



**Blessed Edward Bamber
Catholic Multi Academy Trust
Business Manager**

Information to Candidates

October 2019



Executive Director: Mr Stephen Tierney BSc (Hons), BPhil
Company No: 9111449
Registered Office: St. Walburga's Road, Blackpool FY3 7EQ
Telephone: 01253 396286
Website: www.bebcmat.co.uk
Registered in England & Wales

9th October 2019
Dear Colleague,

Thank you very much for your interest in the post of BEBCMAT Business Manager. We hope you find this pack informative and that it will encourage you to apply for the position. The deadline for applications to be received is the 3rd November 2019.

We formed as a Catholic Multi Academy Trust in September 2014. The Trust's Academies are Christ the King and St. Cuthbert's Catholic Academy, both one form entry primary schools, and St. Mary's Catholic Academy which is an 11-18 school with one thousand two hundred students on roll. Christ the King and St. Mary's Catholic Academies are co-located on the same site, in new or newly refurbished buildings, following a large capital programme. The parish church of Christ the King is also on the same site. St. Cuthbert's Catholic Academy is just under three miles away across the town. It has also benefitted from significant capital investment. The annual Trust budget is over £9 million.

The Trust has been deliberately set up with one Board of Directors to help co-ordinate and maximise the opportunities for the three academies to work closely together. The areas of finance, estates management and business management are three key areas to co-ordinate arrangements across the Trust. The Trust seeks to minimise the financial and administrative burden on senior leaders, in its academies, so they may focus all their time and efforts on the learning, personal and faith development of our young people.

The post is full time and full year. Please note holidays cannot be taken during term time. The Directors would consider a term time plus 10-15 days post if this proved more appealing to the successful candidate. The successful candidate will be required to work during the October half term to complete year end procedures. This requirement forms part of the contractual agreement for this post.

Further information about the Trust or any of the three academies is available on their individual websites. Please feel free to contact me if you have any queries or would like a look around.

We look forward to receiving your completed application.

Yours sincerely,

Stephen Tierney
Chief Executive Officer
On behalf of the Board of Directors



Blessed Edward Bamber

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JOB DESCRIPTION: BEBCMAT Trust Business Manager
SALARY SCALE: H5 - Points 47-52, currently £49,536 - £54,443
RESPONSIBLE TO: Chief Executive Officer

The Trust Business Manager has a key leadership role across the Blessed Edward Bamber Catholic Multi Academy Trust and its academies through leading key business functions. S/he has a responsibility for helping preserve the existing strengths of the Trust and providing day to day leadership in designated areas that contribute to the Trust's Mission & Vision. These duties must be discharged in such a manner as to actively enhance the Catholic nature and ethos of the Trust and further develop its distinctive mission with the Catholic Church.

Key Outcomes

1. Maintaining an appropriate annual budget surplus, positive cash flow and best value for money for the Trust and its academies.
2. High quality financial management and administration that meets the requirements of Company & Charity Law, the Education and Skills Funding Agency requirements, audit and financial regulations.
3. Competitive quoting and tendering processes, across the Trust, which meet financial regulations and ensure best value for money.
4. A Capital Strategy to ensure high quality, fit for purpose and safe learning environments across the Trust's estate.

These key outcomes will be achieved by:

Financial Governance & Management

- Assuming the responsibilities of the Trust's Chief Financial Officer.
- Producing and managing the implementation of the Trust's Financial Regulations for consideration by the Trust's Board in order to ensure effective control of funds, including annual recurrent budgets, capital budgets and other funds, in line with the requirements of Company & Charity Law, the Education and Skills Funding Agency requirements, audit and financial regulations.
- Managing the setting of the Trust's and its academies' budgets and monitoring the monthly spend, income and cash flow against the budget profile.
- To provide regular financial monitoring reports for the Chief Executive Officer and Board.
- Leading a proactive risk management strategy to ensure the Trust's Control Framework ensures appropriate and secure use of public funds, best value for money and address all issues identified in Auditors' Reports, management letters or annual planning document.
- Managing the preparation of the Trust's annual report and accounts for review by external auditors.
- Ensuring best value for money by acting as the lead contract officer, as required, and maintaining an overview of all competitive quoting and tendering processes within the Trust including the retention of appropriate records for auditors.
- Leading the development and implementation of data protection policies including acting as the Data Protection Lead for the Trust.

