

Candidate Information Pack

Senior 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 Summary Evaluation of Liverpool Diocesan Schools Trust took place in May 2023 – Inspectors agreed 'Staff at all levels feel valued and invested in and benefit from a wealth of opportunities to support their career progression.'

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. However, we very much welcome candidates of all faiths and none.

We have a very exciting opportunity for a highly-motivated Business Manager to join our committed and hard-working team. The successful candidates will be committed 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:	Senior Trust Business Manager
Salary:	LDST Grade 11 NJC Spinal points 36 – 40 (FTE £42,503 - £46,549)
Hours:	36 Hours per week Full time weeks per year, or Term-time plus 3 weeks
Accountable to:	School Headteacher
Line Management:	Office Manager, Operations Manager, IT Lead, Exams/Cover Manager
Location:	St Michael's Church of England High School, L23 7UL

This is a central Trust role to provide business management support to schools within the Trust as directed. You will initially be supporting St Michael's Church of England High School based in Crosby, 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 two office locations in Maghull (L31 6DB), and Central Liverpool (L1 7BY). You may from time to time be required to attend these locations for training or other events.

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 school.

Main Purpose of the Role

To enable successful teaching and learning across schools through supporting the Headteacher and staff team by:

- Leading the administrative functions of the school.
- Ensuring the smooth and efficient running of the school's office, administration, personnel, premises, business, IT, and support services.
- Contributing towards the caring, inclusive, and child-centred ethos of the school.
- Meeting with senior leaders, governing body and any other relevant members of staff 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 meetings when required, including presenting on financial and other business matters.

- Responsible for ensuring GDPR compliance.

Finance

- Preparation and planning of the school's annual and five-year budget. Ensuring that the budget is administered and monitored in accordance with the needs of the school and Trust financial regulations.
- 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 payment systems.
- Arranging and supervising the school's contracts and Service Level Agreements with external suppliers of goods and services.
- Ensuring that the school achieves value for money in the execution of its activities, managing procurement and ensuring orders are placed in accordance with regulations.
- Deliver financial training, advice, and support to school budget holders.
- Provide financial analysis and support for any special projects or new initiatives within school.
- Identify opportunities for additional funding, including writing grant bids.
- 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.

Human Resources

- Line management of administrative staff, premises staff and IT staff.
- To co-ordinate all support and teaching staff recruitment.
- To be responsible for and oversee 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.
- To oversee and ensure compliance with sickness absence procedures, and complete relevant staff absence insurance claims.
- To oversee and ensure compliance with safeguarding procedures.

- To oversee changes to staff hours and terms through payroll, including overtime and other one-off payments.
- 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, and confidential files.
- 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.
- Ensuring that Management Information Systems and records are maintained and kept up to date.
- Responsible for submission of all returns and relevant information including School Census, Workforce Census and Key Stage Results.
- To support and oversee 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.

Admissions

- Coordinate and oversee the admissions arrangements for the school.
- Coordinate Year 6 pupil transfer from primary schools.

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 premises consultants with regard to 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 Trust health and safety consultant to ensure annual health and safety audit is completed along with any actions.

General Management and Administration

- Promoting the school 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 school's 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 school 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.
- 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.
- Provide support to parents/carers/pupils 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 a senior leader in the school and is 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.

Appointment to this post is subject to two satisfactory references, and verification of qualifications. This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and will be subject to an enhanced DBS certificate with a children's barred list check. You will also be required to complete a criminal self-disclosure form if you are short-listed for the post.

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

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

- Embrace our distinct 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 the Trust.

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

	Essential or Desirable	Evidence (Application, Interview or Test)
Specific experience of using SIMS Finance (financial ledger), IRIS Ed:Gen (MIS suite), or SharePoint (document management system)	D	A
Sound knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint etc.	E	A, I, T
Knowledge of Health and Safety legislation	D	A, I
Understanding of the value of a well-organised and well-run office	E	A, I
C. Skills and Abilities		
Sound financial management and analytical skills	E	A, I
Good verbal and written communication skills	E	A, I, T
Sound level of literacy, numeracy and IT skills	E	A, I, T
Ability to maintain confidentiality and discretion at all times	E	A, I
Ability to lead and manage other members of staff	E	A, I
Ability to relate well to children and adults	E	A, I, T
Ability to self-evaluate learning needs and actively seek professional development	E	A, I, T
D. Interest, Motivation and Commitment		
Commitment to support the Trust's ethos and values	E	A, I
Commitment to equality and inclusion	E	A, I
Commitment to ensuring the highest standards of safeguarding	E	A, 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 recruitment@ldst.org.uk.

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: 12 noon 24th August 2023

Interview Date: TBC

Start Date of Post: As soon as possible