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Description automatically generated

**Executive Business Manager South Yorkshire Primary Cluster**

Dear Applicant

Welcome to the South Yorkshire Primary Cluster of United Learning and thank you for your interest in the role. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being (as evidenced by our benefits below), we encourage you to apply. This is a senior, strategic leadership role in which you would report directly to the Regional Director; it is a fantastic opportunity for you to shape and support the successful futures of the three Schools within the South Yorkshire Primary Cluster: Bank End Primary Academy, Hunningley Primary Academy and High Hazels Academy.

The three schools have operated on an informal cluster basis and would like to enhance the cluster arrangement as part of United Learning’s plans to share resources and expertise and give staff local opportunities to develop further. Whilst there is commitment to nurturing the unique ethos of each school, our common mission in bringing out the ‘Best in Everyone’ shines through. We aim to offer more to both colleagues and young people than any single school could offer alone.

You will see that there is a wide-ranging job description for this post; this represents the scope of activities undertaken within the support functions of the Cluster and it is expected that you will be a professional expert in at least one of the functions with strong and proven financial acumen. Strong relationship building and providing outstanding customer service to all stakeholders will be vital for this role. We require a strong and capable leader equipped to provide the level of support and challenge needed to exceed the basic requirements of our schools.

The role will involve line management of the varying functions that you will lead, therefore you will need to be able to evidence development in leading your own team to excellence. You will work closely with the highly skilled Central Office team, the Finance and HR Business Partners as well as our central Estates, Health and Safety and IT leads.

United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across the wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. The Group’s aim is to ensure that the technology, finance, HR, and data support is provided more effectively and efficiently than would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions you may have ahead of submitting your application.

We very much look forward to hearing from you.

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Description automatically generated

Faye Bettison Marie Elliott Catherine Horton-Hale

Bank End Primary Academy High Hazels Academy Hunningley Primary Academy

# **ABOUT THE SOUTH YORKSHIRE PRIMARY CLUSTER**

**Bank End Primary Academy**

A group of children in a classroom

Description automatically generatedBank End Primary Academy is a one-form entry primary school for children aged three to eleven years old and is a school full of potential. Its most recent Ofsted inspection confirmed that it is a securely good school with a great sense of community that places families at the heart of all it does. Everyone associated with the school is committed to continuing its progress to becoming a genuinely excellent school in every respect. In particular the school is striving to improve academically, so that all children achieve very highly and become the best that they can be.

**High Hazels Academy**

High Hazels Academy was formed in January 2015, bringing together Greenlands Nursery Infant School and Greenlands Junior School. Situated in a delightful Victorian building in the heart of Darnall, Sheffield, the school serves a vibrant and diverse community of learners. The school has well managed buildings, with both indoor and outdoor high-quality learning spaces, offering an outstanding environment for staff and pupils. Following positive inspections from Ofsted the school has a strong learning community with the capacity to develop even further. The school prides itself on its richness of inclusive practice. Everyone associated with the school is committed to continuing its progress to becoming a genuinely excellent school in every respect.

**Hunningley Primary Academy**

Hunningley Primary Academy is a two-form entry primary school for children aged three to eleven years serving the community of Kendray and Stairfoot. Hunningley is above all a family where everyone is valued and recognised as an individual. It is a place where talents and interests are nurtured and all are encouraged to aim for the stars and be the very best that they can be. We believe that every child has the ability to shine given the right care and support and that our similarities and differences are things we celebrate with pride. Its recent Ofsted inspection (March 2023) confirmed that Hunningley is an outstanding school in all areas. The report highlighted the high aspirations staff have for all pupils, pupil’s exemplary behaviour, the curriculum and the schools exceptional offer around pupils personal and character development.

Hunningley Primary Academy joined United Learning in June 2017. The school has a well-managed, modern building with both indoor and outdoor high-quality and inspiring learning spaces for pupils to learn and staff to work. The school prides itself in its’ links to the local community and its ambition to bring out ‘the best in everyone’. Hunningley is determined that all children leave us at the end of Year 6 as well-rounded individuals of and full of character through access to our carefully sequenced curriculum and our education with character offer. Staff are relentless in their mission to build and maintain a strong sense of family at Hunningley. Relationships between staff and pupils are extremely positive and are built on a strong foundation of respect. Our ethos is to ensure that the next day is always better than the one before with staff working incredibly hard to continually add that little bit of magic and sparkle which makes Hunningley an incredibly special place to be.

