



School Business Manager

Vacancy Information



**HumberEducationTrust**

Where everybody counts, every moment matters.

## We are Humber Education Trust.



Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing trust of 17 schools (13 primary schools and 4 special schools). We have a strong moral purpose and a determination to provide the best education possible for the children in our care.

- We always put the needs of children first
- We celebrate what joins us and also what makes our schools unique
- We embrace links with other education providers as we seek the best outcomes for children
- We have high aspirations for everyone in the school community
- We personalise the support offered to pupils, staff members and schools alike
- We believe in system leadership
- We are passionate educators of everyone in the school community
- We welcome challenge as this promotes positive change
- We are determined to achieve the best outcomes for every individual
- We are relentless in our pursuit of excellence

Thank you for showing an interest in working within our Trust. I wish you well with your application.



**Rachel Wilkes**  
*Chief Executive Officer*



## TWEENDYKES SCHOOL & SIXTH FORM SCHOOL BUSINESS MANAGER

**Grade & Scale point:** 9, scp 29-33  
**Salary:** £38,626 - £42,708 FTE, £35,349 - £39,085 Actual,  
£20.02 - £22.14/hr  
**Hours of work:** 37 hours per week  
**Contract:** Permanent, Term time + 15 days (205 days per year)  
**Start date:** January / February 2025

**Do you have a relentless drive for excellence, a positive attitude and are you committed to making our school a warm, safe and friendly environment for our staff and pupils?**

Working closely with senior leaders, you will be responsible for the general management and administration function of the school and the management of support staff. Key responsibilities include the operation of the school office, facilities, HR and financial management, ensuring compliancy with statutory guidelines.

Our friendly team, who constantly strive to provide the very best educational experience for our young people, are committed to supporting every aspect of a child's development including, health, safety, enjoyment and achievement.

### JOB REQUIREMENTS:

- To effectively manage the operational financial matters of the school in line with statutory requirements and an agreed action/development plan.
- To oversee and ensure the Health & Safety Compliance of the school is meeting the requirements of the Trust and the Health & Safety Law.
- The ability to lead and manage the non-classroom staff in order to allow other members of the senior team to concentrate on their prime purpose of teaching and learning.
- To oversee the effective management and upkeep of the school site and buildings, overseeing all aspects of statutory safety checking and testing across the school.
- To manage the school recruitment and payroll database, ensuring school compliance with GDPR.
- To promote and safeguard the welfare of children and young people

### THE SUCCESSFUL CANDIDATE WILL HAVE:

- Level 4 Diploma of School Business Management or equivalent administrative qualification
- GCSE A-C English & Mathematics or equivalent e.g. L2 Certificate
- Experience of working in senior finance/administration and preparing budget accounts
- Experience of HR and Health and Safety responsibilities
- Clear analytical skills to allow the exploration, evaluation and interpretation of information
- Excellent interpersonal and written skills

## AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our Teaching & Learning Ambassadors and peer networks.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

If you believe you are the right person for this role, then we would love to hear from you.

**Visits to our school are welcome by appointment.** Please contact the Executive Headteacher, Berni Moorcroft, Tel: 01482 826508 for an opportunity to view the school.

**Closing date for completed applications:** 8am, Friday 6 December 2024  
**Interview date:** w/c 9 December 2024

If you have any queries regarding the role or application process, please contact Berni Moorcroft, Executive Headteacher, at Tweendykes School, via [head@tweendykes.het.academy](mailto:head@tweendykes.het.academy) or Tel: 01482 826508.

## HOW TO APPLY:

Please download our [application form](#). Once complete, please upload to our ETeach careers page with an optional cover letter

As part of Humber Education Trust's recruitment processes, in accordance with statutory KCSIE guidance, an online search will be carried out on all shortlisted candidates. Those shortlisted for interview will also be required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

## CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

## SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.



## JOB DESCRIPTION

**SCHOOL:** Tweendykes School **GRADE:** 9

**JOB TITLE:** School Business Manager **DATE PREPARED:** 22<sup>nd</sup> November 2021

**EVALUATION DATE:** 22/11/2021 **JE NUMBER:** HET 61

**STATEMENT:** To show, at all times, a personal commitment to treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Schools Equality Statement and Code of Conduct.

