



**Title:** Trust Business Officer  
**Salary:** NJC Scale Point PO4 (30-33)  
£34,373 - £37,568 per annum – Pro rata to (FTE)  
**Hours:** 37 hours per week – Term time plus 3 weeks  
**Accountable to:** Trust Director of Business and Operations and Trust Director of Finance (Central Trust work)  
Headteacher/Head of School (School deployments)

**Location:** The Post reports to the Central MAT Team but will be based at Belvidere School initially for up to 12 months. However, on a temporary or on indefinite basis you may be required to work at any School within the Multi Academy Trust or within the Trust Central Team.

**Start Date:** 1 September 2022

An exciting opportunity has arisen for a new Trust Business Officer to join our growing, innovative, and forward-thinking organisation to provide business operations support to schools within the Trust as directed. Initially you will be fully deployed to Belvidere School (Shrewsbury), and it is anticipated that this deployment will be in place for up to 12 months.

Reporting to the Trust Director of Business and Operations and Trust Director of Finance, and as a key member of the central finance function for the Trust, you will lead on operational aspects of finance procedures & regulations, preparation of monthly management accounts, coordination of HR/Payroll processes, premises management, Health & Safety, and wellbeing. Key aspects of your role will be providing close support and guidance to school-based staff on all financial matters, facilitating smooth communication channels between Trust schools and the Central Team. The role is offering diversity across both the secondary and primary school sectors.

**The successful candidate will:**

- Be committed to the TrustEd CSAT Alliance Vision Values
- Have extensive experience of working in a business management environment with specific knowledge of finance, contract management, estates management and HR related issues
- Act as the link between the Trust's Central Team and School Leaders
- Provide strategic and operational support across non-teaching and learning areas of responsibility
- Line manage other school based administration and support staff

If you are looking for a new and rewarding challenge, have the relevant skills needed and are a strong team player who can work off their own initiative then we would be keen to hear from you. **Please note CVs will not be accepted.** To apply, please download and complete the application form which should be returned to Karen Cook, Trust Director of Business and Operations or by email to [karen.cook@trustedcsat.co.uk](mailto:karen.cook@trustedcsat.co.uk) the closing date below. Full details of the role and application process are available from the Trust website <http://www.trusted-schools.com/vacancies/trusted-csat-vacancies>

TrustEd CSAT Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a satisfactory fully enhanced DBS check from the Disclosure and Barring Service and references being received.

**Closing Date: 9 am Wednesday 13 July 2022.**

## **Job Description**

### **Job Purpose**

- To act as the link between the Trust's Central Team and School Leaders across multiple school sites, primarily Belvidere High School but to work flexibly as required in other Trust schools
- To provide strategic and operational support across non-teaching and learning areas of responsibility.
- To line manage other school based administration and support staff.
- To lead by example in creating a culture of professional excellence and achievement in all aspects of work, and at all times demonstrate commitment to upholding and developing the MAT ethos and aims of the Trust.

### **Duties and responsibilities**

#### **Finance, Procurement & Contract Management**

- To implement the financial management strategy of the Trust on an operational basis including the adherence to all Trust financial policies and procedures.
- To oversee all actions and reconciliations required to support the Trust's monthly and year-end financial management timetable.
- To maintain school-based contract registers and to identify and undertake non-Trust led procurement activity to achieve value for money with support and guidance from the Trust's Director of Business and Operations and Trust Director of Finance.
- To collate appropriate information as requested to support Trust led procurement activity.
- To manage all operational performance and quality issues at a local level for both Trust and school led contracts.
- To oversee the maintenance of school based inventories in line with the Trust's financial regulations and to undertake an annual inventory check of all items in each respective school site.
- To support and advise, on specific school issues, the Director of Business and Operations and Trust Director of Finance and respective Headteacher when developing both the annual and 3 year budget plans for approval by the Trust.
- To ensure monthly capitation reports are collated and issued to agreed budget holders and that any issues / actions are discussed if required at meetings to ensure expenditure is controlled within agreed budgets.
- In conjunction with the Trust, meet with school leaders to agree and report the monthly management accounts for each respective school.
- To present the latest monthly management accounts as required.

- To act as the lead point of contact for school internal and external audit visits, ensuring provision of required information in a timely manner and to oversee the implementation, with agreed timescales, of actions arising.
- Work with support from the Trust to maximise and generate additional income streams for respective schools and the Trust, including the development of grant bids.
- To review and submit monthly payroll reports in accordance with agreed timescales, agree any required changes and to ensure relevant authorisations are in place from each school's respective Headteacher.

### **Estates & Health & Safety Management**

- In liaison with the Trust's Director of Business and Operations and school leaders be responsible for overseeing the maintenance and upkeep of each respective school estate, ensuring an attractive and vibrant environment for learning.
- Assisting the Trust's Director of Business and Operations with any relevant information in the development of bids for capital funding opportunities.
- To maintain on a continuous basis an up to date condition survey and 3 year Estate Management & Capital Investment plan, in the Trust's agreed format, for each school and to use this to assist identify school-based priorities to the Trust for capital investment decisions.
- To oversee on an operational basis contractors are employed on work projects on each school site and to ensure effective liaison is in place between the contractors, each respective school, and the Trust on major projects.
- To work under guidance from the Trust's Director of Business and Operations to ensure a robust assurance framework is in place to manage all statutory compliance requirements at each school and to act as the lead point of contact for any contractors / internal staff with responsibility for premises / compliance management.
- To ensure all Trust requirements and approvals are met when planning estate capital works.
- To act as the main point of contact for external Health & Safety inspections of each school and to oversee with support from the Trust's Central Team where required the timely implementation of all agreed actions.
- To ensure all risk assessments for estates, educational visits and other areas are robust and in place
- To liaise with the Director of Business and Operations and Trust Director of Finance to ensure all relevant insurance (or RPA) cover is in place for each school.
- To act as a school based champion for all energy efficiency measures and initiatives.

