



Trust Business Support Manager

Inspiring Futures through Learning

Information for Applicants
2024



**Inspiring Futures
through Learning**

Welcome from IFtL's CEO



I am delighted that you are considering applying to the Trust Business Manager the amazing community we serve at Inspiring Futures through Learning.

IFtL was formed in 2016 committing to school improvement, development, innovation and collaboration as tools that improve the lives and learning of all our people, adults and children alike.

Since then, we have achieved great success. We can quantify our success in Ofsted reports, performance data, financial spreadsheets and our recruitment and retention figures. However, most important to note is that we can only achieve such success because of our culture and ethos. It is our more qualitative success that makes IFtL truly unique. We are a strong family, with different personalities and differing abilities but we have the golden thread that pulls us together - a belief that we are stronger together; that we will go that extra mile for each other and support each other when things aren't going the way we want them to.

The camaraderie is second to none as our school improvement system is strongly embedded in our schools and we use the skills and expertise to support each other. There is nothing new about a self-sustaining school improvement system – but the way we do it is unique to us and something that we are extremely proud of.

This Trust Business Support Manager will support the Chief Finance Officer (CFO), Head of Finance (HoF) and Financial Controller (FC) to generate, harness and process management information required at central level for the purpose of decision making, external statutory returns and monitoring returns at school level. The role is one of a lead professional and will be a key member of the central team.

I look forward to welcoming you to Inspiring Futures through Learning.

Sarah Bennett
CEO of IFtL



Inspiring Futures through Learning

Our vision
To inspire the futures of us all through learning **together**

Our IFtL family

As an IFtL family we understand, and are committed to, our responsibility in shaping and influencing the lives of future generations. We do this in partnership with our teachers, our communities, fellow educators, and other local and regional partners. We also do this with national policy makers and global leaders. We are committed to the levels of collaboration required to shape and protect the future. We start with our schools, our people, our family, and from there we grow. At IFtL we are never alone – one united family striving for excellence in all that we do.

Our drivers

- Creating ambitious, lifelong learners in all our schools**
High-quality schools that provide accessible, equitable, and inclusive opportunities for all children to flourish.
- Delivering high standards of curriculum for all within a positive learning culture**
Engaging, inspiring, creative, and broad-based learning that is relevant to the world and the future.
- Investing in staff development to create innovative, research-led, career pathways**
Attract, retain, nurture, develop, and inspire great professionals throughout their careers and the wider world we live in.
- Ensuring expert governance with a strong local identity**
Inclusively and ethically accountable systems, involving effectively with parents and the wider community.
- Strong financial management with efficient and effective operational structures**
Involving staff, fostering a spirit of innovation, and driving operational excellence.
- Being leaders in our community recognising our wider civic responsibility**
Work with others to create a better, more inclusive future for the people and the planet.
- Maintaining a safe, secure and engaging environment in which we all thrive**
Supporting positive staff and school culture, and the culture of leadership and care.

Our values

- F Fun**
We enjoy what we do. We make learning enjoyable. We are curious. We are creative. We are playful.
- U Unique**
We celebrate differences. We embrace diversity. We are proud of our learning.
- T Together**
We share the same goals. We support each other. We respect, collaborate and work together.
- U Unafraid**
We are confident to challenge. We are courageous in our thinking. We are proud of our progress.
- R Responsible**
We act in the best interests of our community and the world. We are committed to our values. We stand by our promises.
- E Energetic**
We are passionate and driven. We are motivated. We are committed to learning.
- S Safe**
We are secure in our beliefs. We are confident in our future. We work together.



Inspiring Futures through Learning

Working at IFtL

To support all our employees, IFtL is committed to finding ways to ensure that your personal, financial, professional, and pastoral needs are met during your time with the IFtL. Wherever possible, we seek out innovative and impactful ways to add real benefits to our teams - from helping with cost-of-living pressures, ensuring that professional development is readily and easily accessible through to wellbeing assistance - to ensure the work-life balance is being managed effectively.

Benefits of our Trust

As part of Inspiring Futures through Learning, the successful candidate will have access to a staff benefits package which includes discounts on gym membership, cinema tickets, days out and cycle to work scheme. As a Senior Leader you will also have access to a comprehensive CPD package including one to one leadership coaching.

Employee Assistance Programme

The Health Assured programme offers:

- Confidential and compassionate guidance on any issues, professional and personal.
- Life support: Unlimited access to counselling and a pathway to structured telephone counselling at your convenience.
- Legal information: For any issues including debt management, accountancy, lawsuits, consumer disputes, property or neighbour legalities.
- Bereavement support: experienced counsellors who can help with grief and related stress plus a team of legal advisors to help with legal issues.
- Medical information: Qualified nurses are on hand to offer advice on a range of medical or health-related issues.
- CBT online: EAP have a range of CBT self-help modules, informative factsheets and invaluable advice videos from leading qualified counsellors.
- Weekly mood tracker: Keep track of your financial, physical and general wellbeing via the weekly mood tracker.
- Mini health checks: My Healthy Advantage offers a collection of mini health checks within the app for the following: height & weight (BMI), waist, sleep, alcohol, mental health and fatigue.
- Unlimited access to Health Assured wellbeing articles that provide support on health and advisory issues.



