



Academy Business Manager Discovery Special Academy

Job Ref: DSA328

————— *'To transform children's life chances.'* —————



Letter From Katrina Morley OBE

- Chief Executive Officer
Tees Valley Education Trust



Dear Applicant,

Thank you for expressing your interest in joining Tees Valley Education Trust.

At Tees Valley Education Trust, we hold a steadfast belief that excellence is a birthright. Every child, regardless of their circumstances, deserves access to a world-class education. Our academy Head Teachers operate in an atmosphere of trust, honesty, and integrity, underpinned by an unwavering commitment to excellence for all children and young people. As a Trust, we embrace a philosophy of “no excuses or barriers” in education, ensuring that every child has the opportunity to thrive.

Our academies are located in areas of significant deprivation, and we are passionately committed to the transformative power of education in changing lives. By joining us, you will become part of a brilliant and dedicated team. Across our Trust, all staff—regardless of role—work together with a shared vision: to transform children’s life chances.

We are equally committed to supporting our staff. At Tees Valley Education Trust, we ensure that our leaders and teachers have the time and resources to fulfill their professional duties and responsibilities. We offer a vibrant, supportive, and friendly atmosphere where you will be encouraged to develop both personally and professionally.

Enclosed with this recruitment pack, you will find the job advert, job description, person specification, safeguarding information, and guidance on how to apply. If you wish to apply, please ensure that you complete the application form in full. Kindly note that we do not accept curriculum vitae; only information provided in the application form will be considered.

Thank you once again for considering a position with Tees Valley Education Trust. We look forward to receiving your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Katrina Morley', written in a cursive style.

Katrina Morley OBE
Chief Executive Officer
Tees Valley Education Trust

Strategic Partners

The Trust is committed to excellence and innovation, we therefore, invest heavily in a range of strategic partnerships. These are designed to:

- Maximise progress and entitlement of all children and young people
- Support continuous staff development
- Offer community and social impact, at scale
- Collaborate with and engage in a range of research and learning partnerships
- Lobby, influence and contribute to regional and national policy
- Contribute to a 100-year legacy around the Trust USP's – SEND & Inclusion, The Arts and STEM



PTI



Schools
North East



SSAT



Teesside
University



Ambition
Institute



IQM

CHARTERED
COLLEGE OF
TEACHING

Chartered
College of
Teaching



Fair Education
Alliance



Apple



PIXL



Whole
Education



Forum
Strategy

View all [Strategic Partners here](#)

TVEd Staff Charter



Complimentary refreshments for staff



Free annual flu vaccination available for all staff upon request



Trust and academy deadlines are publicised well in advance



Sensible pragmatic approach to data collections



Dedicated planning, preparation and assessment (PPA) for all teaching staff



Wellbeing service free for all staff including counselling, life style support and medical referrals



Dedicated space for teaching and learning



Open door policy



A range of staff social, sports and fun sessions including team celebrations



Opportunities for professional development through excellent CPD support



Constructive and research based approach to drop ins and lesson observations within a learning community



Communication policy to protect time outside of the academy



On site parking



End of term team celebration events



Diamond Standards to celebrate all staff who have excelled in one if not all of the 5C's



Dedicated staff room and facilities



Always well informed with all elements of school life through regular communications



Staff are recognised for their over and above contribution they make in line with existing policies

ADVERTISEMENT

Academy Business Manager

Status: Permanent

Required: As soon as Possible

Salary: NJC point 24 - 27 £34,313 - £37,034

Hours: 37 hours (full time), whole time role (annual leave allocation of 29 days)

Reporting to: Executive Headteacher/Deputy CEO

About the Trust

The Trust was established in 2015 and provides education and enrichment activities to more than 1100 children across five Academies, located in Middlesbrough and Redcar and Cleveland local authority areas. Academies within the Trust are:

- Brambles Primary Academy (3 to 11 years),
- Discovery Special Academy (2 to 16 years),
- Dormanstown Primary Academy (3 to 11 years),
- Pennyman Primary Academy (3 to 11 years), and
- Wilton Primary Academy (3 to 11 years).

