the art academy on the Newhall development in Harlow, which is being built with the capacity for 420 children. The school will initially have an intake of 60 children. It will then grow year-on-year until it reaches full capacity.

The academy now has a Headteacher who is looking to appoint permanent staff to open the academy with and join him in being part of the unique opportunity to build and grow the school from its infancy. There is no doubt about it, setting up the academy from scratch will take vision, dedication and hard-work, but being part of that exciting and rare journey will be very rewarding to see the academy take shape over the next few years. To see more information about the school, including design plans of the school, please visit our website.

About the role



REAch2 Academy Trust is a charitable company limited by guarantee in England and Wales, Company number 08452281

Registered office Address: Scientia Academy, Mona Road, Burton Upon Trent, Staffordshire, DE13 0UF; VAT Number: 220 8862 15

As a member of the academy's Senior Leadership Team, the Business Manager will participate in the strategic management of the academy and will be responsible for the effective management of academy resources, including all aspects of the administrative systems and processes, overseeing the overall budget and strategic financial planning, the school site and buildings and being responsible for all aspects of Human Resources at academy level.

The role will grow and adapt with the academy over the coming years, and so the School Business Manager will need to be prepared for aspects of change and development as pupil and staff numbers increase over time. Ideally, we would be looking for someone to join us on 1st May 2018 to support the Headteacher in setting up systems and processes in readiness for the opening of the building in September.

Ultimately, you will be responsible for overseeing all aspects of the academy's administration, including undertaking reception duties, being front-of-house with parents and the community, as well as overseeing school finance, premises and health and safety. The Business Manager will have a number of roles that report into them as the role expands, including other administrative staff and all premises and site staff.

Typical tasks may begin with processing invoices and payments, ensuring sufficient stock is ordered and that the school administration systems and processes are set up and run efficiently. As time goes on, greater responsibility will be given for managing the academy's financial records and working closely with the Senior Leadership Team to manage all aspects of the academy's resources efficiently and effectively, ensuring best-value at all times.

What we're looking for:

We welcome applications from candidates with experience from educational or other financial and business backgrounds. The successful candidate will be expected to either hold or be prepared, within the first year, to achieve the Certificate in School Business Management (CSBM).

The successful candidate will have:

- The motivation to achieve the very best for the children in our care and be relentless in the pursuit of excellence
- Excellent inter-personal and leadership skills as well as the ability to inspire and challenge colleagues
- Proven experience of financial management, budgetary planning and control
- Experience of facilities management and an understanding of Health and Safety issues
- Have the ability to lead projects and understand change management
- Excellent communication skills and a good sense of humour

In return we can offer:

- A commitment to you and your professional development
- Friendly, supportive, enthusiastic and hardworking colleagues, staff and Governors
- A growing learning community
- Encouragement to develop new ideas and the opportunity to make a real difference

How to apply

We hope you will take the time to find out more about our new academy and experience our warm welcome. For further information about the role, or to arrange an informal discussion, please contact Debbie Gayler, Headteacher at head@newhallacademy.org or telephone 07785 445432.

Completed applications should be sent via e-mail to head@newhallacademy.org by 12 noon on Friday, 2nd March 2018.

Short-listed candidates will be invited for interviews w/c 12th March 2018. Newhall Primary Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

In applying for this post you are required to submit:

- A completed REAch2 Academy Trust Application form which contains the Person Specification form; and
- A supporting letter of application; not to exceed two sides of A4

The person specification contains the criteria that the selection panel will use in the selection process. In addition, the panel will place considerable emphasis on your supporting letter, which should not exceed two sides of A4.

When completing the application please follow these guidelines:

- You may choose to provide your details by hand or use a computer, but please complete all sections in black ink.
- Please submit the application form (containing the Person Specification Form) with your supporting letter. Do not submit a CV instead of an application form.
- When e-mailing your application, please ensure it is marked 'Confidential'.

Newhall Primary Academy has a rigorous Child Protection policy and is committed to the welfare of every child. Consequently, all short listed candidates will be asked for two references before interview and these could be followed up with a verbal discussion with your referee. If successful, your enhanced DBS check will be carried out irrespective of any previous checks and a Disqualification Declaration form will also be required.

Candidates will be expected to self-disclose information to us should there be any current or historical convictions, hearings or allegations. If this is relevant to you then please write to the Headteacher prior to interview about this, marking the envelope private and confidential.

If you would like any further information to assist you in your application, please do not hesitate to get in contact.

I look forward to receiving your application.

Yours faithfully,



Mrs. Debbie Gayler
Headteacher