About Inspiring Futures through Learning (IFtL)

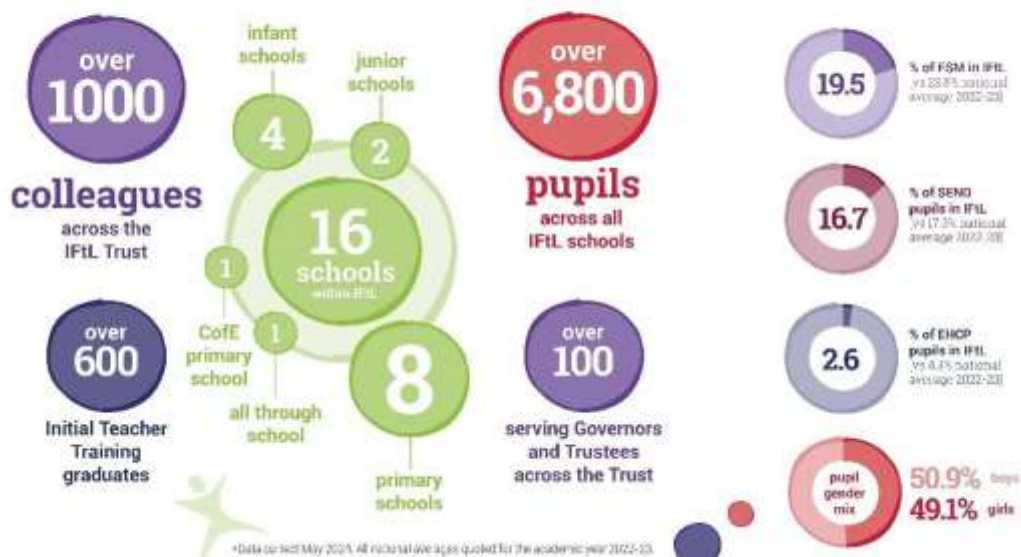
Introduction

IFtL is an innovative, forward thinking, growing multi-academy trust with its heart in school improvement through system leadership – developing people who collaborate, share, learn from each other and are committed to the best for our children and communities.

As at May 2024, IFtL has 16 schools across Milton Keynes and Corby, North Northamptonshire, with 5 incoming schools confirmed to join in the near future.

Our schools, and IFtL overall, reflect the diversity of our communities and our people. Each has a different journey, set of experiences and expertise to share. Celebrating and valuing these through open, positive and respectful collaboration is a critical part of our successful collaboration model.

IFtL in Numbers



Vision and Values

Our vision and values run through everything we do including being at the heart of our people-related processes.

Inspiring Futures through Learning

Our vision
To inspire the futures of us all through learning **together**

Our IFTL family
As a multi-family trust we understand and are committed to our responsibility in shaping and influencing the lives of future generations. We do this in partnership with our families, our communities, fellow educators, and other local and regional partners. We also do this with national policy makers and global leaders. We are committed to the levels of collaboration required to shape and protect the future. We start with our schools, our people, our family and from there we grow. At IFTL we are not alone – we are united family striving for excellence in all that we do.

Our drivers

- Creating excellent, lifelong learners in strong schools
- Ensuring expert governance with a strong local identity
- Delivering high standards of education for all within a positive learning culture
- Strong financial management with efficient and effective operational structures
- Investing in staff development to create innovative, research-led, career pathways
- Being leaders in our community recognising our wider civic responsibility
- Ensuring effective, evidence-based professional practice
- Working in partnership with our stakeholders
- Ensuring a safe, secure and engaging environment in which we all thrive

Our values

- F** **Fair**
We value diversity and inclusion. We are open-minded and fair.
- U** **Unique**
We value our differences. We challenge ourselves. We are thoughtful in our thinking.
- T** **Together**
We share the same purpose. We support and encourage. We collaborate, collaborate and care for each other.
- U** **Unafraid**
We're not afraid to challenge. We are courageous, brave, thoughtful, in the end, we find our way.
- R** **Responsible**
We're in the best of luck of our generation and we're proud. We are responsible for the future. We are responsible for the future.
- E** **Energetic**
We're not just in our hearts. We're in our minds. We're in our minds.
- S** **Safe**
We're not just in our hearts. We're in our minds. We're in our minds.

Our outcomes
Ambitious Learners • Rewarding Experiences • Skilled Professionals • Expert Governance • Firm Foundations • Community Champions • A safe place to be!

Strategic Direction

IFTL is an ambitious, dynamic and multi-faceted MAT with a strong vision that demands excellence, innovation and focus. We are realistic about ourselves and the environment in which we operate – we are clear that solid foundations and addressing challenges with a timely, solution focused approach allows us the flexibility to relentlessly continue in our vision to inspire futures for us all.

Our Strategic Plan outlines our approach for the next three years of development and growth of IFTL. Through awareness, analysis and recognition of our current position and environmental factors, we have identified specific areas of focus for the next period that enhance, strengthen and complement our overall vision and Strategic Priorities.