Financial Administration

- Leading the Trust's financial administration systems, ensuring that there are adequate and appropriate controls in place and regular reconciliations undertaken to confirm the integrity of the individual and integrated systems.
- Implementing procedures to ensure that primary financial documents are retained consistent with the Trust's statutory obligations.
- Managing the Trust's cash assets, ensuring that the liquidity of the Trust is adequate to meet its needs within the parameters agreed by the Board of Directors.
- To ensure all financial returns and reporting obligations are completed accurately and on time.
- Managing service level agreements/contracts the Trust or its academies enter into and maintaining an appropriate record of such.

Leading and managing finance, administrative, technical and premises staff:

- Leading the development of an Appraisal Policy and procedures for all finance, administrative, technical and premises staff in liaison with the Chief Executive Officer and Headteachers
- Leading the appraisal system for finance, administrative, technical and premises staff, in liaison with the Chief Executive Officer and Headteachers, across the Trust.
- Line managing the Trust's Finance Team.
- Assisting with the process of appointing finance, administrative, technical and premises staff to the Trust or its academies.
- Ensuring that all finance, administrative, technical and premises staff receive appropriate high quality professional development opportunities
- Managing the implementation of the Trust's agreed policies (for example Appraisal, Disciplinary, Capability, Fraud, Grievance, Sickness Absence Management, Whistleblowing) as required.
- Implementing the Trust's Safeguarding & Child Protection Policies and procedures.
- Leading the implementation of the Apprenticeship Levy funds.

Capital Strategy Programme

- Devising, developing and implementing a Capital Strategy across the Trust and its academies.
 - Co-ordinating the implementation of a planned preventative maintenance and refurbishment programme
 - Managing Asset Management (Conditions, Suitability & Sufficiency) Plans on behalf of the Trust and its academies.
 - Proactively leading the development of the Trust's estate.
 - Managing a programme of replacement of fixtures, fitting and furniture across the Trust and its academies.
- Bidding for/making returns to release capital funds on behalf of the Trust and managing capital programmes and projects as require.
- Managing a Lettings Policy for the Trust and its academies.

Other Responsibilities

- To support the Chief Executive Officer in the production of an annual Trust Business Plan.
- To prepare report for the Board or Chief Executive Officer and to attend meetings of the Board or its committees as requested or required.
- To increase the Trust's income through lettings, external funding, grants or sponsorship in keeping with the Trust's Catholic ethos.
- To lead the production of key corporate policies as determined by the Chief Executive Officer, the Trust's Board or one of its committees.
- To produce annual and occasional returns and submissions as requested or required.

The key terms included in the job description are:

Leading

This identifies the person with the ultimate responsibility, accountability and decision making powers within a specific area for the identified issue in accordance with the Trust's mission, vision, policies, systems, procedures or norms. The leader will be responsible for co-constructing the vision, policies, systems and procedures, with the Executive Director, staff, students/children and other senior leaders as appropriate. The term also includes the management of the specified issue as described below.

Managing

This requires the planning, implementing, monitoring compliance and evaluating of the specified issue in accordance with the Trust's policies, systems, procedures or norms.

Co-ordinating

Ensuring that staff with the designated responsibility lead and manage the specified issue in accordance with the Trust's policies, systems, procedures or norms. There is also a requirement to ensure there is coherence across the academies' staff.

Implementing

Ensuring that the specified issue is put into practice in accordance with the Trust's policies, systems, procedures or norms.

This post is subject to the CES (Catholic Education Service) form of contract and also to a satisfactory DBS (formerly Criminal Records Bureau) Enhanced Disclosure Certificate, medical clearance and verification of qualifications and National Insurance number.

Please note as part of the Academy's commitment to the protection and safety of its students:

- References will be required including a judgement about your suitability to work with children. Referees will be asked whether you have any disciplinary offences relating to children (even if spent) and whether you have been the subject of any child protection concerns.
- Open references supplied by candidates will not be accepted.
- A member of the interview panel will be trained in implementing Child Protection procedures.

These responsibilities will be reviewed in the light of the Trust's development plan and changing needs.

S. Tierney
9th October 2019

WHAT MAKES AN OUTSTANDING LEADER IN THE BEBCMAT?

In essence they get everyone into the same boat, all rowing in the same direction!

Outstanding leaders act at the pivotal point of the Trust's Catholic Mission ensuring that our vision and goals are implemented - minute by minute, day by day, week in and week out - through working effectively with people in their teams and beyond. They lead others and conduct themselves, at a personal and professional level, within the Catholic ethos of the Trust. Holding those students with greatest needs "closest to their heart" they provide an educational option for the poor and disadvantaged we are called to serve.

Seeing the big picture, they engage with complex whole Trust issues and understand that our strength as a Trust lies in our connectedness and being "one body". They are able to bring an expert perspective to discussions and decision-making, where relevant, whilst seeing well beyond their individual team goals and aspirations. Their words and actions show that they understand the whole is always more important than and takes a precedent over the individual parts. We are interdependent, connected and no team is an island.