**All schools benefit from the support of an experienced regional director, and you are welcome to request contact with the Headteachers or visit the schools when making informal enquiries about the position.**

# **ABOUT UNITED LEARNING**

A group of children playing with a toy xylophone

Description automatically generatedUnited Learning is a group of schools which aims to provide excellent education to children and young people across the country. We seek to improve the life chances of all the children and young people we serve and make it our mission to bring out ‘the best in everyone’ – pupils, parents and the wider community. We uniquely comprise schools in both the state and the independent sectors.

As a group, we can offer more to both staff and young people than any single school could offer alone. The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country, creating benefits for all the schools involved.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

**Our Ethos**

Our approach to education is underpinned by a sense of moral purpose and commitment to doing what is right for children and young people. We believe in supporting our colleagues to achieve excellence and in acting with integrity in all our dealings within and beyond the Group. We believe the safety and welfare of all children and young people is paramount. We summarise this ethos as ‘the best in everyone’ underpinned by our core values:

AMBITION – to achieve the best for ourselves and others.

CONFIDENCE – to have the courage of our convictions and to take risks in the right cause.

CREATIVITY – to imagine possibilities and make them real.

RESPECT – for ourselves and others in all that we do.

ENTHUSIASM – to seek opportunity, find what is good and pursue talents and interests.

DETERMINATION – to overcome obstacles and achieve success.

As a single organisation, we seek to bring together the best of independent and state sectors, respecting both traditions and learning from each other. We believe that each of our schools is and should be distinctive – committed to developing its own strengths and identity while sharing our core values to promote service, compassion and generosity.

**Continuing Professional Development**

Our staff are one of our most important assets, we are passionate about supporting our staff, bringing out ‘the best from everyone’. We work on the basis that each of us, however effective, can always learn and develop. This role is given a particular priority, given the wide-reaching impact that leaders have on the life of staff and students alike.

You will work closely with your Regional Director to set personal and meaningful development objectives and you will receive all support possible to achieve and surpass these objectives. You will also have the benefit of accessing a range of internal and external staff networks and fantastic CPD opportunities. We are passionate about transparent professional development which is achieved through a supportive and robust PDR process and through processes such as 360-degree feedback. You would also receive a comprehensive induction programme and friendly support from the Group’s Executive Business Managers at any time.

**OUR FRAMEWORK FOR EXCELLENCE**

A group of children climbing a tree

Description automatically generatedTo achieve our mission, our schools prioritise five key principles:

**‘THE BEST FROM EVERYONE’**

We expect the best from everyone, all the time, we are all capable of extraordinary things. So, we expect unreasonably – we constantly challenge children to do what they think they can’t, to persist, to work hard and to be at their best. We also expect this from our staff; they must be determined and resilient, they must pass those expectations on to the children in all they do. We act with the utmost love, care, and good faith – the highest standards come with the greatest attention to the wellbeing of all.

**‘POWERFUL KNOWLEDGE’**

Our most important purpose is to teach young people things they would not learn outside school, which frees them to think and act more powerfully in their lives. Words and numbers are our most powerful ways of representing the world. Mastery of language and fluent mathematical skills are therefore our top priority. We aim to prepare young people to make a success of their lives: a core entitlement to subject- based learning; the development of talents; an understanding of work and society.

Worthwhile learning is often hard. Inspiring teaching is what gives access to difficult concepts and the thrill of intellectual discovery. Powerful knowledge is not static or backward-looking. It includes the ability to critique, challenge the status quo, think, and learn.

**‘EDUCATION WITH CHARACTER’**

Academic success is very important, Exam passes are an important aspect of that. But we believe there is more to a good education; we aim to develop character, compassion, and service. Young people are expected to contribute to their school and to society; to try things which they think they cannot do; to persist in the face of difficulty; to become resilient in overcoming obstacles; to manage themselves; to work independently on things which challenge them; to work with others and in teams; to be courageous and caring; to lead.

We want young people to look back on a joyful schooling which has inspired and challenged them, given them wide opportunity and prepared them for the ups and downs of life.

**’LEADERSHIP IN EVERY ROLE’**

Our children are leaders of the future. We expect them to start today – taking advantage of structured opportunities to lead and taking responsibility for themselves and others. Every adult in the school is a leader. In every word, tone, and gesture, they set direction and expectation. We expect every adult to take responsibility and the initiative to do what is right for the children. All those in formal leadership positions create the climate in which others work. They demand the highest standards, build a performance culture, develop their teams, and create the space for others to lead. All leaders listen, develop relationships, act with integrity and care and expect the best from themselves and others in building a happy, confident school.

