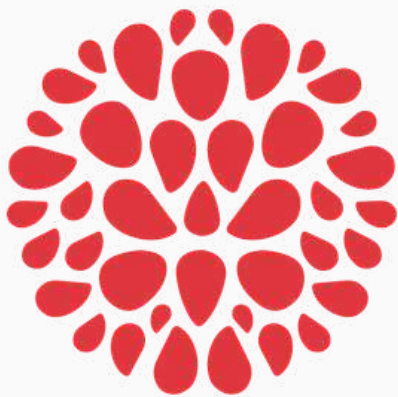




ADVANTAGE
SCHOOLS



THE CHALK
HILLS ACADEMY

WHY WORK FOR US?

ABOUT ADVANTAGE SCHOOLS

At Advantage Schools, we aim to provide all children with the highest quality of teaching of an excellent curriculum, which enables them to become highly educated and active participants of society.

You'll be working alongside an expert team of colleagues within a forward thinking, collaborative and supportive trust.

We provide sector-leading professional development offer and extensive networking opportunities, and excellent opportunities to develop and grow in a successful and expanding trust.

ABOUT THE ROLE AND YOUR APPLICATION

This post would suit a highly motivated individual whose values are aligned with ours. You need to want this school to be the best, full stop.

You will be well supported in developing your competencies as a valued member of our trust wide education team and you'll be working alongside a smart group of friendly and supportive colleagues in order to achieve our ambitions collectively.

To apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

SAFEGUARDING

The safeguarding and welfare of children is paramount and all our staff share this view. Applicants must be willing to undergo safeguarding and child protection checks including with past employers and the Disclosure and Barring Service.

ABOUT THE CHALK HILLS ACADEMY

- £35 million state of the art building with well-equipped classrooms, in an Ofsted rated 'Good' school.
- Unparalleled CPD opportunities catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding academy
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- An academy 'Social and Wellbeing' team.



WHAT OUR STAFF SAY

LEARNING SUPPORT ASSISTANT

My favourite part of the job is working with such a diverse, motivated and responsive group of learners. Seeing the pupils progress both in their learning and personal development, giving them the confidence to transfer their newly acquired skills into further learning, is the most rewarding thing anyone can do.

MIDDLE LEADER

At The Chalk Hills Academy, every single child matters and every single child's future matters. Working with such a fantastic team of teaching colleagues, prepared to step in and deliver outstanding teaching to every single child matters; to give every single child that chance of a future full of opportunities.

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive





TEACHING & LEARNING AT THE CHALK HILLS ACADEMY

At The Chalk Hills Academy we have defined what excellence looks like and the behaviours required to achieve it. Our lessons consist of 5 parts, providing consistency and structure. A clearly thought-out lesson has set steps that need to be achieved, with parts in between to be filled with more knowledge through scaffolding and challenge. Engaging with pupils about expectations, content and outcomes also helps to boost pupil confidence in the current subject or topic.

At Chalk, we believe in teaching in bite-size chunks and checking for understanding throughout. We deploy various Assessment for Learning techniques to assess pupils' understanding of what has been taught. This includes question and answer and formative verbal and written feedback, including 'live marking'. We conduct regular re-cap quizzes to help pupils recall previously taught key objectives and memory content. This is done primarily during lesson starters.

We know that homework develops study habits and independent learning. At Chalk, pupils are expected to do homework in order to rehearse core knowledge. This can be tracked and monitored, not only by teachers, but also by parents and carers.

Our explicit teaching of effective study strategies prepares pupils for the requirements of independent study and revision as they progress higher up the school and beyond. Out of hours preparation sessions and the Homework Club allow pupils to study in focused environments with access to print and electronic resources. Assessment information is used to set challenging work and ambitious targets for pupils to track their progress over time, to report to parents, and to shape specific interventions for anyone who may fall behind.