About the role we are looking to appoint:

Discovery Special Academy are seeking to appoint a suitably qualified Academy Business Manager with experience of working in education with education finance and management information systems.

To continue our drive for excellence, the successful candidate will have significant and proven impact in business management, an ability to lead a team, as well as being enthusiastic, with a strong commitment to developing their skills.

Working at an academy level, with some trust tasks in SEND finance and administration, the role will include day to day oversight and support to the executive headteacher, head of academy and supporting the Senior Academy Business Manager on financial management including budget management, human resources, administration and management, contract management, health and safety, financial management, procurement, safeguarding, SEND and Exams.

What we are looking for:

We are looking for someone who is positive, solution focussed and has strong communication, interpersonal skills and can provide an excellent customer service experience to all. The role will require the post holder to liaise directly with a range of stakeholders internally and externally including CEO, Directors, Trust Improvement Team, Headteachers, Deputy Headteachers, Trustees, Department for Education (DfE), Ofsted and Education Skills Funding Agency (ESFA) as required.

In return, we can offer you the opportunity to be part of a successful trust, that delivers on good outcomes for children with a strong inclusive ethos and an inherent drive for quality. Our children are proud academy citizens, who care for each other, are focused on learning and enjoy coming to school.

We have a strong team ethos, working collaboratively to improve outcomes for our children. We are offering a varied and rewarding role in a busy working environment with access to excellent continuous professional development, as part of a highly functioning team. With the Director of Finance, Resources and Operations, the

Academy Business Managers across the Trust academies work closely together, offering support and the development of effective practice through regular communication and network meetings.

What the Trust will provide the successful candidate with:

- A workplace where all staff are valued and treated with respect as outlined within the Trust's Diamond Standards
- A passionate, enthusiastic and supportive Leadership Team
- A listening and learning organisation where all staff are encouraged to be curious and share ideas for the Trust/academies/team to improve
- Hard working, committed and dedicated staff who strive to gain the best outcomes for all children across the Trust's academies
- Dedicated approach to children's learning to encourage them all to be the best they can be
- Career enhancement opportunities within areas of interest as well as supporting ongoing professional development and training specific to job role
- Dedicated line manager to discuss work streams and capacity
- Free access to the Trust's Wellbeing offer, which includes counselling, access to GP, Mindfulness and so much more.
- Free parking
- Enrolment into the local government pension scheme
- All support contracts are employed on National Joint Council (NJC) for local government services (also known as Green book)
- Benefits of the Trust's Staff Charter which can be found at [TVED Staff Charter](#).

Safeguarding requirements for the role:

Tees Valley Education Multi Academy Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS check.

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. The Trust's Recruitment of Ex-Offender policy can be requested or visit the Trust's website.

Applications are invited from prospective candidates who demonstrate that they are able to meet the essential criteria set out in the person specification and who have the vision, values and tenacity to join an outstanding team and help continue the journey towards excellence.

JOB DESCRIPTION

ACADEMY BUSINESS MANAGER



Applicants should be able to demonstrate the following skills and attributes:

THE ROLE OF THE ACADEMY BUSINESS MANAGER

To make a major contribution to the successful management and administration of the academy by:

- Supporting the Senior Academy Business Manager (SABM) and Leadership Team in attaining its aims and objectives by ensuring the effective operation of all aspects of the academy's finances; attending meetings as required and providing appropriate information
- With the SABM, ensuring academy finance, systems and processes are up to date and maintained in line with the Trust's Financial Handbook, Trust's Financial Scheme of Delegation and the ESFA's Academy Trust Handbook
- To support the SABM and Executive Headteacher (EHT) to manage the academy's budget and highlight budget constraints/issues as appropriate
- Generating income for the academy, and for SEND, that can be used to acquire extra funds including maintaining systems for audit purposes and completing third party grant returns
- To support SEND finance across the trust, checking and processing high needs funding requests and liaising with local authority finance teams as requested by EHT in response to the needs of academies