### PURPOSE:

- The SBM is responsible to the Head Teacher and the Local Governing Body to submit budget plans for approval, planning and maintaining and keeping the Headteacher and Local Governing Body well informed of the current state of the school budget. To make sure the school operates and meets its financial statutory responsibilities and requirements in line with the Trust's Scheme of Delegations and the Academies Handbook. To give strategic vision and leadership to all aspects of the budget and finance.
- They will be responsible to the COO to ensure that all business functions provide value added support and advice to the schools in a timely and professional way, ensuring that appropriate support for teaching and learning is in place.
- Support and advise the Local Governing Body, Head Teacher and SLT on financial performance and outlook, maximising all financial opportunities available to the school. The SBM will also be required to keep HET's Chief Operating Officer informed of any discrepancies or concerns.
- The SBM will manage the school administrative staff and support the Chief Operating Officer with the financial aspects of the Trust risk management strategy supporting both the internal and external audit process ensuring school compliance.
- The SBM will work closely with other senior leaders, staff and governors to ensure the safe, effective and efficient provision, operation and development of the school in accordance with the requirements of the Head Teacher and Local Governing Body. They will be expected to use initiative, judgement and creativity to ensure that the requirements of the post are met and the school's aims and objectives achieved.
- The SBM will maximise organisational efficiency and effectiveness by helping teachers devote maximum time to their teaching.
- The SBM will lead and develop the school's administrative support staff, ensuring they are helping teachers to devote maximum time to their teaching. Develop information management systems and procedures.
- The SBM will provide support and guidance to ensure the school meets its Health and Safety responsibilities.

## JOB DESCRIPTION

### PRINCIPAL ACCOUNTABILITIES:

1.	<p><b>Leadership &amp; Strategy</b></p> <ul style="list-style-type: none"> <li>➤ Negotiate and influence strategic decision making as part of the School Leadership Team (SLT).</li> <li>➤ Attend and participate in staff meetings/other working groups as are appropriate to the role</li> <li>➤ Ensure that all resources are managed effectively and efficiently</li> <li>➤ Present timely and fully costed proposals, recommendations or bids</li> <li>➤ Plan and manage change in accordance with the School Improvement Plan</li> <li>➤ Lead and manage the key support functions. This could include direct line management responsibility where appropriate - administrative and clerical, financial, technicians, medical, welfare and teaching assistants, premises and maintenance, ground staff, cleaners and caterers all with differing capabilities</li> <li>➤ Participate in trust wide procurement projects, acting as stakeholder for their school and contributing to the delivery of large scale procurement exercises</li> <li>➤ Oversee the Census returns for accurate completion and timely return</li> <li>➤ Ensure maintenance of pupil records are accurate and complete</li> <li>➤ Understand the effects and implications of government policies, legislation, directives, trends and developments</li> <li>➤ Ensure all tasks are carried out with due regard to Health &amp; Safety and Risk Management</li> <li>➤ Undertake appropriate professional development adhering to the principles of performance management</li> <li>➤ Set an example of personal integrity and professionalism</li> </ul>
2.	<p><b>Finance</b></p> <p>To work closely with the Headteacher and the Chief Operating Officer on any operational financial matters affecting the smooth running of the school in line with statutory requirements and an agreed action/development plan. This includes: -</p> <ul style="list-style-type: none"> <li>➤ Considering financial implications of educational priorities and critical activities across the school and its partners</li> <li>➤ To have strategic oversight of the school's funds both capital and revenue, to advise and support the head teacher and governors. This includes an overview of all income generation through a variety of methods, in order to deliver sufficient funds to achieve the school's strategic objectives e.g. bid writing</li> <li>➤ Provide information and strategy for future class:staff ratios to ensure appropriate levels of expertise are retained and budgeted for.</li> <li>➤ Preparation of the school's annual budget and five year plan for approval by the Headteacher and the Local Governing Body in line with the school development plan</li> <li>➤ Monitoring all expenditure and income against approved budgets and provision of analysis to budget holders, the Headteacher and the Governor's Finance Committee/relevant Committee</li> </ul>