We have a Teaching & Learning Team which includes Lead Practitioners who provide training and support to teachers at all levels, not because our teachers are not excellent already, but because we know we can always improve. We are research-informed and we prioritise sharing best practice and principles of high-quality teaching. Leaders at The Chalk Hills Academy are passionate about teaching and learning, teachers at The Chalk Hills Academy are passionate about their subject and pupils at The Chalk Hills Academy therefore develop the same passion for their subjects and for their journey of life-long learning.

ADVANTAGE SCHOOLS VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, pupils and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, to an onsite car wash, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Green car salary sacrifice scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

EDUCATIONAL PARTNERSHIPS



CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues.

Additionally, we offer a wide range of CPD training through various partnerships and platforms, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

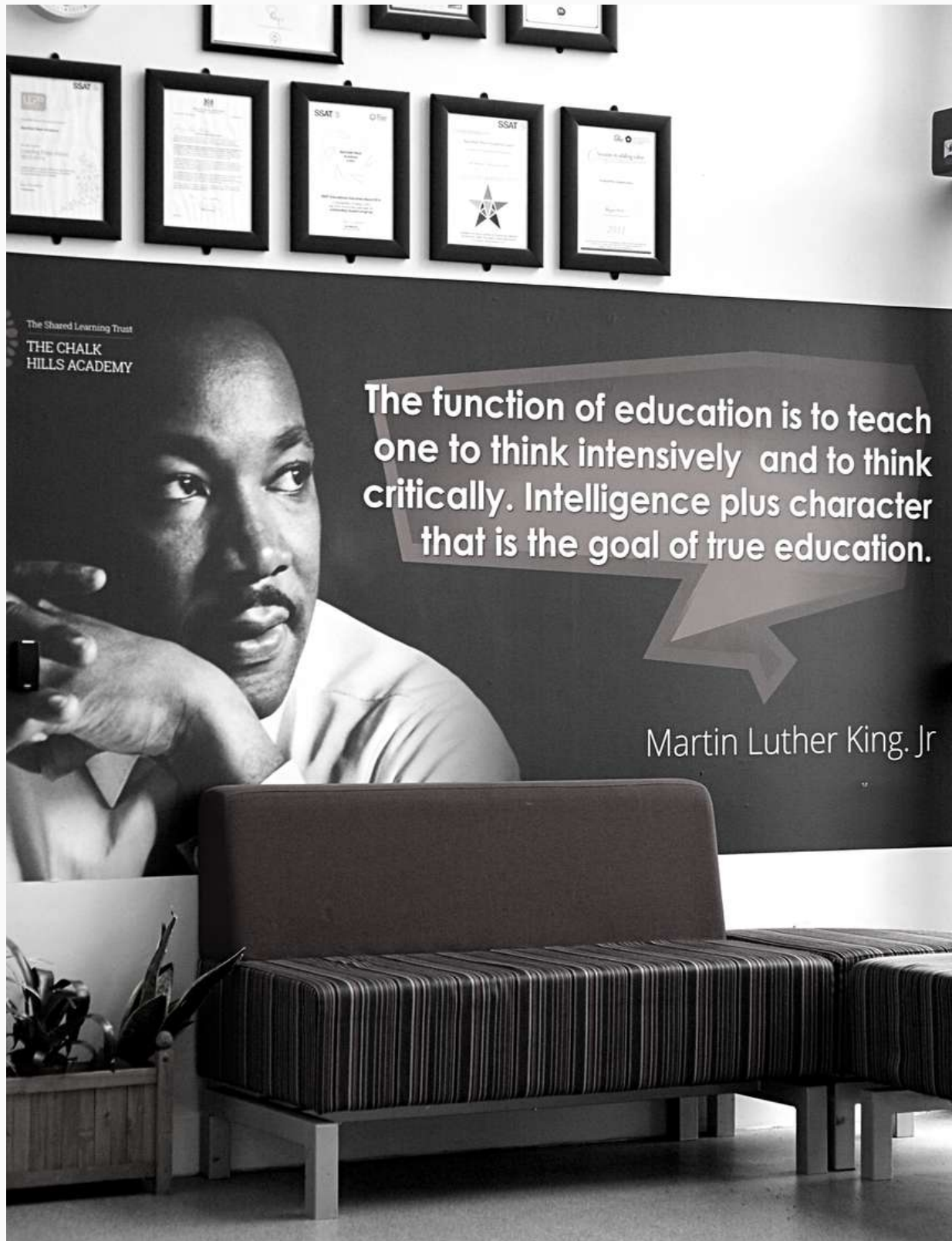
Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

