

Candidate Information Pack

Trust Business Manager

About Us

The Liverpool Diocesan Schools Trust (LDST) currently serves 17 schools within the Diocesan boundaries of Liverpool which incorporate the local authority areas of Liverpool, Knowsley, Sefton, St Helens and parts of Warrington, Wigan, Halton and West Lancashire.

A Christian culture of collaboration is at the heart of our Trust. Our schools have a strong Christian commitment to each other so that individual schools and the family of schools grow and improve through working together in a strong school to school network.

We have a very exciting opportunity for an inspirational Business Manager to join our committed and hard working team. This role would include an initial deployment to The Beacon Church of England Primary School which is currently expanding to two form entry. The Beacon is a popular and forward thinking school, rated Outstanding by both Ofsted and SIAMs.

The successful candidates will be energetic, highly-motivated and enthusiastic, having high expectations of children and themselves. They will be committed to helping pupils become confident, secure and happy learners.

Job Description

Title:	Trust Business Manager
Salary:	NJC Scale Point 30 - 35 (FTE £34,373 - £39,571) Actual Salary £30,457-£35,063
Hours:	FTE 0.8 – FTE 1.0 36 hours per week – Term time plus 2 weeks
Accountable to:	Head of School (School deployments) Trust Senior Finance Manager (Central Trust work)
Location:	The Beacon Church of England Primary School, Heyworth Street, Everton, Liverpool, L5 3QG (with potential for some working from the Trust HQ - St James' House, 20 St James Road, Liverpool. L1 7BY)

This is a central Trust role to provide business management support to schools within the Trust as directed. You will be initially fully deployed to The Beacon school in Everton (Liverpool), and it is anticipated that this deployment will be in place for the foreseeable future, however, the Trust has schools across the Liverpool Diocese, and you may be deployed to other schools within the Trust as part of your role. The Trust has embraced a flexible working model and therefore you will be able to work from home if desirable and when appropriate, however, it is anticipated most of your time will be spent in schools.

Main Purpose of the Role

To enable successful teaching and learning across the schools through supporting the Head of School/Executive Headteacher and staff team by:

- Ensuring the smooth and efficient running of the schools' office and of the schools' administration, personnel, premises, business, IT, and support services.
- Contributing towards the caring, inclusive, and child-centred ethos of the schools.
- Meeting with the Head of School/Executive Headteacher, governing body and any other relevant members of the Leadership team as appropriate, on a regular basis, to provide an overview of key issues relating to administration, premises, business, and support service matters including identifying priorities and contributing to strategic

planning in line with the ethos of the schools and the Schools' Development Plans.

- Managing all administration and site management staff.
- Attend governors meeting when required,
- Responsible for ensuring GDPR compliance.
- Act as Clerk to the Resources Committee, SLT or any other committees or meetings when required.

Personnel

- To co-ordinate all support and teaching staff recruitment.
- To be responsible for the effective administration of the recruitment process ensuring DBS, references, qualifications, and other relevant personnel material are sighted and checked. To maintain confidential staff records and to ensure that staff records are held in school securely.
- Ensuring the Single Central Record is up-to-date and held in line with the latest Trust and Ofsted advice.
- Managing the Sickness Absence procedure including inputting data to school and payroll systems and providing reports.
- To liaise with teacher supply agencies and their staff and to ensure appropriate safeguarding.
- To liaise with payroll with any changes to staff hours and duties, including overtime. To prepare and process additional hours and pay claims monthly.
- Ensuring adequate personnel systems are in place and to implement these including salary assessments, issuing of and amendments to contracts, payroll notification, monitoring of all salaries, absence returns, confidential files.
- Complete Staff Absence Insurance claims.
- Contribute to the development of staff through CPD and staff induction.

Management and Information Systems

- Maintain personnel records for all staff.
- Oversee maintenance of pupil data records.
- Responsible for submission of all returns and relevant information including School Census, Workforce Census and Key Stage Results.

- To lead planning of the effective provision of IT resources for the school including hardware/software.
- To support compliance with the Trust ICT Regulations and relevant reporting to Local Governing Body.

Premises

- To line manage the premises staff and ensure the maintenance of all school buildings, ground, and utilities, ensuring that any repairs are promptly and properly carried out.
- To oversee the management of facilities including use of facilities and associated income.
- To oversee the management of building works and ensure contractors comply with health and safety requirements.
- To keep up to date inventories of assets.
- To liaise with the Premises consultant with regard to statutory Health & Safety obligations for the school site and any day-to-day issues relating to the smooth running of the school.
- To support site management team with securing of school premises when required.
- To liaise with LDST health and safety consultant to ensure annual health and safety audit is completed along with any actions.

General Management and Administration

- Promoting the schools to parents, visitors and the wider community in line with its ethos, by providing a welcoming and supportive point of contact either face to face, by telephone, or via email; ensuring the provision of a welcoming, tidy and efficient school office and reception area; establishing and maintaining good working relationships with the whole school community.
- Ensuring that the schools' policy for safeguarding is applied (overseeing the admittance of visitors).
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services in line with Trust Scheme of Delegation.
- Promoting the schools and advising parents in relation to admissions and in-year admissions into the schools; notify the Admissions Committee of any in year applications; coordinate parental visits; manage admissions – maintaining the waiting list and applying the admissions policy.