**‘CONTINUOUS IMPROVEMENT’**

However good we are, we can be better. We constantly look for improvements and implement them with pace. We look for ideas for improvement inside the organisation and out; we observe one another; we steal good ideas with pride and look to make them better; we work together to improve.

We always look at the evidence and are rigorous in evaluating impact. We stop or change things which aren’t working; we improve things which are. We aim for high leverage: high impact for low effort and low cost. We constantly look to have more impact for less cost and effort and to spend every pound wisely.

# **JOB DESCRIPTION**

**Job Title:** Executive Business Manager **Directly reporting to:** Regional Director **Indirectly reporting to:** Principles, Director of Finance – Academies **Responsible for:** School and Cluster based staff in the following functions:

* Finance
* Human resources
* Office administration
* Estates management
* Health and safety
* Marketing and pupil numbers
* Information Technology (including telephony)
* Compliance, governance and GDPR
* Community hub development

**Overall Job Purpose:**

To establish and deliver a high quality and efficient business support service to all Academies in the Cluster, to ensure that day-to-day operational functions are effectively managed as well as providing strategic and visionary leadership.

The post-holder will provide overall leadership and some line management to the business support functions in each Academy; developing high performing support teams which are highly motivated and focussed on the education outcomes and strategic vision of each Academy and Cluster.

They will liaise with United Learning central services to ensure that these functions provide value added support and advice to the Cluster in a timely and professional way.

They will be a member of each Academy SLT, and where in place, the Cluster SLT and contribute fully to Academy Development Plans and the 5-year strategic planning cycle across the Cluster.

They will actively promote the values of United Learning, our Framework for Excellence and the distinct culture and ethos of each Academy. They will have the highest regard for safeguarding and promoting the welfare of staff, children and young people.

**Key responsibilities in each functional area:**

**Leadership & Strategy**

* Negotiate and influence strategic decision making within each Academy’s Senior Management/Leadership Team and Governing Body.
* Ensure that all resources are managed effectively and efficiently.
* Present timely and fully costed proposals, recommendations or bids.
* Plan and manage change in accordance with each Academy’s development/strategic plan.
* Lead and manage the key support functions in each Academy.
* Take a lead role in bringing new schools into the cluster together with Central Office colleagues and the cluster SLT.
* Line management of the Business Managers/ Finance Teams, Estates and HR

**Finance**

Provide overall leadership to finance staff in each Academy, with support and advice from the Central Office Finance Business Partner, other specialists and senior managers within the central Finance and Strategic Planning teams; and in particular:

* Develop and monitor the 5-year long-term financial strategy in each Academy.
* Oversee the preparation of each Academy’s annual budget for central office in consultation with the SLT and LGB, in line with each Academy’s development plan but with an overview of emerging Cluster development plans.
* Oversee the monthly management of forecasts against the agreed annual budgets and prepare management reports and analysis for the SLT and LGB as requested.
* Be responsible for the overall leadership of each Academy’s accounting function and the staff working in that function, ensuring efficient operation in line with agreed procedures, and maintaining those procedures by conducting at least an annual review.
* Securing value for money through competitive tendering and effective supplier management, in cooperation with central office as necessary, and with regard to the additional purchasing power that can be achieved through collaboration and group procurement.
* Ensuring that each Academy has access to available external funding and resources, including income generation through bid writing, lettings and other activities within the ethos of the Academies.

**Human Resources**

* Support the development and monitoring of a long-term people strategy for each Academy and across the Cluster in consultation with the SLT and LGBs, taking strategic and professional advice from the HR Business Partner; other specialists and senior managers within the central People team as needed.
* Develop staffing structures within each Academy and across the Cluster that support the efficient and optimum use of all staff (teaching and support), using the Curriculum–based Modeller and advice from the HR and Finance Business Partners.
* Take overall leadership for the Academy and Cluster HR support service, ensuring its efficient operation according to agreed procedures including in particular:
  + Ensuring that each Academy has an up to date and accurate Single Central Record and that this is reviewed and audited regularly to ensure it is “inspection ready” at all times. In addition, ensure that all annual staff returns are collated and retained as required, i.e., ICT acceptable usage policy, pecuniary interest declarations.
  + Promoting best practice in people management and all aspects of the employee lifecycle in line with United Learning policies and guidance; and ensuring compliance with employment legislation.
  + Ensuring the SLT and LGB is rigorous in reviewing the HR data dashboards available to them and addressing areas of concern or continuous improvement, including staff survey outcomes.
  + Ensuring that appropriate systems are in place for recording and storing confidential staff records and information in line with the Data Protection Act/GDPR.
  + Actively engaging in group wide projects which impact on the retention and wellbeing of our staff, including the Annual Group staff survey, Well-Being Programme, United Rewards and other projects and initiatives included in the group People policies.
  + Ensuring the Academies and Cluster are actively involved in CPD, talent spotting and succession planning to support the progression and retention of staff through robust CPD plans for all staff that maximise available funding i.e., apprenticeship CPD via the levy.