RECRUITMENT BOOKLET



THE CHALK
HILLS ACADEMY



The Shared Learning Trust
THE CHALK
HILLS ACADEMY

The function of education is to teach
one to think intensively and to think
critically. Intelligence plus character
that is the goal of true education.

Martin Luther King. Jr

SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK

JOB DESCRIPTION

Job Title	Business Manager
Reports to	Principal
Location	The Chalk Hills Academy
Hours	37 hours per week / 52 weeks, 25 days holiday
Salary	AS 29-34

JOB PURPOSE

Responsible for planning, monitoring and managing the day-to-day operations and prioritising needs of the school. Additionally, responsible for managing relationships and contracts with Advantage School's suppliers. This includes designing and implementing supplier processes and policies, leading quality assurance, and leading outsourced suppliers in ensuring excellent customer service and value for money is achieved. Understanding that the Business Manager role is responsible to creating excellent conditions for students to learn and for staff members to thrive. Learning takes priority over all other matters – the role of the Business Manager is ensuring the building is optimised to enable this. Helping create the right conditions for learning throughout the school for both staff and students

MAIN DUTIES AND RESPONSIBILITIES:

Operational

- Monitoring and managing the day-to-day operational performance of the school, ensuring that systems and processes are working effectively, addressing any issues or escalating them to the relevant person as required.
- Responsible for the creation, monitoring and testing of the school's business continuity planning arrangements.
- Advise Principal on the operational position, process, legislation and concerns in a timely manner
- Lead by example, build trust, provide clear direction and hold staff to account as and when required.
- Monitor, assess and review contractual obligations for outsourced services at a school level. To report all unresolved contractual concerns to the Trust Estates and H&S Manager.
- Build strategic works plans for each of the holiday periods to minimise disruption of school life with majority of works being completed.
- Be available in the school holidays to oversee the works
- Strategically plan essential works to ensure works are completed in time with minimal disruption to the normal running of the school.
- Work with all external contractors
- Ensure ancillary services such as catering, cleaning and site-maintenance are monitored effectively on a day-to-day School basis.

- Work with external stakeholders to ensure the school continues to develop excellent relationships. Liaise with external stakeholder (parents) where appropriate (e.g. meal price increases).
- To meet regularly (fortnightly) with the Trust Estates and H&S Manager regarding operational matters including any emergency protocols in the event of structural or mechanical failures.
- Ensure the Principal has all the required information to make informed decisions on the day-to-day running of the school
- To attend senior leadership team (SLT) meetings to ensure leaders are aware of the operational position and to ensure that the any financial implications are discussed with the finance manager thereafter.
- Lead on whole school operations – be available to oversee the big events of the school throughout the year
- Have a shared vision with the leadership team – to be the no.1 school in Luton by 2028
- Support with the effective administration of the school as requested
- Supporting and encouraging the school's ethos and its objectives, policies and procedures

Site Team

- Lead and manage the Site Team, providing coaching and oversight to team members as required.
- To line-manage the site manager and support him/her in ensuring rigorous day-to-day procedures are put in place. To schedule and accompany the site manager on the daily site walk.
- Focused on quality and efficiency – remove obstacles for staff and students
- Provide daily to-do list to site staff – then follow up and quality assure the work to ensure it has been completed to a high standard.
- Have very high standards for the orderly presentation of the building with keen eye for details and quality.
- Ensuring the Site Team is responsible for the assurance of legal compliance testing on campus.

Lettings

- Responsible for the day-to-day contact and management of dates for Schools Plus, informing them of any school events, cancellations that may need to be made, corrections of faulty equipment and maintenance. Although not managing people, responsible for overseeing the smooth operations of lettings within the school.
- A point of contact for out of hours emergency.