## JOB DESCRIPTION

- To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review in conjunction with the Accounting Officer, Chief Operating Officer
- To monitor all accounting procedures and resolve any problems including: -
  - the ordering, processing and payment of all goods and services provided to the school;
  - demonstrate effective benchmarking procedures to identify improvement indicators and ensure best value
  - the operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once a month;
  - maintaining an asset register;
  - Preparation of invoices and collection of fees and other dues.
  - To provide the COO/ Auditors with information necessary for the preparation of the final accounts at the end of the financial year
  - To provide school level information as required for Trust financial returns
  - Be responsible for the reconciliation of financial records including VAT transactions, bank statements, petty cash and the monitoring of the School Fund etc.
  - To manage, implement and develop all financial controls in accordance with Academy procedures.
  - Be responsible for the Sales Ledger, Purchase Ledger, Cash book and Nominal ledger functions and ensuring all orders/payments are complying with Best Value Policy
  - Ensure the processing of monthly overtime and mileage payments received are appropriately submitted, ensuring authorisation has been obtained and details are correct.
  - Manage the checking of staff salaries/wages against financial planning figures, in particular checking for omissions, allowances, correct values and correct profiled expenditure
  - Reconciling of payroll reports and processing of journals into the SAGE 200 system
  - Prepare monthly cash flow report
  - Reconcile bank accounts
  - Produce financial reports at month end
  - Production of regular management information, including financial data and produce reports for the senior leadership team/Governors
  - Assist with monitoring budgets and report any issues to school management - to give timely and accurate guidance, advice and reports to the Headteacher, Senior Management Team and Governors on all on all financial and budgetary matters.

## JOB DESCRIPTION

	<ul style="list-style-type: none"> <li>➤ To participate in the recruitment of support staff as necessary</li> <li>➤ Implement any changes to salaries for support staff and teachers on an annual basis, as necessary</li> <li>➤ To ensure good value for money is achieved in procurement of goods and service e.g. monitoring the on-going effectiveness of the services procured</li> <li>➤ To be responsible for seeking insurance and advising the Headteachers/Governors on appropriate insurances for the school and handling any claims that may arise</li> <li>➤ To work reciprocally with other Business Managers to undertake monthly quality checks of school financial reporting</li> </ul>
3.	<p><b>Administration and Information Management</b></p> <ul style="list-style-type: none"> <li>➤ Manage the school payroll database and be responsible for its effective operation. Ensure provision of accurate, timely information in order that informed decisions can be made by the senior management team enabling the school to run smoothly.</li> <li>➤ To represent the school at any relevant meetings regarding school business to ensure that the school meets the requirements of the Trust, LA, Internal Audit etc.</li> <li>➤ Oversee preparation and production of all school records and publications.</li> <li>➤ To ensure that information given to staff, pupils and parents is accurate and up to date.</li> <li>➤ Ensure school compliance with confidentiality and the documentation requirements of GDPR. Act as Specific Point of Contact for Information Governance.</li> <li>➤ Take minutes at meetings as required.</li> <li>➤ Manage and maintain computerised records.</li> <li>➤ To lead all aspects of school finance and administration and to ensure that all information given to staff, parents and governors is accessible and up to date</li> <li>➤ Arrange for provision, analysis and evaluation of data and detailed reports/information.</li> <li>➤ When appropriate prepare school level policies, guidance and working procedures relating to school business management</li> <li>➤ Maintain the school Register of Business Interests</li> </ul>
4.	<p><b>Facilities Management</b></p> <ul style="list-style-type: none"> <li>➤ To contribute to the school's disaster and recovery plan.</li> <li>➤ To implement risk management and loss prevention strategies.</li> <li>➤ Oversee all documentation related to the reporting of all accidents/incidents to the relevant authorities.</li> <li>➤ To consult with Head Teacher to monitor a rolling programme of refurbishment works within budget constraints using the condition survey and including new build projects</li> <li>➤ To maintain and keep up to date an asset register.</li> <li>➤ To ensure the HET site activity compliance system (EVERY) and all staff statutory training is completed on time and in line with the HET expectations.</li> <li>➤ To oversee the effective management and upkeep of the school site and buildings, checking maintenance schedules and record keeping is updated, overseeing all aspects of statutory safety checking and testing across the schools, including all activities related to fire safety, legionella and asbestos.</li> <li>➤ Ensuring the security of the school's sites is managed effectively</li> </ul>



