



Application Pack

for the permanent post of

Business Support Manager

Whiteways Primary School  
Cascade Multi Academy Trust

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## Core Values

Our core values underpin all that we strive to achieve across all aspects of school life

**Aim High** We aim high in all we do and don't give up even when it may be hard.

**Be Enthusiastic** We are enthusiastic and relish a challenge.

**Be Safe** We take our own safety seriously and that of all in our school community.

**Be Team Players** We cooperate and support one another in a kind and friendly way.

**Respect all** We are well-mannered and respectful of all including those from different backgrounds and faiths.

**Be honest** We tell the truth even when it is difficult.

**Have your say** We believe everyone in our community has something worth saying and should be listened to.

# Welcome from the CEO

Dear Applicant

Thank you for your interest in joining the leadership team of Whiteways Primary School.

This is a fantastic opportunity for you to join our team and work collaboratively within our Trust to develop effective systems and procedures.

Whiteways Primary is part of Cascade Multi Academy Trust along with three other schools, Beck, Owler Brook and Hucklow. The four schools work with a strategic central team led by myself and the Chief Officer for Finance and Operations. Each school has a leadership team led by a Head of School.

All schools in our Trust have been judged good by Ofsted. Whiteways serves a very supportive community which is rich in diversity. It is well-resourced, offering a vibrant setting for our children and staff.

We are committed to professional development and we support all our staff to develop their career through training.

Our business support teams in each of the four schools work collaboratively to develop effective and efficient systems and procedures. You will be joining a supportive and forward thinking team.

We would very much like you to visit the school and meet our team. We look forward to receiving your application.

Best wishes

Sue Bridges  
CEO



# **CASCADE MULTI ACADEMY TRUST**

## **JOB DESCRIPTION**

**This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

<b>SCHOOL</b>	<b>CASCADE MAT / WHITEWAYS PRIMARY SCHOOL</b>
<b>POST TITLE</b>	<b>ADMIN AND CLERICAL LEVEL 4</b>
<b>ROLE PROFILE</b>	<b>BS4A</b>
<b>JOB NUMBER</b>	<b>SCH/AC/BS/017</b>
<b>GRADE</b>	<b>7</b>
<b>RESPONSIBLE TO</b>	<b>CHIEF OPERATIONS AND FINANCE OFFICER</b>
<b>RESPONSIBLE FOR</b>	<b>SUPPORT STAFF AS APPROPRIATE</b>
<b>HOLIDAY AND SICKNESS COVER</b>	<b>OTHER SUPPORT STAFF</b>
<b>PURPOSE OF JOB</b>	<b>ORGANISE AND SUPERVISE ADMINISTRATIVE SYSTEMS WITHIN THE SCHOOL. CONTRIBUTE TO THE PLANNING, DEVELOPMENT AND MONITORING OF SUPPORT SERVICES AND/OR MANAGEMENT OF SUPPORT STAFF, INCLUDING COORDINATION AND DELEGATION OF RELEVANT ACTIVITIES</b>
<b>RELEVANT QUALIFICATIONS</b>	<b>NVQ LEVEL 4 OR EQUIVALENT QUALIFICATION OR EXPERIENCE IN RELEVANT DISCIPLINE EXCELLENT NUMERACY/LITERACY SKILLS</b>

## **JOB DESCRIPTION FOR POST OF:- ADMIN & CLERICAL LEVEL 4**

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **1 TASKS**

##### **Organisation**

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management responsibilities where appropriate:
  - Manage support staff as appropriate
  - Liaise between managers/teaching staff and support staff
  - Hold regular team meetings with managed staff
  - Undertake recruitment/induction/appraisal/training/mentoring for other staff

##### **Administration**

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff -
- Provide organisational and complex advisory support to the Governing Body
  
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DCSF
- Manage the administration of Payroll system including liaison with the provider.

##### **Resources**

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures
- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety management

## **2 RESPONSIBILITIES**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

To undertake any other duties and responsibilities which do not change the character and purpose of the post as may be determined after consultation between management, the postholder and appropriate trade unions.

**ISSUE DATE: September 2020**

## BUSINESS SUPPORT MANAGER

### Personal Specification

Cascade Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Minimum Essential Criteria	Method of Assessment
Organisation Skills	
<p>Ability to plan and determine work methods.</p> <p>Customer relationships.</p> <p>Ability to lead a team.</p> <p>Evidence of problem analysis and the ability to summarise findings.</p> <p>Ability to work to deadlines.</p> <p>Has excellent organisation, planning and analytical skills.</p> <p>High level of experience of servicing meetings and minute taking.</p> <p>Be willing to work outside standard hours as the work dictates (meetings etc).</p>	<p>Application Form</p> <p>Interview</p> <p>Task</p> <p>References</p>
Financial Skills	
<p>Understanding of financial procedures</p> <p>Excellent financial management skills (budget control and setting).</p> <p>Ability to use financial packages (specific training can be provided).</p> <p>Ability to provide decision support.</p> <p>Ability to prepare finance reports to a high standard and communicate them effectively to stakeholders.</p>	<p>Application Form</p> <p>Interview</p> <p>Task</p>
Knowledge and Experience	
<p>Knowledge and understanding of how to interpret numerical/statistical data</p> <p>Knowledge and understanding of relevant legislation and compliance (e.g. health and safety, equal opportunities).</p> <p>Knowledge and understanding of leading and managing HR related issues.</p> <p>Fluency in the use of IT based management information systems and Microsoft systems.</p> <p>Good organisation and proven administrative abilities</p> <p>Ability to identify own training and willingness to undertake necessary training.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
Personal Qualities	
<p>A desire to make a difference to the lives of young people.</p> <p>Resilience, energy, enthusiasm and creativity.</p> <p>Able to work as part of a team (to include teachers, support staff, Trustees, Governors, other schools across the Trust, within the family of schools and Local Authority).</p>	<p>Application Form</p> <p>Interview</p> <p>Task</p> <p>References</p>



