

Trust Business Manager

Candidate Information Pack

About Liverpool Diocesan Schools Trust

We believe

Jesus said 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

- Collaboration
- Valuing the Local
- Valuing Difference
- Inclusion

We are a fully inclusive organisation and welcome applications from those of all faiths and none. We also encourage applications from individuals from minority communities.

Job Description

Title:	Trust Business Manager (2 positions available – 1 permanent, 1 Fixed Term Contract)
Salary:	NJC Scale Point 30 – 35 Full time equivalent salary £34,373 - £39,571 Term Time + 2 weeks salary £30,457 - £35,063
Hours:	36 hours per week (full time)
Working Weeks:	Choice of either Full Time or Term Time + 2 weeks (40 weeks)
Accountable to:	Headteacher (School deployments) Trust Senior Finance Manager (Central Trust work)
Location:	It is anticipated that one of the postholders will be based at The Beacon C of E Primary School, Liverpool. However, the Trust Business Manager may be based at any school within LDST.

The postholder will also occasionally be required to work from the Trust Headquarters in central Liverpool and the Trust's secondary office location at St Andrew's C of E Primary School in Maghull.

This is a central Trust role to provide business management support to schools within the Trust as directed. The Trust has schools across the Liverpool Diocese. The Trust has embraced a flexible working model and therefore you may 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 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 Headteacher, local 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.
- Attending local governing body meetings as required.
- Responsible for supporting GDPR compliance.
- Act as Clerk to the schools' local governing body, committees, SLT or any other meetings as required.

Finance

- 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 monitoring the schools' contracts and Service Level
- Agreements with external suppliers of 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 Local Governing Body meetings on financial matters.
- Ensuring adherence to the Academy Trust Handbook and the Trusts Financial Procedures and Regulations.
- Identify opportunities for additional funding and lead on writing funding bids.
- Manage the tendering of all service contracts with a view to cost effectiveness.
- Deliver financial training, advice, and support to budget holders.

Human Resources

- Line management of school office staff.
- To coordinate 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 for any changes to staff hours and duties, including overtime. To oversee the preparation and processing of 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 through the school's MIS.
- 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 any 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.

Admissions

- 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.
- Coordinate the admissions arrangements for the schools and nurseries.
- Co-ordinate year 6 pupil transfer to Secondary School.

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 effectively applied.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services in line with Trust Scheme of Delegation.
- 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 Headteacher with correspondence, policy documents and publications as required.
- Advising and assisting the 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 Headteacher.
- Provide support to parents/carers when required.

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 we expect all staff and volunteers to share this

commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.

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/>

Person Specification – Trust Business Manager

	Essential or Desirable	Evidence (Application, Interview or Task)
A. Education / Expertise		
Certificate/Diploma in School Business Management or relevant business qualification, or equivalent experience	E	AL
Level 2 qualification in English and Maths	E	AL
Experience of working successfully in business or office management	E	AL
Experience of working successfully in a school office environment	D	AL I
Operating calmly under pressure and meeting deadlines	E	I T
Working as part of a team	E	I T
Experience of line management and leading other members of staff	D	AL I
B. Knowledge and Understanding		
A sound knowledge and understanding of financial management	E	AL I T
An understanding of school and DfE systems and procedures	D	AL I

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview and 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 email recruitment@beacon.ldst.org.uk or call 07738713443.

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

Closing Date: 12 noon, 3rd November 2022

Interview Date: 7th November 2022

Start Date of Post: As soon as possible

School visit dates: Please contact Anna McGurk on 07738713443 to arrange a visit to school or The Trust.

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen