

South Bank

Academies Trust

Business Manager

Recruitment Pack

South Bank Academies Trust, Technopark, London South Bank University,
103, Borough Road, London SE1 0AA

South Bank Academies Trust

31st May 2017

Dear applicant

Thank you for your interest in the position of Business Manager, working with the South Bank Academies Trust, which is a part of the LSBU Family of Institutions, to support the Trust, existing schools and to help develop new ones.

South Bank Academies trust is an education charity which currently has two schools educating young people in South London within the broader STEM framework in partnership with employer and University partners. The Trust and its schools are part of the LSBU Family of Institutions. The Trust is committed to ensuring that all aspects of the organisation are of high quality, efficient and support students and staff in schools to focus on teaching and learning and school improvement. We are committed to be distinctive in our learning and teaching, learning environment and school organisation & management to ensure our students achieve to their full potential and will continue to excel after they graduate from our schools.

The Business Manager will have primary responsibility for all aspects of the business functions of the Trust, developing and managing a set of high quality operations in accordance with the vision and priorities of the Board and the Chief Executive. The Business Manager will be the key in ensuring that the Trust achieves excellence across all areas of the organisation and its strategic plan. The Business Manager is also the Chief Financial Officer of the Trust. The Trust works closely with the University's profession service groups.

You will be joining a highly innovative, inspirational and ambitious organisation. We are seeking an outstanding business manager who can realise the highest possible quality of services to support our educational vision, leadership and effective support to schools, to achieve the best possible outcomes for our students.

This is an exciting and rewarding role, helping us to make positive difference to the young people in South London.

Rao Bhamidimarri
CEO
South Bank Academies Trust

South Bank Academies Trust, Technopark, London South Bank University,
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South Bank Academies Trust Vision

The South Bank Academies Trust aspires to create Outstanding Academies providing employment focused educational opportunities for young people in South London in partnership with employer sponsors and London South Bank University within the broad STEM framework. While each of the Academies will have distinctive specialisms, the education will be based on a broadly-based curriculum designed in partnership with business and industry. The students will graduate with strong transferrable skills that not only enhance employability opportunities but also subsequent career success. The curriculum will be rigorous and will prepare the students to ensure that they are well qualified to enter good universities for higher education.

To realise this vision, the Trust has achieved the commitment of our industry partners, the Principals and staff through clear and consistent communication of our vision and objectives. The Trust set ambitious but realistic objectives through a five-year strategic plan working with the Principals and the staff. The Trust and the Governing Bodies will challenge and support the Principals and staff of the UTC and academies to deliver agreed targets on both achievement and progress. Outstanding success of the UTC and academies will also be reflected by feedback from employers and partners, Ofsted inspections and student destinations. The Trust will reassure itself on the performance of the UTC and academies through periodic internal and external reviews. We expect that the graduates of the UTC and academies will be most preferred by the employers, while those students wishing to pursue higher education will progress into good universities. Safeguarding and welfare of students and a happy school environment underpin all activities in our academies.

The Trust places students at the centre of everything it does, with a focus on creating a culture of success, achievement, happiness, hope, confidence, respect and responsibility, reflection and service to others. We create positive climates for innovative learning, and increased student attainment, achievement and highly effective social and emotional development.

The Trust and its academies are integral part of the LSBU Family of Institutions and the Trust staff work closely with the staff of the University. Collaboration between the University and the Trust is significant and varied.

Current Academies within the Trust

University Academy of Engineering
South Bank Engineering UTC

The role of the Trust Business Manager

The Business Manager will take the lead in ensuring that the Trust puts into place effective policies, within frameworks established by the Trust Board, in relation to finance, human resources; health and safety; estates; public relations and marketing; legal support; catering and other professional services. S/he will have oversight of the Trust's new projects and programmes with the CEO and will help the Trust foster strong, well-managed relations with external stakeholders across the region.

The Business Manager will work closely with the Directors of the University's Professional Service Groups in order to develop and manage the collaborative partnerships.

Working with the Chief Executive, the Business Manager will be expected to transform best advice from a range of sources into policies, practices and operations which will help shape the future of the Trust and further enhance its reputation as an innovative and high quality education provider.

The Business Manager will develop, support and challenge the associate staff teams within the South Bank Academies Trust schools as well as the central group of admin staff as the Trust develops further.

The successful candidate will relish this challenge and will have a proven track record in finance and management, considerable acumen in education management, and the skills, experience and commitment to the strategic vision of the South Bank Academies Trust. The appointee will need to bring a proactive and innovative approach, underpinned with commitment and energy. S/he will need excellent judgement, the ability to anticipate and manage potential operational and strategic problems, to identify sound solutions, and to implement important and difficult decisions effectively. In addition, s/he will be accustomed to handling complex relationships, competing demands and critical deadlines.

Business Manager

South Bank Academies

Required for: August 2017

Salary Range: Competitive

Reporting to: The Chief Executive

Full/Part time: Full time

South Bank Academies Trust is seeking applications from outstanding individuals with integrity, imagination and energy for this rewarding role.