**Office Administration**

Provide overall leadership to Office Managers and administrative staff in each Academy to ensure the provision of efficient and professional administration and reception functions, and in particular to:

* Ensure that appropriate processes and systems are in place for filing and record keeping, in line with statutory requirements, Safeguarding, GDPR, and the Data Protection Act

**Estates Management**

To provide overall leadership to Site Managers and staff in each Academy, as well as working with the Estates team in Central Office, to ensure that all areas of the Academy estates, asset management and facilities management are well led and maintained, including in particular:

* Assisting with the preparation of maintenance and capital expenditure plans;
* Ensuring the provision of appropriate cleaning and catering services, grounds maintenance and planned preventative maintenance to ensure compliance and well-maintained buildings (whether run in school or by external providers);
* Ensuring that all facilities management activities are efficiently and effectively managed across the cluster and the individual schools.

**Health and Safety**

To provide leadership to Health and Safety Leads in each Academy, as well as working with the Group Health and Safety Manager, to ensure the safety and wellbeing of staff and students and the implementation of the Group H&S policies, in particular by:

* Carrying out periodic monitoring exercises/topic audits and investigating accidents/incidents of significance and communicate findings across the Cluster and to the Group Health and Safety Manager
* Meet termly with the Cluster’s school H&S Coordinators, Heads and Site staff to evaluate needs, training requirements performance, and areas of concern and provide this information as necessary to the Group H&S Manager.

**Marketing**

To provide leadership to Marketing Leads in each Academy, as well as working with the central office Marketing team, to maximise stakeholder engagement and pupil and staffing recruitment, by:

* Ensuring that each Academy has an effective Marketing and Communications Plan, which retains both the United Learning brand and the distinctive local Academy brand.

**Information Technology**

* To provide leadership in the Academys’ use of Information Technology to ensure effectiveness and efficiency across all functions of the business.
* Participate fully in regular steering processes to ensure that the IT Service remains effective
* Contribute to the strategic management and reshaping of the service as necessary (e.g., participating in recruitment to senior roles)
* Provide operational management of the senior members of the IT Service, to ensure its response to day-to-day issues and requirements is suitable and agile
* To work with the IT Service Manager to oversee the creation and delivery of an IT refresh strategy
* To oversee adherence to the Trust’s data standards
* Responsible for contract management and performance reviews including for IT and back-office staff employed under an SLA.

**Policies and compliance**

* Support the designated data protection leads in each Academy and ensure compliance with GDPR in all areas across the Academies.
* Ensure that finance, HR, IT and estates policies are up to date (aligned to United Learning policies) and implemented across the Academies.

**Other**

* The post holder is expected to split their working time between each Academy in the cluster, and to periodically attend meetings or training at other United Learning schools or locations, therefore an element of travel is required within the role.
* This job description is not intended to be all-inclusive, and the successful candidate is expected to be flexible and proactive in meeting the needs of each Academy. This is a newly created position within the Group Cluster Strategy, with scope for the post holder to shape the role and make it their own.

**This post is subject to an enhanced DBS disclosure and the post holder must be committed to safeguarding the welfare of children.**