## JOB DESCRIPTION

5.	<p><b>ICT</b></p> <ul style="list-style-type: none"> <li>➤ To be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems. Be responsible for the design and effective operation of administrative procedures. Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information</li> <li>➤ To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.</li> <li>➤ Ensure back-up of school data is done daily and stored appropriately</li> </ul>
6.	<p><b>HR</b></p> <ul style="list-style-type: none"> <li>➤ To lead and manage the non-classroom staff in order to allow other members of the senior team to concentrate on their prime purpose of teaching and learning.</li> <li>➤ To manage all of the recruitment and appointment administrative duties related to the School's personnel responsibilities, ensuring all relevant personnel documentation is maintained and kept up-to-date. This includes contracts of employment, appointment letters, clearances for the Single Central Record, all New Starter Forms, Leavers Forms, Variation Forms and the relevant accompanying records</li> <li>➤ Ensure that the School has an up to date and accurate Single Central Record and that this is reviewed and audited regularly to ensure it is "inspection ready" at all times. In addition, ensure that all annual staff returns are collated and retained as required, i.e. ICT acceptable usage policy, pecuniary interest declarations, relevant risk assessment reviews, statutory training records as per trust requirements.</li> <li>➤ Be responsible for the direct oversight of the Sickness Absence policy, implementing the first formal stages in consultation with the Headteacher/SLT. Where a school employs a HR Officer, the post holder will manage and have oversight of their role in the management of sickness absence. The post holder will ensure chronological documentation is maintained in all staff files in order that policy meetings and hearings can be undertaken effectively. It is expected that this post holder will ensure all elements of the HET Sickness Absence policy are followed in line with advice and guidance from the Trust HR Provider and that they ensure Senior Leaders remain fully informed of developing, policy level absences.</li> <li>➤ Manage all other Absence and Leave policies and procedures in accordance with advice taken from the trust HR provider. Review and approve routine leave of absence requests in accordance with policy. Decisions requiring discretion with reference to the Headteacher.</li> <li>➤ Ensure all HR policies and procedures are maintained and followed effectively, liaising with the Trust HR provider at all times for advice and support.</li> <li>➤ Ensure the SLT and LGB is rigorous in reviewing the HR data dashboards available to them and addressing areas of concern or continuous improvement, including staff absence statistics and trends.</li> <li>➤ Oversee the deployment, motivation and development of support staff, to ensure that the workforce is flexible and responsive, and contributes to school improvement. This will include the introduction of a cycle of performance management for all non-classroom support staff.</li> </ul>