MAIN DUTIES AND RESPONSIBILITIES

Leadership and Strategy

- Provide support to the academy leadership team including the SABM, including deputising for the SABM as required
- Support the business and administration of SEND development across the trust (working with the executive headteacher and director of SEND and Inclusion)
- Plan and manage change in accordance with the academy's development/strategic plan
- Undertake quality assurance audits of SEND policy and procedure in the trust
- Support the SABM in recruitment of staff and in managing associated employment procedures such as induction/appraisal/mentoring/sickness absence management for staff as appropriate

Finance

- Evaluate budget and financial information and present budget performance to the SABM and leadership team to inform decisions relating to ongoing budget management
- To regularly and actively monitor the agreed budget to ensure effective financial management. This includes preparation of half termly accounts, meeting with the SABM and executive headteacher and to attend budget surgeries with the Chief Accounting Officer and Chief Finance Officer
- Support the SABM and executive headteacher in the effective management of financial administration procedures, including responsibility for compliance with the Trust's Financial Handbook, Trust's Financial Scheme of Delegation and the ESFA's Academy Trust Handbook
- Monitoring the weekly/monthly expenditure and advise the SABM and executive headteacher of possible under/over-spending whilst providing narrative of the issues
- Assist with forecasting future years' budgets, taking into consideration any relevant plans and new directions including SEND specific incomes
- Support with the management of the academies financial responsibilities relating to income and expenditure
- Support academy insurance claims in line with the relevant policy

Personnel and Staffing (as directed)

- Support recruitment procedures for new staff including relevant employment checks
- Maintain and update confidential personnel database - SIMS.
- Liaise with the SABM, executive headteacher and head of academy on personnel issues

Health, Safety & Accessibility

- To support the academy leadership team in proactively implementing the health and safety policy
- Ensure that all statutory testing is carried out annually or in accordance with policy
- Ensure that the Academy's Accessibility Plan is implemented and reviewed regularly
- Ensure the academy is compliant in SEND policy

Administration

- Exams officer, working in liaison with the HoA and DHoA for secondary
- Oversee arrangements for careers opportunities in liaison with DHoA for secondary
- Manage the administrative function of the academy, including overseeing the office, reprographics and accurate record keeping
- Support the management of the academy's telephone and ICT administration facilities
- Take a lead role in marketing and promoting the academy through the website and social media
- Act as minute taker, and process all associated paperwork, at exclusion boards and Pastoral Support Plan meetings within the trust

GENERAL RESPONSIBILITIES

- Comply with and assist with the development of academy policies and procedures as required by senior leadership team
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work aims of the academy and uphold the Trust Diamond Standards (courage, curiosity, commitment, creativity and care)
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Any other duties consistent with the grading of the post and the needs of the business
- Be familiar with the EU General Data Protection Regulation (GDPR) and how it will impact upon the academy's practices

The job holder may be required to undertake additional duties as could be reasonably required.
 The job holder may be required to work across the academy group, including for Trust wide initiatives.
 The job holder may be required to undertake additional training.

