



ST CLARE'S SCHOOL

REMARKABLE STUDENTS - UNIOUE ABILITIES

SCHOOL BUSINESS MANAGER

37 HOURS PER WEEK, 52 WEEKS (TTO NEGOTIABLE)

DERBY CITY GRADE J

£32,878 - £36,876

CANDIDATE INFORMATION PACK





What's included within this pack?

Within this pack you will find both information and advice on applying for a role within Esteem Multi-Academy Trust including:

- Welcome from the Headteacher
- About St Clare's School
- About Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline
- Appendix A – application form



Welcome from the Headteacher

Dear prospective applicant,

Welcome to St Clare's School!

It is a pleasure for me to write these few words of welcome on behalf of the students, staff and governors.

I know that the St Clare's team is one of the best in Derby. Everyone shares the belief that our students deserve the very best in terms of care, support and the opportunity to achieve. We know that our students are remarkable and they all have unique abilities. We are very fortunate to be working with them.

Visitors often comment on the warmth of their welcome from staff and students alike. We pride ourselves on our school values which we teach as part of our curriculum. We all share a code of behaviour which was drawn up by the students and is based on mutual respect and support.

When I asked The School Council what we did well at St Clare's they all said: "care, support, friendship and learning". They also said "St Clare's is where we can reach our goals". This is the inspiration behind our logo.

We are thoroughly committed to safeguarding our students. We are also thoroughly committed to ensuring equality of opportunity for everyone at St Clare's. St Clare's school has been an "Investor in People" for some years now and will continue to be so. A significant number of teachers are trained in coaching skills in order to support both each other and the students.

Kind regards,

Megan Stratton
Head Teacher



About St Clare's School

St Clare's School is committed to providing learning opportunities through a broad, balanced and relevant curriculum which allows all to achieve and celebrate success. We recognize that many of our students achieve through the support and care offered within our community.

We believe that students achieve the most when they feel safe, secure and valued. Our core values underpin the way we behave towards each other and those in our wider community. We believe that all of our students have the potential to enhance our community with their unique skills and abilities and we aim to help them contribute to society by building these skills.

St Clare's has been judged as "Outstanding" by Ofsted in our last three inspections and the Local Authority also endorse this. We pride ourselves on the progress that all of our students make whilst in our care. We provide opportunities to achieve in many areas both academically and beyond. We make sure that we tailor our provision to the needs of our students.

We encourage students to be as independent as possible in preparation for life beyond St Clare's.

Further information about our academy can be found on the website at www.stclareschool.co.uk



About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of ten academies throughout Derbyshire and east Staffordshire.

Formed by a group of like-minded school leaders in August 2018, the MAT is responsible for the education and care of approximately 1,200 students and employs around 750 staff.

Esteem Multi-Academy Trust has a well-defined set of values and a clear vision for the MAT to become a regional hub in the Midlands for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Work collaboratively and strategically to secure high-quality education for all young people in our academies;
- Deliver a skills-based curriculum that is tailored to individual needs and the specific requirements of students attending our academies;
- Create economies of scale through commissioning services and purchasing resources;
- Share expertise, best practice and resources to ensure high standards and value for money;
- Exploit fully opportunities for collaborative, continual professional development.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

Julian Scholefield, CEO



The Advertisement – School Business Manager

37 HOURS PER WEEK, 52 WEEKS (TTO NEGOTIABLE)

DERBY CITY GRADE J

£32,878 - £36,876

St Clare's School is part of Esteem Multi-Academy Trust and a vibrant, stimulating and specialist community in which pupils and staff value themselves and others. We aim to challenge, motivate and empower individuals with the skills and knowledge for a life beyond school. We want the students and staff of St Clare's to be both aspirational and inspirational. We are passionate about training and developing our staff.

We look to appoint staff who are willing to contribute fully to the life of the school and who are committed to safeguarding and promoting the welfare of children and young people.

The children and young people who come to us have a range of needs and abilities but are primarily categorised as Severe Learning Difficulties (SLD) or Complex Learning Difficulties (CLD/PMLD). However, we try not to talk about disability. Our culture and ethos is very much about abilities and how we can nurture and develop skills and knowledge to help our pupils for life beyond school.