## JOB DESCRIPTION

	<ul style="list-style-type: none"> <li>➤ ensuring all statutory staff training is completed on time as part of a trust rolling programme.</li> <li>➤ ensuring that appropriate systems are in place for recording and storing confidential staff records and information in line with the Data Protection Act/GDPR.</li> </ul>
7.	<p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>➤ Oversee and ensure the Health &amp; Safety Compliance of the school/s is meeting the requirements of the Trust and the Health &amp; Safety Law.</li> <li>➤ To ensure that the school has an up to date health and safety policy.</li> <li>➤ To ensure that all accidents/incidents are reported and appropriate action taken to ensure prevention of similar accident/incident. This will require oversight that all relevant documentation has been completed effectively and the process of investigation has been thoroughly undertaken. The post holder will undertake any necessary RIDDOR reporting and liaise/take advice from the COO and/or trust H&amp;S partner</li> <li>➤ To have knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils and staff.</li> <li>➤ To prepare and review risk assessments, ensuring there is a system of annual review for all staff.</li> <li>➤ To undertake a termly site review and a reciprocal site review of another school</li> <li>➤ To carry out periodic monitoring exercises/topic audits and investigating accidents/incidents of significance and communicate findings to the COO and LGB.</li> </ul>
8.	<p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>➤ To support the development of the school's website, developing, updating and maintaining the administrative areas of the site. To assist in ensuring that the school's image is enhanced through the involvement of stakeholders (including parents and students) in decision-making and the development of a professional corporate image</li> <li>➤ To promote the school positively to the students, parents and the community.</li> <li>➤ To maximise the use of the school's facilities to generate income, as appropriate</li> </ul>
9.	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>➤ To ensure the school meets its health and safety responsibilities, having regard to the Health and Safety at Work Act 1974.</li> <li>➤ To show loyalty, being supportive and professional at all times.</li> <li>➤ Make new staff feel welcome and staff induction book is given and resources/facilities are available.</li> <li>➤ Maintain bookings for staff courses and ensure CPD files are kept up to date.</li> <li>➤ Act as a mentor for newly inducted School Business Managers and/or aspiring Business Managers.</li> <li>➤ Support other schools in the short term absence of their Business Manager under the direction of the central trust. This is not expected to be regular and individual circumstances and demands will be taken into account.</li> <li>➤ to promote and safeguard the welfare of children and young people.</li> </ul>

## JOB DESCRIPTION

### GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The SBM must be flexible to ensure the operational needs of the school and HET are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in Humber Education Trust.

### DIMENSIONS:

#### 1. Responsibility for Staff:

The post holder has line management and development responsibility for non-classroom support staff.

#### 2. Responsibility for Customers/Clients:

The job impacts on all pupils and their families in relation to all principle accountabilities. The post holder ensures that safe working practices are in place to minimise risk of injury. The postholder is on the Senior Leadership Team.

#### 3. Responsibility for Budgets:

The post holder is responsible for preparing and monitors the school's resource plan, and monitors budget commitments - keeping budget holders aware of their budget spending. Reports termly to the local governing body and COO with an up to date Financial Report. The budget will be over £3.75 million.

The SBM also has responsibility for Multipay card and oversight of the School Fund a/c.

The post holder will oversee the use of Devolved Formula Capital and complete all necessary applications to HET for central capital funding. The post holder will be responsible to ensure that all works are completed as per a feasibility study, completed on time, compliant with health and safety standards and within budget

The post-holder will write and submit local bids to acquire funding and be responsible for the spending and monitoring of such monies.

#### 4. Responsibility for Physical Resources:

The post holder is responsible for the security of the school data including sensitive records, overseeing policies, procedures and information and ensuring that they meet statutory requirements. The post-holder is jointly responsible for the management, improvement and health and safety (including security) of the school's premises and plant. They will act in accordance with HET expectations in respect of Health & Safety Auditing, LGB reporting, termly site inspection requirement and reporting, ensure timely and compliant maintenance of the HET site activity compliance system (EVERY) and ensure all staff statutory training is completed on time and in line with the HET expectations.

## JOB DESCRIPTION

### WORKING RELATIONSHIPS:

#### 1. Within Service Area/Section:

Reports to Head Teacher/s and COO

Works closely with other members of the senior leadership team.

Supports and advises teaching staff.