PERSON SPECIFICATION

QUALIFICATIONS	
Relevant formal qualification e.g. business management, administration, finance	E (1)
Good standard of education in English and Maths (GCSE grade C or above)	E (2)
School Business Management qualification	D (1)
EXPERIENCE	
Experience of using and maintaining a range of management information systems (e.g. SIMS)	E (3)
Experience of using finance systems such as Orovia, BPS and PS Financials (purchasing)	E (4)
Experience of payroll system and processes	E (5)
Experience of setting and managing budgets	E (6)
Line management and supervisory experience of designated staff	E (7)
Experience of reporting to and working with senior leaders	E (8)
Experience of working with a range of multi agencies	E (9)
Experience of managing a diverse workload and conflicting deadlines	E (10)
Experience of working in an education setting	E (11)
Experience of managing organisational change	D (3)
Experience of procurement including tenders and contracts	D (4)
KNOWLEDGE AND SKILLS	
Budget management knowledge, ability to produce, analyse and evaluate financial information	E (12)
Ability to negotiate contracts with suppliers to secure best value	E (13)
Knowledge and understanding of health and safety procedures, premises management and compliance	E (14)
Knowledge and understanding of personnel systems and procedures	E (15)
Confidently and efficiently lead a team to meet the academy's strategic objectives	E (16)
Excellent communication interpersonal skills	E (17)
Excellent time management and organisational skills	E (18)
Understand safeguarding in relation to the Business Manager's role in an education setting	D (5)
QUALITIES	
Ability to work as part of a team and independently	E (19)
Ability to work accurately and methodically with attention to detail	E (20)
Professionally assertive and ability to remain calm under pressure	E (21)
Proactive, enthusiastic and has a positive mindset and attitude	E (22)
Friendly with a 'can do' and solution focused attitude	E (23)
Ability to maintain confidentiality and integrity	E (24)
Committed to equality and diversity	E (25)
Committed to CPD	E (26)

– Essential

D - Desirable

Important: In the first instance, applications are assessed against the criteria listed above, in addition to overall presentation, use of standard English and grammatical accuracy.

Where applications do not meet the expected standard, they will be rejected before being matched to the person specification.

HOW TO APPLY AND EXPLANATORY NOTES OF THE PROCESS

An application form is attached below. Application packs can be downloaded or printed directly from the Trust website www.teesvalleyeducation.co.uk or requested from the academy. Only applications via the Trust's official application form will be accepted. Please **do not** submit a CV as substitute for part or full application form, the information will not be accepted or considered.

If you are submitting your completed application form by e-mail to

Recruitment@discoveryspecialacademy.org.uk - please be aware the academy cannot be responsible for any formatting anomalies when printing. If you are unable to submit an electronic application form, handwritten or electronic printed copies should be posted or hand delivered to the following address for the attention of Miss Jennifer Duncan.

Discovery Special Academy
Sandy Flatts Lane
MIDDLESBROUGH
TS5 7YN

Shortlisting 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.

Shortlisted candidates will receive:

- Letter confirming interview details.
- Details of original ID documentation is required to confirm candidates. Photocopies or certified copies are not accepted.
- Criminal Record Self-Declaration Form, which must be brought on the day of the interview in a sealed envelope.

References for successful Candidate/s

We may seek references for shortlisted candidate/s and we may also approach previous employers for information to verify particular experience or qualifications before the interview. Any relevant issues arising from references will be taken up post interview.

Interview process

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 to 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 enhanced DBS check
- Verification of professional status such e.g. QTS Status, NPQH (where required)
- 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.

Please contact the academy office on 01642 248333 to arrange a visit on any of the following dates

April 4,7,11, 28 between 9:30am – 4:30pm

For your information, the recruitment timetable is detailed below:

Closing date: Tuesday 6th May 2025 9am

Shortlisting date: Tuesday 6th May 2025

Interview date: Monday 12th May 2025

EQUALITIES INFORMATION AND OBJECTIVES STATEMENT

As an academy we ensure that our vision, values and ethos meet the expectations of the equality and diversity guidelines and legislation set out by the Equality and Human Rights Commission. This includes the following 9 protected characteristics:

1. Age
2. Disability
3. Gender Reassignment
4. Marriage and Civil Partnerships
5. Pregnancy and Maternity
6. Race
7. Religion or belief
8. Sex
9. Sexual Orientation

Objectives Statement

1. To support children's sensory, academic and communication skills to enable them to develop holistically.
2. To ensure high expectations across all aspects of the academy (as outlined in objective 1) to ensure children make the best progress according to their individual starting points.
3. To continue to monitor attendance of all groups of children in the academy.
4. To review levels of parental and pupil engagement in learning and academy life, across all activities and ensure equality and fairness in access and engagement.
5. To ensure the academy environment is as accessible as possible to pupils, staff and visitors.



**TEES VALLEY
EDUCATION**

www.teesvalleyeducation.co.uk