Visits to the Academy are warmly welcomed and encouraged. Please arrange appointments through our Admin Team (admin@stclares.derby.sch.uk). Please only use the application and monitoring forms enclosed within the Pack; CVs will not be accepted. Completed application forms along with a covering letter need to be sent via email to the HR Team, hr@esteemmat.co.uk or via post to: HR Department, Esteem Multi-Academy Trust, Suite 43 Pure Offices, Lake View Drive, Annesley, Nottingham, NG15 0DT

St Clare's School is part of Esteem Multi-Academy Trust.

St Clare's School and Esteem Multi-Academy Trust are committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Closing date for applications to be received is Friday 24 January 2020 (12 noon).

Interviews are likely to be held W/C Monday 03 February 2020



How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to hr@esteemmat.co.uk. Applications can also be submitted by post, for the attention of the HR team, to the following address:

Private & Confidential
HR Department
Esteem Multi-Academy Trust
Suite 43 Pure Offices
Lake View Drive
Annesley
Nottingham
NG15 0DT

Application forms

These can be downloaded from the Trust website www.esteemmat.co.uk/jointheteam. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 12 Noon on Friday 24 January 2020.

Interview

Interviews are likely to be held W/C Monday 03 February 2020.

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

St Clare's School and Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an Enhanced criminal record check via the DBS.

[Tel: 01623 726104](tel:01623726104) Email: hr@esteemmat.co.uk

Job Description: School Business Manager

Post Title:		School Business Manager
Location:		St Clare's School
Purpose:		<ul style="list-style-type: none"> To make a major contribution to the successful management and business administration of the Academy and the MAT To ensure the business management function supports the educational aims of the Academy and the MAT To ensure the Academy develops as a business, generating and maximising income, making effective use of resources and achieving best value for money
Reporting to:		Headteacher – when working at academy level Chief Operating Officer – at MAT level
Responsible for:		<ul style="list-style-type: none"> Supporting the Headteacher in the strategic leadership of the Academy – including leading the Academy Finance, HR, Premises, ICT, Health and Safety and Administration functions Working with the Chief Operating Officer to provide a high-quality Business Management function across the MAT
Liaising with:		Academy Senior Leadership Team and staff Academy Local Governing Board Central MAT team - Chief Operating Officer, HR Manager, Finance Manager Other Academy Business Managers across the MAT Contractors and external agencies, including local authorities
Working Time:		Full time - 37 hours per week, 52 weeks (term-time only negotiable) Occasional evening work may be required
Salary/Grade:		£32,878 - £36,876 (Derby City Grade J)
Disclosure level		Enhanced DBS
PRINCIPLE RESPONSIBILITIES		
To Achieve the Above		<ul style="list-style-type: none"> Be responsible for strategic financial planning for the Academy in consultation with the Headteacher, Governors and MAT. Report on financial, budget and compliance matters to the Headteacher, Local Governing Board and the MAT as and when required. Implement and maintain accurate financial systems and procedures in the Academy, monitoring both income and expenditure, alerting the Headteacher and the MAT of issues or concerns.

	<ul style="list-style-type: none"> • Ensure the Academy operates financial systems and controls in accordance with the MAT's financial regulations, procedures and timescales. • Undertake appropriate procurement for the Academy, in accordance with the MAT's financial regulations and procedures. • Undertake timely and accurate payroll management and any pension related reporting, in liaison with the MAT payroll provider and MAT HR Manager. • Provide HR assistance and advice to the Headteacher and Academy staff, in line with Academy and MAT policies and procedures, taking advice and support from MAT HR Manager where appropriate. • Plan and manage change in accordance with school development planning. • Support the planning, management and maintenance of the Academy facilities, ICT and buildings in accordance with compliance and budgets. • Manage minor capital projects for the Academy. • Ensure appropriate levels of risk management, fire prevention, health and safety and security within the Academy. • Actively explore opportunities to obtain donations, grants and additional funding streams for the Academy, writing bids with successful outcomes in liaison with the MAT. • Attend and contribute to senior management, leadership team and appropriate governing board meetings. • Lead on whole Academy compliance in liaison with the MAT, including premises management, health and safety, education trips and visits, data protection, GDPR and other relevant matters. • Lead on and/or contribute to cross-MAT business management initiatives or projects as required.
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OTHER GENERIC RESPONSIBILITIES:

<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the Academy and the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
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- The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: School Business Manager

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Business management experience in a senior or middle management position • Experience of working with or for a school or academy in a business support function • Managing budgets, financial systems and accounts • Line management of staff teams and projects • Procurement and gaining value for money
Desirable		<ul style="list-style-type: none"> • Management or professional qualification (in a relevant discipline) • Experience of working in an academy and/or MAT organisation • Experience of working with special schools • Income generation • Buildings compliance / health and safety experience
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • A demonstrable, passionate commitment to improving the lives and opportunities of children and young people with special educational needs and challenging behaviours • Proven leadership and decision-making skills • Excellent time management, organisational and administrative skills • Excellent numeracy, literacy and communication skills, with the ability to liaise with and influence a wide range of stakeholders • Excellent ICT skills - MS Office products, finance packages and other software • Knowledge of relevant legislation (employment, information management, health and safety etc.) • Ability to work with tact, diplomacy and discretion and maintain confidentiality • A professional, pragmatic, and risk-based approach • Ability to develop effective teamwork and promote and maintain effective relationships • Creative thinking with the ability to anticipate and solve problems • Ability to multi-task, prioritise and remain calm in a pressurised environment • Personal energy and resilience in the face of challenge • Full driving licence - ability and willingness to travel
Desirable		<ul style="list-style-type: none"> • Knowledge or experience of special schools and pupil referral units

Safeguarding and checks

St Clare's School and Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

St Clare's School's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2018' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

An application form is available in [Appendix A](#) should you wish to apply for the role. An editable Word version of the form is available on the Trust's website at www.esteemmat.co.uk/jointheteam; click on the job role for which you are applying.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at www.gov.uk/guidance/documents-the-applicant-must-provide.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications to be received is Friday 24 January 2020 (12 noon).
Interviews are likely to be held W/C Monday 03 February 2020

Completed application forms can be returned electronically via email to hr@esteemmat.co.uk

If you wish to submit your application form by post, please return it to the following address:

Private & Confidential, HR, Esteem Multi-Academy Trust, Suite 43, Pure Offices, Lake View Drive, Annesley, Nottingham, NG15 0DT



APPENDIX A

APPLICATION FORM

APPLICATION FORM

**IMPORTANT – Before filling in this form, please read the additional information for applicants carefully.
Please complete in BLACK ink or TYPE.**

JOB DETAILS	
	Closing Date:

PERSONAL DETAILS																																
Title	Surname	First names																														
Previous names (if any)	Preferred first name																															
National Ins No	Address																															
Telephone	Postcode																															
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PRESENT OR MOST RECENT EMPLOYER	
Employer and address	Job title
	Annual salary or full time equivalent
	Start date
	Notice required if working
	Reason for leaving and date (if
Brief details of main duties and responsibilities	

PREVIOUS EMPLOYMENT

Please give details of all previous jobs since leaving full time education. Full details should be given for any period not accounted for by full time employment, education or training (e.g. unemployment, voluntary work, raising a family, part time work).

Employer and address	Job title and main duties	Dates		Reason for leaving
		from	to	

MEMBERSHIP OF PROFESSIONAL BODIES/ASSOCIATIONS

Please give details of membership of professional or technical bodies/associations. This section will not be relevant for some jobs.

Name of professional body	Membership level	Date joined	Professional registration number/reference

EDUCATION

Please give details of your education and qualifications.

Establishment attended	Course title/subject	Qualification(s) or outcome	Dates	
			from	to

PROFESSIONAL AND VOCATIONAL TRAINING

Please give details of any relevant training. This section will not be relevant to some jobs

Establishment attended	Course	Qualification(s) or outcome	Dates	
			from	to

SUITABILITY FOR JOB

Using the job description and person specification provided, please give further details about why you believe you are suitable for this job. You may wish to give examples of previous experience or skills and abilities, or any knowledge you have. Please continue on a separate sheet if necessary.

DISCLOSURE OF CRIMINAL RECORDS

Please give details of any criminal convictions, warnings, reprimands, cautions, or other orders, pending prosecutions, or criminal investigations. **We will only take them into account if we consider them relevant to the job for which you have applied.** You are not required to disclose offences which are spent under the Rehabilitation of Offenders Act 1974, unless the post for which you have applied is exempt under the Act. For these exempt jobs both spent and unspent offences must be disclosed, unless they are "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013. If the vacancy for which you are applying requires such a disclosure, this will be stated clearly on the advertisement and the supporting details you will have received with this form. For these posts an offer of appointment will be subject to satisfactory Disclosure & Barring Service clearance. Any information disclosed will be treated in the strictest confidence.

Have you any criminal convictions or are you at present the subject of criminal charges? Yes No

If yes, please provide details in a sealed envelope marked "Confidential" and bring to interview.

Have you lived or worked abroad in any one country for 6 months or longer at any time since the age of 18?

Yes No

If Yes, please give dates and countries

DECLARATION

I declare that the information on this form is true and accurate.

I understand that providing misleading or false information will disqualify me from appointment or may lead to me being dismissed if appointed to the post.

Privacy Notice

I consent to the information contained in this form, and any other information received by or on behalf of the trust relating to my application, being processed by the trust in administering the recruitment process and to assist with the prevention and detection of fraud.

Signature

Date

If you submit this form electronically, you will be required to sign this declaration if invited to interview.

Please advise us of any other information relevant to the recruitment process so we can ensure every attempt is made to meet your needs. This could include dates when you are not available for interview or any special requirements you may have such as necessary equipment and/or resources to enable you to attend an interview.

EQUAL OPPORTUNITIES MONITORING FORM

The trust is committed to its equality and diversity policy. We want to do all we can to prevent discrimination in any form and you can help us in this by completing the information below. The information given on this sheet will **not** be used to make decisions about who is recruited. The form will **not** be seen by the shortlisting/interview panel. It will be used to improve equality in recruitment and overall service delivery. Your help filling in this form is greatly appreciated. Thank you.

JOB REFERENCE No.	/	/
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DATE OF BIRTH	DD		MM		YYYY	
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RACIAL OR ETHNIC ORIGINS								
White British	<input type="checkbox"/>	<i>WB</i>	Other mixed background	<input type="checkbox"/>	<i>MO</i>	Black Caribbean	<input type="checkbox"/>	<i>BC</i>
White Irish	<input type="checkbox"/>	<i>WI</i>	Indian	<input type="checkbox"/>	<i>AI</i>	Black African	<input type="checkbox"/>	<i>BA</i>
White other	<input type="checkbox"/>	<i>WO</i>	Pakistani	<input type="checkbox"/>	<i>AP</i>	Other black background	<input type="checkbox"/>	<i>BO</i>
White & Black Caribbean	<input type="checkbox"/>	<i>MC</i>	Bangladeshi	<input type="checkbox"/>	<i>AB</i>	Chinese	<input type="checkbox"/>	<i>OC</i>
White & Black African	<input type="checkbox"/>	<i>MB</i>	Other Asian background	<input type="checkbox"/>	<i>OA</i>	Gypsy or Irish Traveller	<input type="checkbox"/>	<i>OG</i>
White & Asian	<input type="checkbox"/>	<i>MA</i>	Arab	<input type="checkbox"/>	<i>AR</i>	Any other	<input type="checkbox"/>	<i>OT</i>

DISABILITY	
Are you disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Esteem Multi Academy Trust welcomes applications from disabled people and undertakes to offer every appropriate support to enable them to gain and retain employment.	

GENDER	
Male <input type="checkbox"/>	Female <input type="checkbox"/>

RELIGION / BELIEF – please tick only one box					
Buddhist	<input type="checkbox"/>	Jewish	<input type="checkbox"/>	None	<input type="checkbox"/>
Christian (all denominations)	<input type="checkbox"/>	Muslim	<input type="checkbox"/>	Other religion or belief	<input type="checkbox"/>
Hindu	<input type="checkbox"/>	Sikh	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

SEXUAL ORIENTATION – please tick only one box					
Bisexual	<input type="checkbox"/>	Lesbian or gay woman	<input type="checkbox"/>	Gay man	<input type="checkbox"/>
Heterosexual	<input type="checkbox"/>	Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

HOW DID YOU FIND OUT ABOUT THIS JOB?
e.g. trust website, newspaper (please tell us which), Job Centre etc.

EMPLOYMENT	
Do you work for Esteem Multi Academy Trust at the moment?	Yes <input type="checkbox"/> No <input type="checkbox"/>