- Ensuring that Management Information Systems and records are maintained and kept up to date.
- Ensuring adequate systems are in place for recording, monitoring, and reporting of attendance and punctuality information in line with the schools' policies and ensuring that pupils records are maintained.
- Support the Head of School/Executive Headteacher with correspondence, policy documents and publications as required.
- Advising and assisting the Head of School/Executive Headteacher with all Service Level Agreements and other contracts including the school's catering and cleaning services.
- Assisting in the coordination of special events.
- To liaise with the schools' educational visits coordinator to facilitate school trips and any school residential trips – including appropriate travel, insurance, and financial arrangements.
- To liaise with appropriate staff to maximise sources of income.
- Undertaking any other relevant duties within the competence of the post holder at the request of the Head of School/Executive Headteacher.
- Provide support to parents/carers when required.

Finance

- Assisting in the preparation and planning of the school's annual budget. Ensuring that the budget is administered and monitored in accordance with the needs of the school.
- To process monthly payroll sign-off. Ensure all overtime and staff sickness is submitted to payroll monthly.
- Ensuring adequate accounting and other financial systems are in place and operated, including the payment of invoices and monthly reconciliations.
- Ensure all items of income are posted correctly including income from parental pay systems.
- Arranging and supervising the schools' contracts and Service Level Agreements with external suppliers of administration and financial services.
- Ensuring that the schools achieve value for money in the execution of their activities, managing procurement and ensuring orders are placed in accordance with regulations.

- To support the production and collation of all necessary documentation and audit evidence to support the audit of the year-end financial statements of the Trust.
- Ensuring the presence of adequate financial controls at all levels, implementing audit recommendations and accounting correctly for VAT.
- Attending and contributing to Governors' Meetings on financial matters as required.
- Ensuring adherence to the Academies Financial Handbook and the Trusts Financial Procedures and Regulations.
- Identify opportunities for additional funding, write bids as required by Head of School/Executive Headteacher.
- Manage the tendering of all service contracts with a view to cost effectiveness.
- Deliver financial training, advice, and support to all budget holders.

Admissions

- Coordinate the admissions arrangements for the schools and nurseries.
- Co-ordinate Y6 pupil transfer to Secondary School.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Further Safeguarding policies can be found www.ldst.org.uk.

Candidates should also refer to 'Guidance for safer working practice for those working with children and young people in education settings' which can be found by following the link -

<https://saferrecruitmentconsortium.org/>

Appointment to this post is subject to a satisfactory enhanced DBS check, two satisfactory references, and verification of qualifications.

Person Specification

We strive to achieve excellence and to not only maintain our school, but to improve and enrich our school. To achieve this, you will need to:

- Embrace our distinctly Christian vision and values.
- Champion and role model a culture of high aspirations and high expectations.
- Work flexibly to meet the changing demands and priorities.
- Ensure that all staff are respectful towards pupils, with an unshakeable belief in their entitlement to a high-quality education.
- Engage with and promote the aims and objectives of schools and LDST.

	Essential or Desirable	Evidence (Application, Interview or Test)
A. Education / Expertise		
Certificate/Diploma in School Business Management or relevant professional qualification at degree level	D	AL
Formal qualification in English and Maths	E	AL
Experience of working successfully in a business environment (preferably in a school)	D	AL I
Minimum of 3 years' experience of working at management level	E	AL
Operating calmly under pressure and meeting deadlines	E	I T
Working as part of a team	E	I T
B. Knowledge and Understanding		
A sound knowledge and understanding of financial regulations pertaining to schools	E	AL I T
An understanding of school and DfE systems and procedures	D	AL I
An understanding of terms and conditions of employment for school staff	E	AL I

	Essential or Desirable	Evidence (Application, Interview or Test)
An understanding and commitment to equal opportunities	E	AL I
Sound knowledge of school-based software (e.g. SIMS)	E	AL I
Sound knowledge of Microsoft Office, including Excel	E	AL I T
Knowledge of Health and Safety legislation	D	AL I
Understanding of the value of a well organised school office	E	AL I
Understanding of the needs of a whole school community	E	AL I
C. Skills and Abilities		
Excellent financial management and analytical skills	E	AL I
Excellent verbal and written communication skills	E	AL I T
High level of literacy, numeracy and ICT skills	E	AL I T
Ability to maintain confidentiality and discretion at all times	E	AL I
Ability to lead and manage other members of staff	E	AL I
Ability to relate well to children and adults	E	AL I T
Ability to self-evaluate learning needs and actively seek professional development	E	AL I T
D. Interest, Motivation and Commitment		
Commitment to support the Trust's Christian Ethos and values	E	AL I

	Essential or Desirable	Evidence (Application, Interview or Test)
Commitment to equality of opportunity and inclusion	E	AL I
Commitment to ensuring the highest standards of safeguarding	E	AL I

How to Apply

Application Process

The application process for this role is a two-stage process:

- Application form
- Interview/Task

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please e-mail a.mcgurk@ldst.org.uk or by phone 07738 713 443.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: 9am - Monday 4th April

Interview Date: Friday 8th April

Start Date of Post: As soon as possible