Health & Safety

- To act as Health & Safety Lead for the School
- Critical Incident planning
- To manage all fire drill/lockdown drills in a timely manner and reporting's liaised with

Trust Facilities Manager

- To investigate health & safety incidents in conjunction with the school nurse
- To manage all in house staff compliancy training for health & safety

- Act as the lead for school health & safety Committee reporting
- To manage new Starter health & safety inductions for all staff

GDPR – Data Protection

- Ensure that the school complies with all aspects of the General Data Protection Regulation (GDPR) and the UK's Data Protection Act 2018.
- Support the DPO in managing GDPR compliance activities.
- Ensure that all personal data is processed lawfully, fairly, and transparently, and that it is only collected for specific, legitimate purposes.
- Regularly review and update the school's data protection policies and procedures, including retention schedules.
- Maintain up-to-date records of all data processing activities carried out by the school.

Finance

- Responsible for admin of all trips:
 - Set up trips on (parent payment solution)
 - Work with teaching staff to ensure trips are costed and all monies are received
 - Reconcile individual trips to ensure correctly funded
 - Provide all communications/correspondence to parents
- Ensure weekly card payment reconciliations are carried out in conjunction with Trust procedures
- To be responsible for ensuring all overtime forms are approved and are collated in the appropriate format and to ensure they are sent to the Trust Payroll Manager within the relevant timescales
- To be responsible for ensuring all staff expenses forms are approved and are collated in the appropriate format and to ensure they are sent to the Finance Manager within the relevant timescales.
- Support the school in bid funding to external agencies
- To manage in house Petty Cash accurately and in a timely manner. To share this with Finance Manager.
- To check orders on IRIS ordering system to ensure they are scrutinised before approved by finance manager.
- To attend triangulation meeting with Principal and Finance Manager to discuss non pay budgets (only) on weekly basis.
- To manage all cash collections at school and ensure money is safely put away in the safe, ensuring all procedures are adhered to.
- To manage trips and fundraisers at the school and ensure any cash/card payments are identified and collated in appropriate format
- To ensure catering accounts are managed and any debt is chased in a timely manner
- To ensure school shop for Arbor is set up for individual items and monitored

Other

- Line-Manage and lead the Administration, Reception and Reprographics Teams
- To support with parental complaints on site or any complaints that are sent into reception

- To manage student rewards alongside the senior heads of years
- To manage all staff internal events
- To act as SLT Link for holidays intervention
- Meet monthly with every Faculty Leader to ensure teaching spaces are well presented and staff have everything they need to do their jobs at the highest standards.

Note:

Please note that the above list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the Business Manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal.

Diploma in School Business Management is advantageous, willingness to complete the qualification in the first year following probationary period.

Person Specification

Job Title: School Business Manager

Job Requirements

Knowledge:

- Knowledge of school financial procedures
- Knowledge of budget management and accounting techniques
- Knowledge of premises management and contracts legislation
- Knowledge of employment law and health and safety legislation including risk assessment tools.

Skills and Abilities:

- Excellent written and verbal communication skills
- Ability to plan and prioritise workload to meet conflicting deadlines
- Ability to analyse and interpret complex information and solve problems
- Excellent ICT skills in MS Office, internet, email and financial management packages.
- Good negotiation skills in order to negotiate contracts with suppliers
- Ability to work independently and act on own initiative.
- Ability to cope well with pressure and keep calm in stressful situations.
- Ability to maintain absolute confidentiality and integrity.

Experience:

- Administrative experience in a management capacity, including responsibility for financial and Human Resources matters
- Experience of managing staff
- Experience in finance including in the development, management and operation of financial management systems.
- Experience of budget management including account reconciliation and the ability to produce, analyse and evaluate financial reports/information.

Educational:

- Certificate of School Business Management or equivalent (desirable)
- Excellent numeracy and literacy skills

Special Requirements:

- An enhanced DBS check will be required.
- Understanding and commitment to equal opportunities.