<p>Able to work under pressure, meet deadlines, work flexibly and calmly and be able to reflect on processes and outcomes.</p> <p>Supportive of the ethos of the school.</p>	
<b>Personal Skills</b>	
<p>Self-motivated/use own initiative.</p> <p>Ability to keep confidentiality.</p> <p>Interpersonal skills – ability to relate to children and adults.</p> <p>Excellent communication skills.</p> <p>Willingness for self-development.</p> <p>Professional attitude.</p> <p>Willingness and ability to be flexible.</p> <p>Customer focused approach to service delivery.</p> <p>Willingness and capability to be flexible when needed (eg Ofsted, project deadlines etc).</p> <p>Ability to work under pressure, prioritise and meet deadlines.</p> <p>Excellent listening skills.</p> <p>Approachable, courteous and able to present a positive image of the school to callers and visit.</p> <p>Able to relate well to children.</p>	<p>Application Form</p> <p>Interview</p> <p>Task</p> <p>References</p>
<b>Experience, Qualifications and Training</b>	
<p>Experience of working within an administrative environment.</p> <p>Experience of working within an educational setting would be desirable</p> <p>CSBM/DSBM NVQ level 4 desirable</p>	<p>Application form</p> <p>References</p>
<b>Work Related Circumstances</b>	
<p>Can maintain personal presentation that sets high standards.</p> <p>Can work within the spirit of Cascade MAT and school policies</p>	<p>Application Form</p> <p>Interview</p>



**Business Support Manager**  
**Cascade Multi Academy Trust / Whiteways Primary School**

**Grade 7**  
**£31,346 - £34,728 pro rata**  
**37 hours a week / 43 weeks a year**

This is an exciting time to join Cascade Multi Academy Trust with each of its 4 schools judged as Good by Ofsted, and on a collaborative journey to being outstanding.

The Trustees of Cascade Multi Academy Trust are seeking to appoint a dynamic, highly motivated, inspirational Business Support Manager to join a high performing, successful team at Whiteways Primary School. We are looking for a dedicated, committed professional, with appropriate qualifications and experience, who has high expectations, determination and ambition. The Business Support Manager will take a lead role at Whiteways for Finance, Office management and administration. The successful candidate will work alongside the site manager and overseeing premises, health and safety.

Whiteways Primary is a welcoming, innovative and diverse school with clarity of vision and understands how important your role is in achieving the vision.

The successful candidate will be able to:

- Demonstrate financial management skills
- Show leadership qualities
- Work at both strategic and operational level
- The ability and aptitude to successfully undertake all aspects of the role
- First class communication skills
- A problem solving and can-do attitude
- Develop excellent relationships with all stakeholders
- Provide support to the Leadership Team & Governors
- Be an excellent 'public face' for the School and the Trust

**Employee benefits**

- A successful and visionary team.
- Working in an environment where everyone is valued and respected
- Learning environment that encourages personal development
- Access to health and wellbeing benefits
- The opportunity to work alongside fabulous pupils, dedicated staff and supportive parents
- Local Government Pension
- Opportunity to be part of a wider team across the Trust

The school is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. As a result the successful candidate will be required to complete a Criminal Records Disclosure form in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Informal discussions about the role please telephone Lyn Burgin, Chief Operations and Finance Officer on 07805739335.

Visits to the school are warmly welcomed and encouraged. Please email [recruitment@cascaemat.co.uk](mailto:recruitment@cascaemat.co.uk) to arrange a mutually convenient time. The latest government guidance will be adhered to at all times during your visit.

**To apply for this post**, you can download the word version of the application form from Cascade's website or alternatively an application form can be obtained by e-mailing [recruitment@cascaemat.co.uk](mailto:recruitment@cascaemat.co.uk)

Your completed application can be emailed to the above address or posted to Lyn Burgin, Chief Operations and Finance Officer, Cascade MAT, Trust Office, Hucklow Primary School, Hucklow Road, Sheffield, S5 6TB.

Given the uncertain current situation it is advisable to email your application, or hand deliver, rather than relying on the postal service.

**Closing Date: Monday 4<sup>th</sup> January 2021**

**Assessment Day: Thursday 14<sup>th</sup> January 2021**