Deploys, manages and develops support staff.

Works with and produces policies that impact on staff

Works with and produces policies that impact on students

#### 2. With Any Other School Areas

Works collaboratively with other School Business Managers to improve practices in all HET schools, explore opportunities for maximising school resources.

Works closely with HET in developing policies and procedures relating to finance, staffing and premises related issues.

#### 3. With External Bodies to the School

Reports to and advises LGB on legislation and policy matters.

Works closely with Trust partner organisations in relation to support services, community use and contractual issues.

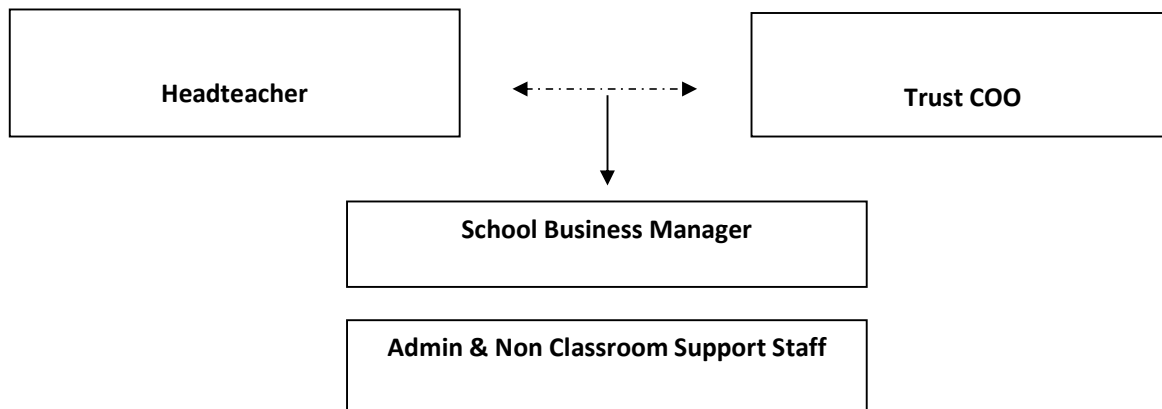
Works with external contractors/suppliers in relation to contracts and agreements.

Produces and submits information to the Trust as required.

Works collaboratively with School Business Managers across the locality in order to share good practice.

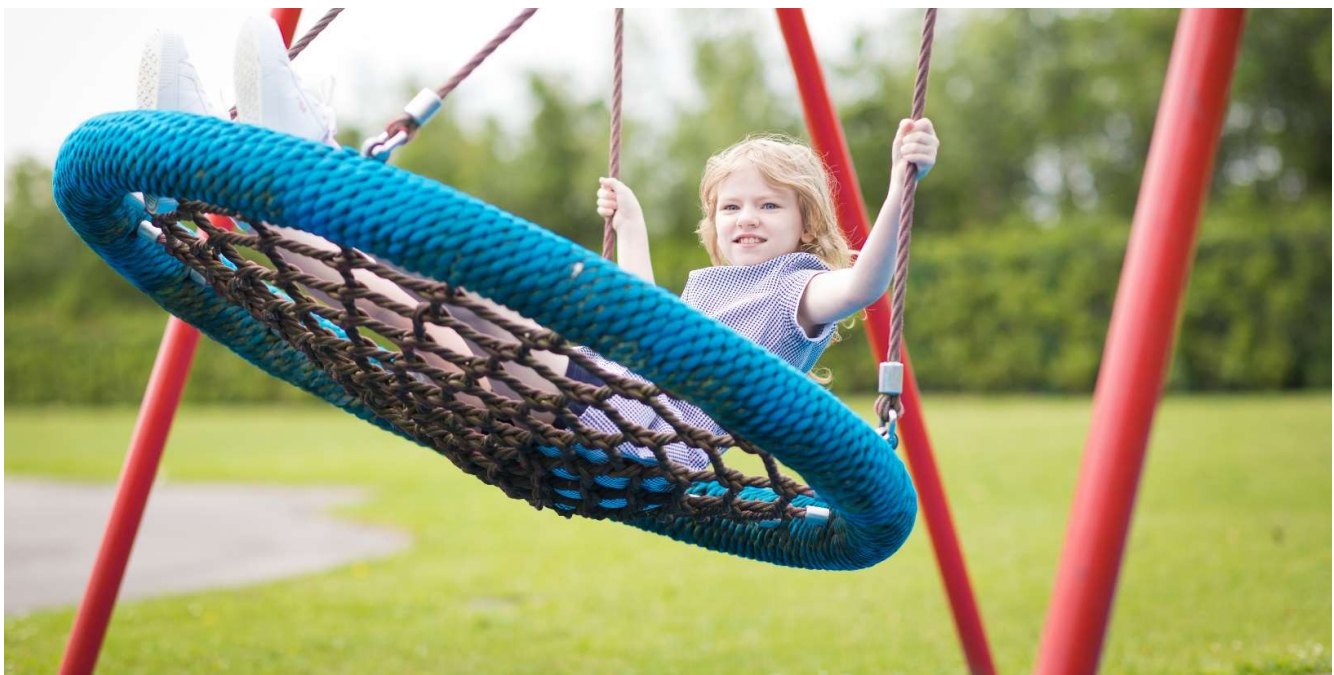
### ORGANISATION CHART:

#### Collaborative Line Management and Performance Management



## JOB DESCRIPTION

	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).	✓					N/A	
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).	✓					N/A	
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					Abusive telephone calls / dealing with aggressive and distressed parents and carers. Pupils' personal issues/family problems.





## PERSON SPECIFICATION

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<b>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</b> <i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring CRB's), T = Test/Assessment, P = Presentation</i>		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>1.</b>	<b>Qualifications:</b>			
1.1	Level 4 Diploma of School Business Management – or other Level 4 qualification in a relevant discipline	✓		AF
1.2	ICT qualification i.e. ECDL or equivalent		✓	AF
1.3	A record of Continuing Professional Development activities	✓		AF
<b>2.</b>	<b>Relevant Experience:</b>			
2.1	Experience of working in a senior finance/administration and preparing budget accounts.	✓		AF
2.2	Successful management of an admin/facilities management team.	✓		I/R
2.3	Experience of working with and building positive relationships with a range of multi-disciplinary teams.	✓		I/R
2.4	Experience of working to competing deadlines.	✓		I/R
2.5	Experience of producing and presenting financial reports and documents to a wide range of audiences, including the Local Governing Body.	✓		AF
2.6	Experience of working with financial systems and planning tools.	✓		I/R
2.7	Experience of HR and Health and Safety responsibilities.	✓		AF
2.8	Experience of producing complex documents and reports for a variety of audiences including Excel spread sheets and Microsoft Office.	✓		I/R
2.9	Experience of using and supporting others in the use of financial software packages including Microsoft Office/Excel/PowerPoint/Publisher/Email etc.	✓		AF
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
3.1	Motivation to work with children and young people	✓		I/R
3.2	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		I/R
3.3	Excellent IT skills and the ability to compile, manage and analyse data	✓		I/R
3.4	Excellent planning and organisational skills with the ability to work under pressure, to use initiative, prioritise work and meet competing deadlines and targets.	✓		I/R