**Executive Business Manager Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Method of Assessment** |
| **EDUCATION/QUALIFICATIONS** |  |  | App = Application  Int = Interview |
| Educated to degree level or equivalent in a relevant subject. | ✓ |  | App |
| Business management qualification, accountancy qualification (ACA, ACCA, CIMA) or other relevant qualification for the role. | ✓ |  | App |
| A record of Continuing Professional Development activities. | ✓ |  | App |
| Project management |  | ✓ | App / Int |
| **KNOWLEDGE AND EXPERIENCE** |  |  |  |
| Experience of working in an educational business management environment. |  | ✓ | App |
| Experience of working in a financial environment. |  | ✓ | App |
| Well-developed ICT skills, including in the use of Microsoft office suite, and relevant finance/accounting systems. | ✓ |  | App/Int |
| Experience as a member of a Senior Management Team where the contribution of wider strategy and policy-making has been essential. | ✓ |  | App/Int |
| Experience delivering change management programmes. | ✓ |  | Int |
| Experience delivering on multiple projects. | ✓ |  | Int |
| Experience of schools’ education finance, HR and other aspects of education administration. |  | ✓ | App/Int |
| Experience leading and/or managing budgeting and reporting processes in an organisation. | ✓ |  | Int |
| The ability to input into the organisation of other areas central to school operations, e.g. pastoral services, health and safety and EVC. |  | ✓ | Int |
| Experience working with a range of internal and external stakeholders. | ✓ |  | Int |
| Knowledge and experience of managing procurement, contracts for services etc. | ✓ |  | Int |
| Extensive experience managing and motivating staff with proven ability to create a united and highly effective team. The ability to lead and motivate staff within a performance management framework. | ✓ |  | Int |
| Experience of having contributed to policy and structure formulation, implementation, evaluation and review. |  | ✓ | Int |
| **SKILLS, BEHAVIOUR AND QUALITIES** |  |  |  |
| A vision that is aligned with United Learning’s high aspirations and high expectations of self and others. | ✓ |  | Int |
| Sharing the values of United Learning, particularly Respect, Determination and Ambition. | ✓ |  | Int |
| Committed to promoting equality, diversity, and inclusion | ✓ |  | Int |
| A confident and forensic use of data to diagnose weaknesses that need addressing and the ability to effectively action plan to raise performance. | ✓ |  | Int |
| An effective leadership and management style that encourages participation, innovation and develops colleagues’ confidence. | ✓ |  | Int |
| Strong interpersonal, written and oral communication skills. | ✓ |  | Int |
| Strong organisational and time-management skills and the ability to delegate appropriately. | ✓ |  | Int |
| The ability to skilfully manage and maintain effective working relationships with parents, governors, community members, external agencies, and other stakeholders. | ✓ |  | Int |
| Confidence and self-motivation. | ✓ |  | Int |
| The ability to work well under pressure and manage conflicting demands. | ✓ |  | Int |
| Flexibility and willingness to be adaptable. | ✓ |  | Int |

**How to Apply**

Please complete an online covering letter (you will be prompted to do so after completing your profile) explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is Sunday 18th November 2023 and shortlisting will take place in the week commencing 20th November 2023. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post. We plan to hold interviews on Monday 4th December 2023 at Hunningley Primary Academy; albeit this may be subject to change. All applications will be acknowledged by email, if you haven’t received this, please contact Karen Jones, HR Manager at ([karen.jones@highhazelsacademy.org.uk](mailto:karen.jones@highhazelsacademy.org.uk)).

**Further information**

To arrange an informal discussion regarding the role please email Tanya Hughes: ([Tanya.Hughes@unitedlearning.org.uk](mailto:Tanya.Hughes@unitedlearning.org.uk)).

**Terms and Conditions of employment**

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

* Location: Your office will be in Hunningley Primary Academy and you will split your time between the three Schools as required.
* Working hours: Monday to Friday, 37.5 hours per week. The hours are to be negotiated, dependent on the individuals’ circumstances, but generally we would look to cover the hours of 09:00 – 17:30 with an hour unpaid for lunch. We are open to requests for flexible or part-time working; we encourage open and informal conversations about your work-life balance needs.
* Start date: As soon as possible.
* Starting salary: £58,300-£69,300 - This is negotiable and dependent on your skillset and previous experience.
* Ill Health Pay: Our Policy allows for a five-year sliding qualification period, at the end of which, you will be entitled to full pay for 50 working days and half pay for 50 working days.
* Holidays: You will receive an enhanced 6 weeks’ paid holiday per year (pro-rata for part-time staff), in addition to public holidays which fall within your normal working year.
* Pension Scheme: You are eligible to be a member of the Local Government Pension Scheme.
* Death in Service: As an employee of United Learning, your beneficiaries are entitled to a lump sum payment in the event of your death in service.
* Private Healthcare Scheme: You are eligible to opt into the Group’s chosen Provider for Healthcare, in which we’ll cover the cost of your medical treatments (as per the agreement). You can also extend the cover to include family members at an additional charge, deducted from your salary.

In addition to the above, we are also committed to providing exciting employee benefits, for example a Cycle 2 Work Scheme and a Car Lease Scheme. We also give you access to Perkbox; a scheme that offers a huge range of perks including discounts and meaningful resources, for example workout videos and sleep stories; a scheme designed to add value to every lifestyle.

# **FOR MORE INFORMATION ABOUT THIS ROLE, PLEASE CONTACT:**

**Name / title:** Tanya Hughes **Email address:** [tanya.hughes@unitedlearning.org.uk](mailto:tanya.hughes@unitedlearning.org.uk)