

RECRUITMENT PACK

St James Infant & Pre-School Business Partner





St James Infant & Pre-School Business Partner

Reporting to:

Chief Financial Operations Officer

Terms:

- **Salary:** Grade J Point 27 £39,481 (Full Time Equivalent) Permanent
- **Working Hours:** Part Time, 30-37 Hours per week (to be agreed) 39-41 weeks per year (to be agreed) working week can be flexible to suit working within school hours.
- **Location:** St James Infant & Pre-School, Head Office in Lamport and occasionally other Trust schools.

INMAT was created in 2017 with a teaching school at the heart of its work, with just 4 schools at that point. We are now a group of 13 primary schools that have come together to harness the richness of our diverse learning communities for the benefit of all pupils.

The ethos behind the Trust is one of sustainable school improvement; schools joining the Trust do so with the prime aim of improving themselves and each other so that they can all become outstanding schools driven by a self-improving system.

At the heart of what we do is the notion of working together and being relentless in our pursuit of excellence to create the best opportunities in our schools and where we make everyday count.

In order to stay relevant in the ever-changing world, we at INMAT are open to change and challenge. The world is fast-paced, and it is important we keep up. We welcome new ideas and perspectives, as long as they always put our children's interests first.

The ideal candidate will:

- Have finance experience ideally from within a multi academy trust or an academy background (although not essential)
- Have experience managing estates projects and premises works
- Be confident using accounting software and be comfortable and enthusiastic about using new and innovative software packages
- Work proactively, embrace new challenges and have a drive to learn
- Have the ability to manage their own time and prioritise
- Be flexible and work as a team player

What can we offer you:

- The chance to innovate and be involved in exciting project work if the post-holder so wishes
- The opportunity to take on further responsibilities and expand your role as the Trust grows
- Extensive training and a coaching and mentoring programme
- Flexible working hours within a Trust with a passion for ensuring staff wellbeing
- Contribution to local government scheme



Business Partner

Job Description

Main Purpose of Job

To contribute to creating and maintaining an effective business support service.

Key Relationships

Headteacher/Trust Finance Manager/ Trust Estates Manager/Trust Governance Lead

Main responsibilities and tasks

Supporting with Academy Business Leadership and Strategy:

- Financial Management
- Human Resources Management
- Property and facilities Management
- IT/GDPR Management

Duties associated with the Key Responsibilities

Leadership and Strategy

- Attend senior management meetings as appropriate.
- Direct administration staff in conjunction with the Headteachers.
- Provide a high level of finance support to the Headteacher, TFM and CFOO, maintaining accuracy and validity of the accounting system.
- Responsible for highlighting academy risks to Trust Finance Manager as part of monthly management accounts process.
- Ensure site security, health and safety and compliance is adhered to.

Financial Management

- To ensure that all financial procedures and policies are diligently followed.
- Supporting and ensuring the processing invoices, staff expenses and credit card expenses.
- Contact new/existing suppliers to ensure purchase ledger records are up to date and accurate.
- Production of monthly management accounts and supporting reporting schedules, to be provided to Trust Finance Manager within the set deadlines including.
- Lead the budget and forecast planning process for the academy, working with the Headteacher to ensure that it is of a high quality, and aligns to each academies School improvement Plan.
- Manage payroll function and reconcile monthly payroll reports and submit to Headteacher for approval.
- Identifying and informing the Headteacher of the cause of significant variance to the budget and recommending prompt corrective action as required, informing TFM and CFOO of any areas of concern.
- Supporting the external and internal audit programme of the Trust as required.
- Managing all academy level contracts, maintaining contract registers and asset registers



Administrative Management

- Management of the academy's administrative functions in conjunction with the Headteacher and office staff as appropriate.
- Ensuring correct procedures are implemented and processes are carried out in line with policy.
- Support dealing with queries and problems and acting as appropriate, if escalated by office staff.
- Inputting into the H&S platform under direction from the Headteacher.