## **Human Resources**

- To maintain on a continuous basis each school's Single Central Record, to undertake safer recruitment training as required and to be responsible for the employment clearances and checks for any new staff, in liaison with the Director of Business and Operations.
- To liaise with the Trust's Director of Business and Operations and Central team in respect of the advertisement, recruiting and appointment of all school-based staff and in line with the Trust's establishment control procedure.
- To maintain up to date and complete personnel files for each school.
- In line with Trust procedures and with support from the Trust's Central Team and external HR Support Team manage all leave, attendance and sickness management issues at each school.
- Support the Director of Business and Operations and to ensure the accurate completion and timely submission of all statutory school workforce returns.
- To manage all other administration and support staff at each school, providing leadership and professional development as required, to ensure high performing teams with a clear focus on contributing to the overall effectiveness of each school.

## **Governance & Risk Management**

- Support the Trust Business Manager in maintaining on a continuous basis and in line with the Trust's Risk Management Strategy an operational risk register for reporting to Trustees and to ensure that any risks requiring escalation to the Trust's Strategic Risk Register are reported.
- To maintain on a continuous basis and in line with the Trust's Business Continuity Plan a Business Continuity and Emergency Plan for each school and to ensure that this is reviewed and tested on at least an annual basis and following any major incident.
- Ensuring all school level publication requirements for each school's website are adhered to with advice and support from the Director of Business and Operations and Trust Director of Finance and Central Team.
- To attend and present any items as required, in support of school leaders, at Trust/school meetings.

## **Marketing & Communications**

- To develop and maintain excellent working relationships with all key internal and external stakeholders including, but not limited to staff, parents, governors and external agencies.

- To act as the lead point of contact with the Trust's Central Team and key stakeholders for marketing initiatives and the organisation and promotion of both school and Trust wide events.
- To oversee communication and related systems with parents ensuring they are effective and that communication is undertaken in a timely manner.

### **Whole School & General Administration**

- To act as a champion for the effective implementation on an operational basis of all agreed Trust wide and school based policies and procedures.
- To identify and/or report any ICT refreshment requirements to the Trust's Director of Business and Operations for consideration and to report any operational ICT support requirements to the Trust's external ICT Support Team for action.
- To manage each school's lettings and charging requirements efficiently and in line with the Trust's Charging & Remissions Policy.
- To oversee and authorise the completion and submission of school census and other statutory returns in accordance with published timescales.
- To ensure all requirements to comply with GDPR requirements are built into all school based systems and procedures on an ongoing and continuous basis.

### **Safeguarding, Equality & Diversity and Health & Safety**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Trust Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/ CEO/Director of Business and Operations and Trust Director of Finance may determine.*

## Person Specification

Attribute	Essential	Desirable	Stage
Education/Qualifications	Degree or equivalent in a relevant qualification at NVQ level 4 or above.	<p>Recognised Accountancy qualification</p> <p>Safeguarding training</p> <p>Health and safety qualification</p>	A/I
Experience	<p>Extensive experience of working in a business management environment with specific knowledge of finance, contract management, estates management and HR related issues</p> <p>Experience of both leading and working collaboratively as part of a team</p> <p>Experience of interpreting legislation and regulations in order to develop robust policies and procedures</p> <p>Experience of working under own initiative with minimal supervision over a broad range of responsibilities</p> <p>Experience of delivering accurate and detailed reports for a wide range of audiences including</p> <p>Highly developed financial management and commercial skills and experience of contributing to and challenging annual and medium term financial plans that are sustainable while meeting the development needs of each school.</p>	Experience working in a finance role	A/I/R

<p>Skills/Knowledge</p>	<p>Proven ability to use Microsoft packages and MIS systems</p> <p>Ability to interrogate databases to produce management information</p> <p>Ability to exploit the potential of ICT packages in delivering efficiencies</p> <p>Developed persuasive, motivational, negotiating and influencing skills</p> <p>Excellent numeracy and literacy skills</p> <p>Proven ability to display attention to detail and to work creatively and innovatively.</p>	<p>Experience of updating websites.</p>	<p>A/I/R</p>
<p>Personal Attributes</p>	<p>Ability to relate to children and adults and specifically those from vulnerable backgrounds with significant emotional, social and/or learning / behavioural difficulties</p> <p>Ability to respond to sensitive issues with tact, diplomacy and Professionalism.</p> <p>Ability to build and sustain effective working relationships.</p> <p>A high degree of personal motivation and a positive "can do" attitude.</p>		<p>I/R</p>
<p>Special Requirements</p>	<p>A commitment to the TrustEd CSAT Alliance Vision and Values.</p>		<p>I</p>
	<p>Ability to travel regularly between sites within the Multi Academy Trust and attend evening meetings as required.</p> <p>A knowledge of safeguarding and child protection arrangements.</p>		