Reporting to the Chief Executive, the Business Manager will provide high level strategic and operational management for the provision of business services to the organisation, including finance, human resources, health and safety, public relations and marketing, legal services and project management. The Business Manager, who will also be the Chief Financial Officer, will play a key role in building and delivering the shared vision of the aims, values and culture of the organisation.

This role requires in depth knowledge of school finances, DfE and EfA regulations and reporting requirements. The Business Manager will also have the experience in preparing annual reports and will have the knowledge of audit and compliance requirements of the Companies House and the Charities Commission. Experience in enterprise activities and income generation will be an advantage.

Skills required include change management, strategic business planning and knowledge of the needs of newly established and existing academy schools.

The successful candidate shall be required to work in any of the schools/academies within the South Bank Academies Trust family of schools.

The Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

Application packs can be downloaded from www.southbank-utc.co.uk or <http://www.uaesouthbank.org.uk>

Closing date: Monday, 19th June 2017

Job Description

Post Title: Business manager.

Reporting to: The Chief Executive

Job Purpose:

To provide business management and hold accountability for the support functions of the organisation in order to:

- Provide leadership and management which enables the support services within each academy to give effective support to the Principal and Senior Leadership Team, allowing them to focus on the academic and educational aspects of the academy's development;
- Develop and secure an effective and efficient central group service to support the CEO and Schools;
- Build business management capacity at all levels.

There are only two schools currently in the Multi-Academy Trust. Therefore, the role will involve significant hand-on activities.

The post holder will be accountable for:

Academy and UTC administrative staff, relationships with external providers of legal services, public relations and marketing, health and safety, contract management and site management.

The post holder shall be required to work in any of the academies within the Trust as directed by the Chief Executive

MAIN DUTIES AND RESPONSIBILITIES:

- To build and lead an effective and cohesive business management structure for the Trust;
- Working with the Chief Executive and Principals of the academies to create appropriate short, medium and long term business plans;
- To ensure that the requirements of the Companies House, DfE, EFA and the Academies Financial Handbook are met;
- To develop and maintain financial policies and procedures for the Trust;
- To prepare the Trust's Annual Reports;
- To assist the CEO in the appointment of Auditors and to work with the Auditors for the conduct of annual audit for presentation to the Trust Board;
- To develop and maintain the Trust and school level risk registers;
- To prepare budgets, forecasts and financial plans for the Trust and each of the academies including putting in place and maintaining appropriate financial controls, maintaining financial records, preparing annual accounts and returns, and coordination of annual audit process;
- Creating and co-ordinating annual operational plans to include appropriate KPIs;

- To oversee the finance and business support to the academies through the business administrators in each of the academies;
- To report regularly to the Chief Executive on the progress of the organisation against strategic and operational plans;
- To manage the contracts for the provision of outsourced services, and overseeing the delivery of human resources, safeguarding, health and safety etc.;
- To oversee procurement, provision, commissioning, quality assurance and cost-effectiveness of services provided by the Trust;
- To work with relevant Directors of the Professional Service Groups at LSBU to enhance the collaborative development to mutual benefit.
- To recruit and supervise support staff within the Trust;
- To develop and sustain effective relationships with external partners;
- To represent the Chief Executive to regulatory authorities, the media, stakeholders and the public as required;
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust;
- To undertake any duties, consistent with this position, as may be assigned by the Chief Executive.

Person Specification

Knowledge, skills and experience requirements for the post

Qualifications
A degree or equivalent qualification.
Qualification in finance (e.g. Qualified accountant or NASBM qualifications) or equivalent experience preferably in education sector.
Leadership
Ability to build business management capacity throughout the organisation.
An outstanding, collaborative manager with the ability to forge positive relationships in order to promote the
Committed to ensuring the best possible outcomes for students.
Ability to manage risk to deliver outstanding services.
Able to provide clear direction and shared purpose for all colleagues, external partners and stakeholders
Communication Skills
Ability to forge effective internal and external working relationships at every level.
An excellent communicator who is at ease with all stakeholders but particularly colleagues.
Strong negotiation skills and the ability to influence others to the benefit of the Trust.
Experience and Knowledge
An ability to drive and deliver transformational and cultural change.
Considerable experience of education management.
A clear understanding of educational legislation, the statutory framework for education, new innovative developments and how these will affect the services South Bank Academies Trust must deliver.
Management of Finance, Personnel and Resources
A proven ability to successfully manage finance and other resources effectively.
The ability to motivate and manage staff to ensure high performance.
The ability to identify external income generation through entrepreneurial activities.

Information for Applicants

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

- Candidates should be aware that all posts in South Bank Academies Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate, be answered not applicable, if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation for work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS Disclosure

- Verification of professional status such as ACA, CIMA, CIPFA, NASBM
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.

How to Apply

To apply please complete the application form available at www.southbank-utc.co.uk or <http://www.uaesouthbank.org.uk/>

Your supporting statement should address and evidence the selection criteria detailed in the Person Specification. Please attach a copy of your *curriculum vitae* to the application.

Closing Date: Monday, 19th June 2017

Completed applications must be returned to dan.smith@uaesouthbank.org.uk . Alternately, completed hard copies can be posted to:

South Bank Academies Trust
1B13, Technopark
London South Bank University
103, Borough Road
London
SE1 0AA