Human Resources

- Actioning any HR related projects or returns.
- Support the HR services and processes for academy staff via EPM.
- Oversee the recruitment process for academy vacancies alongside the Headteacher.
- Ensuring staff contracts are issued and safer recruitment is followed, including overseeing of SCR.
- Overseeing the management of staff personnel files and records, in conjunction with the Headteacher and office staff where appropriate.
- Preparing and submitting annual Teacher's pension end of year certificate.
- Preparing annual salary statements.
- Ensure key policies are clearly communicated to all staff.

Property and facilities management

- Work closely with the Headteacher, Trust Estates Manager and/or relevant parties to ensure projects and works are planned, costed and managed appropriately.
- Monitor, assess and review contractual obligations and outsourced services.
- Ensure academy assets are recorded, maintained and secure.
- Actioning any Premises related projects or returns as instructed by the Trust Estates
- premises and academy facilities, ensuring site security, health and safety and compliance is adhered to.
- Maintaining the current Trust H&S platform.
- Support the annual Health & Safety audits.
- Liaise with IT service provider regarding systems, hardware and services within the school.

Person Specification information

- To contribute to overall development as an active member of the academies leadership team, to ensure that it operates on the basis of shared and collective responsibility.
- Commit to any training commensurate with the post.
- The post holder will be expected to work within established procedures and guidelines and to prioritise day to-day work
- Post holder will be required to travel between academies and the central Lamport office and must be able to acquire business insurance for this reason.

The post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff.

Business Partner Person Specification

	Essential	Desirable	How Assessed
<u>Qualifications</u> Good general standard of education (5 GCSEs or equivalent including English and maths). Financial training/experience	✓ 	 ✓	App/Doc App/Doc
<u>Experience</u> Previous work in educational setting Finance ledger software Experience in PSF IMP budget setting Experience of successfully working across teams Experience using general IT systems and Microsoft office applications including Outlook, Word, and Excel Experience of general office practices and procedures	 ✓ ✓ ✓	✓ ✓ ✓ ✓	App/Ref App/Int App/Int App/Int Int/Ref App App
<u>Knowledge</u> Understanding the importance of confidentiality and an appreciation of the implications of GDPR/Cyber Security Understanding the context in which academies operate. An understanding of Health and Safety issues relevant to the post. Understanding of the rules around safeguarding within academy settings. Understanding of, and commitment to Equal opportunities, and the ability to apply this understanding in day-to-day situations.	✓ ✓	 ✓ ✓	Int Int Int Int

	Essential	Desirable	How Assessed
<u>Skills</u> Must have a very high level of attention to detail and the ability to identify opportunities for improvement Must be able to work independently and make judgements about processing calls and correspondence Excellent time management skills and the ability to prioritise workloads and multitask Must be open to a level of flexibility to meet fluctuating workloads and able to work effectively in a fast-paced environment Excellent interpersonal and communication skills, with ability to deal with a variety of people sensitively and, when necessary, assertively Able to operate effectively as a member of a team and contribute to friendly and supportive environment Word processing skills and ICT skills and to use a range of databases and software packages Must have a good standard of literacy and exceptional numeracy skills	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	App/Int Int/Ref App/Int App/Int App/Int App/Ref App/Int App/Doc
<u>Attributes</u> Must be personable and professional at all times, demonstrating impartiality and the ability to act with complete integrity Must be resilient and reliable Must be committed to and representative of INMAT's mission, vision, and values Self-motivated with a drive for continuous improvement – must be willing to undertake ongoing training	✓ ✓ ✓ ✓		Int/Ref Int/Ref Int Int

<u>General Circumstances</u> Positive, approachable and resilient attitude, with the ability to build effective working relationships with colleagues and all stakeholder			
	Essential	Desirable	How Assessed
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010			

App = Application Form

Doc = Documentary Evidence (E.g., Certificates)

Int = Interview

Ref = Reference

Test = Test

The Recruitment Process

We very much hope that you will apply for this post. To apply, please complete the application form via MyNewTerm. The Trust is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and visitors to share this commitment. All safer recruitment checks will be completed prior to the commencement of employment

Key Dates

Applications are welcomed by midday on Thursday 10th September 2026.

Interviews to take place Tuesday 15th September 2026

Start Date: ASAP

The Trust is committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and visitors to share this commitment. All safer recruitment checks will be completed prior to the commencement of employment.