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3.5	Ability to work without supervision and make decisions and recommendations based on the analysis of options or to act independently in situations where managerial direction is limited and to adopt a flexible and innovative approach to work.	✓		I/R
3.6	Clear analytical skills to allow the exploration, evaluation and interpretation of information and opinions and utilisation of management information systems	✓		I/R
3.7	Strategic thinker, able to visualise goals and originate action necessary to get decisions implemented. Show independence of thought necessary to identify and pursue new lines of opportunity for development.	✓		I/R
3.8	Ability to build and maintain effective working relationships at all levels with staff and other professionals e.g. Finance, Human Resources, School Business Managers, Headteachers etc.	✓		I/R
<b>4.</b>	<b>Knowledge:</b>			
4.1	A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults	✓		I/R
4.2	Specific knowledge of statutory requirements, procedures and regulatory requirements relating to academies and in particular Multi Academy Trusts/Trust Boards.	✓		I/R
4.3	An understanding of ESFA, Local Authority, DfE, HMRC and other external body policies, practices, procedures and statutory requirements	✓		I/R
4.4	Knowledge of Accounting Software Packages – SAGE 200 (Education), SAGE 50, Other Academy Packages	✓		I/R
4.5	Specific knowledge in areas of Administrative Procedures, Business Administration, Finance and Human Resources, Health and Safety, Estate Management and Risk Assessments.	✓		I/R
4.6	Good knowledge of Microsoft Office and Excel	✓		I/R
4.7	Knowledge of General Data Protection, Freedom of Information legislation.	✓		I/R
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			

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5.1	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults	✓		I/R
5.2	Good interpersonal skills showing maturity and sensitivity of approach when necessary to communicate and negotiate effectively. This includes presenting and explaining financial information for all to understand.	✓		I/R
5.3	The ability to communicate effectively and use courtesy and diplomacy at all levels, showing confidentiality and the skill to diffuse difficult situations when they arise.	✓		I/R
5.4	Team player, personable, emotionally intelligent with a sense of humour	✓		I/R
5.5	High level of influencing, negotiating and training skills are required.	✓		I/R
Written Skills				
5.6	Excellent written skills - The post-holder is required to produce written reports for a variety of audiences (including non-specialists), exchanging wide-ranging, complex and contentious information and to submit reports sometimes complex to governors, senior leadership team, colleagues and others on key financial issues.	✓		I/R
5.7	Use of e-mails and other electronic communications systems.	✓		I/R
6.	Other:			
6.1	Lengthy period of concentrated attention over a range of different activities and within tight competing deadlines sometimes outside of normal business hours.	✓		I/R
6.2	Maintains high levels of confidentiality at all times	✓		I/R
6.3	Ability to present a smart professional image in line with the Dress Code of the school	✓		I/R
6.4	Commitment to staff's and own personal development.	✓		I/R
6.5	Self-motivation and personal drive to complete tasks to the required time scales and quality standards	✓		I/R
6.6	Strives for excellence and ways to improve their own performance and the performance of the school	✓		I/R

## PERSON SPECIFICATION

PERSON SPECIFICATION				
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7.	<b>Disclosure of Criminal Record:</b>			
	The successful candidate's appointment will be subject to Humber Education Trust obtaining a satisfactory Enhanced DBS Disclosure from the Criminal Records Bureau	✓	N/A	DBS Disclosure
	If the SBM requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after short listing)

**Signed & agreed .....**

**Name .....**

**School Business manager**

**Date .....**

**Signed .....**

**Name .....**

**Headteacher**

**Date .....**



**Nina Siddle**

**CFOO**

**13<sup>th</sup> December 2021**



## Vision & Values

### **We are Humber Education Trust.**

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only our best is good enough.

**This is us. Humber Education Trust.**



**HumberEducationTrust**  
Where everybody counts, every moment matters.





# Work for Humber Education Trust

**We value our employees**

The following **benefits** are available to employees within our academies:

## **Financial**

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay

## **Family Friendly**

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working

## **Employee Benefits - Permanent Contracted Employees & Fixed Term**

- Staff Wellbeing EAP - 24/7 Confidential counselling service
- Integrated GP service
- Physiotherapy
- SAS Gym and 12 week weight management programme
- Preparing parents programme
- Financial wellbeing support
- Discounts on high street brands and stores via online discount platform
- 20% Discounted Gym Membership - Hull City Council Leisure

## **Professional Development**

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

*The opportunity to **make a real difference** to the lives of our students*