Operating both laterally and vertically to support and co-construct the future success of our Trust, outstanding leaders, alongside other middle and senior leaders, are a power house of innovation and organisation and act as standard bearers within the Trust. They think creatively, are open to radical ideas and willing to seek mandates to act on them, enjoying solving problems before other people even realise there is one!

Their no excuses approach starts with themselves and extends to holding their teams and individuals accountable for high standards, enriching relationships, and the well-being of all. They have an "abundance mentality" believing that very high standards, outstanding care and enriching faith and personal development are powerful allies. They find time for their colleagues, showing a unified public face whilst putting the needs of the students first.

Their personal and professional standards, passion for their area of expertise, service and work ethic and ability to build enriching relationships act as an example to others within their team and beyond. They inspire trust and respect from the staff they work with on a "day to day" basis. Their significant influence is due to a personal and professional credibility with staff who value their input and appreciate that when a difficult situation arises they are the first to take responsibility and assume control of the situation. They manage administration effectively ensuring things run smoothly and the job gets done.

Our outstanding leaders have a curiosity and desire for their own learning, supporting and using innovation as a source of learning in addition to other effective forms of CPD. They encourage others within their team and beyond to do the same and have a profound expertise based upon models, principles and research as well as their own experience. As powerful people-developers, the induction of staff new to the Trust, continuous professional development of colleagues and generation of new leaders are all matters of the highest importance and priority. They invest time in coaching, knowing that it is a time investment that will be paid back many times over and appreciated by colleagues and the students who will benefit from it.

Highly emotionally intelligent, literate and resilient our outstanding leaders are able to perform effectively in difficult, pressurised situations taking their team with them through the challenging times. They achieve this by explaining and emphasising the vision and goals; coaching colleagues to help develop their skills; involving staff in decision making; leading by example; putting an arm around someone's shoulder or, on occasion, doing some straight talking. They are adept at choosing the right leadership style for the context they find themselves in, often using a combination of these approaches as appropriate. At difficult times they act as a "reservoir of hope and optimism", maintaining high morale, positive relationships and a sense of togetherness in the team and more widely in the Trust as a whole. They keep a focus on the goals to be achieved and ensuring a sense of well-proportioned perspective by individuals.

**Being an outstanding leader is a challenging role.
Let's not pretend otherwise!**

APPOINTMENT OF A TRUST BUSINESS MANAGER PERSON SPECIFICATION/SELECTION CRITERIA

[A] QUALIFICATIONS, TRAINING AND EXPERIENCE

	Essential	Desirable
Qualified Accountant (ACA, CIPRA, ACCA, CIMA)	✓	
Management qualification		✓
Knowledge and experience of Academy/Trust reporting requirements under the Academies Financial Handbook & Accounts Direction		✓
Recent participation in relevant professional development		✓
A number of years' relevant experience as a leader & manager within an organisation/company	✓	

[B] PROFESSIONAL KNOWLEDGE AND UNDERSTANDING

Applicants should be able to demonstrate a good knowledge and understanding of the following areas relevant to the phase and their implications for a Catholic Academy:

	Essential	Desirable
Effective leadership of finance, tendering & premises	✓	
The distinctive nature of a Catholic Academy/Trust	✓	
The Trust's role in the wider community	✓	

[C] LEADERSHIP AND MANAGEMENT

Applicants should be able to demonstrate from their experience ability to:

	Essential	Desirable
Lead and manage others within the context and beliefs of the Trust's ethos	✓	
Initiate and manage change and improvement in pursuit of strategic objectives	✓	
Prioritise, plan and organize	✓	
Direct and co-ordinate the work of others	✓	
Lead, support and work as part of a high-performing team	✓	
Delegate tasks; monitor and evaluate outcomes	✓	
Motivate and inspire staff, parents, directors and the wider Trust community	✓	
Act as a role model for staff by setting high personal and professional stands	✓	
Deal sensitively with people and resolve conflicts	✓	
Use appropriate leadership styles in different situations and understand their likely effects	✓	

[D] CONFIDENTIAL REFERENCES AND REPORTS

	Essential	Desirable
Application forms should be completed in full	✓	
Letters should address the criteria identified in the person specification	✓	
Letters should be clear, concise and no more than two sides of A4 using a reasonable sized font	✓	
Written reference(s) only	✓	
Confirming professional & personal knowledge, skills & abilities referred to above.	✓	
Positive recommendation from current employer.	✓	
Excellent attendance record.	✓	