Our Strategic Plan Strands are:

- Future Focused**
- Equitable Futures**
- Leadership in our IFTL Culture**
- Strong Schools**

The Strategic Plan Strands interconnect – each area of development and enhancement will purposely affect the direction of the organisation and impact on the whole. Further information regarding the strands themselves is available at <https://www.iftl.co.uk/about/strategic-plan/>.

Job Description

Trust Business Support Manager – Inspiring Futures through Learning

Purpose of the role:

Trust Business Support Manager will play a key role in supporting the Chief Finance Officer (CFO), Head of Finance (HoF) and Financial Controller (FC) to generate, harness and process management information required at central level for the purpose of decision making, external statutory returns and monitoring returns at school level. The role is one of a lead professional and will be a key member of the central team.

Key Responsibilities

- Leadership - Provide strong and innovative leadership in all aspects of the role including strategic direction, change management and financial operational effectiveness.
- Support Services - Lead, develop and coordinate support services for finance teams within our schools.
- Procurement - ensure compliance with all internal policies and external limitations at all times.

Leadership & Strategy

- Contribute to and promote the vision, values, moral purpose, learning & leadership styles and ethos of the trust in a purposeful and inclusive manner.
- Demonstrate strong leadership skills when supporting our schools – exemplify a strong collaborative approach, set expectations, drive performance and provide feedback and encouragement
- Support the delivery of consistent information across all communication channels
- Support, attend and lead when required, the school finance lead weekly meetings and contribute to local networking groups as well as coaching colleagues
- Assist with the monitoring of grant expenditure for IFtL and the gathering of evidence or expenditure
- Support and lead finance meetings at schools, facilitating on consolidation information and needs from across premises, HR and IT to ensure that the schools needs are fully considered in the preparation of the school budgets.

Support Services

- To be part of the finance Help Desk / Support services team.
- To work directly with schools to support finance leads, Head Teachers, Finance Teams and Department Leads to ensure effective day to day management of the schools. This includes the monitoring of financial outcomes to ensure they are in line with budgets and that early indicators are highlighted when objectives may not be met. Thus, ensuring the resilience and drive is sustainable across facilities and services.
- To support the smooth operational running of the finance function within our schools.
- Work closely with the central Trust Team to coordinate priorities.



- Be an integral part of each school by being part of Senior Leadership Team meetings.
- Support the development of schools, including budgeting for school improvement.
- May include Line Management of School / Trust staff, including responsibility for recruitment, performance management and disciplinary/grievance issues.
- Work with school finance leads to explore options for efficiency improvement as opportunities arise both financially and operationally.
- Ensure continuous support is available in school in any temporary absence of a finance lead, or senior finance manager role.
- Assist with the month end procedures, including the preparation and checking of monthly management accounts packs in line with our specified deadlines.
- Report financial information to the Head Teachers and strategic leaders.
- Ensure compliance against Financial Policies and that accounting systems are operated effectively.
- Assist with the preparation and checking of the audit pack for schools including supporting them with the collation, creation or generation of specific schedules to support the year end process.
- Work within the agreed asset management plan, ensuring that each school's maintenance expenditure is being targeted to priority areas.
- Support the CFO, HoF and FC with the budget setting process, as needed.

Procurement & Payments

- Support the schools and Central Team, as needed with the timely processing of invoices and payments, in line with internal and external policies.
- Authorise trust level transactions on the Access Finance system, checking that compliance with trust policy is observed.
- Any other task requested by the CFO, HoF or FC that is in line with the job description and paygrade.

Work Profile

- Manage the implementation of school administrative, financial and related policies and procedures; developed analytical, judgmental or creative skills required to interpret varied and potentially complex information or situations, including whole school budget preparation and planning, support service monitoring.
- Reports to HoF and works closely with the senior leadership team in each school. Contributes to and develops strategic initiatives and involves significant decision making affecting the local schools.
- To adhere to school, Trust and national authority's guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Attend relevant meetings
- To maintain confidentiality



Generic Responsibilities of all IFtL Employees

- To exemplify and uphold the IFtL's vision, values and ethos at all times particularly with regards to children's wellbeing and emotional development.
- To follow Trust policies
- To work in a co-operative and polite manner with all stakeholders.
- To follow the child protection procedures and ensure that children's safety and wellbeing is never compromised
- To be polite, cooperative, and positive when communicating to other staff.
- To take an active and positive role in the Trust's commitment to the development of staff, and their annual review procedures.
- To work with schools in such a way that it enhances the reputation of the school and IFtL.
- To seek to continuously enhance the quality of the IFtL's service to schools and stakeholders.
- To present oneself in a professional way that is consistent with the values and expectations of IFtL.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Line Managers may require particular additional duties to be undertaken to suit the specific trust / school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Other information

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together.

Our commitment to ensuring equal opportunity and lifelong development is showcased in our 1:1 iPad initiative for learners and teaching colleagues across the schools in our trust. By harnessing the power of technology and collaboration, we aim to reshape and rethink what it means to be a learner into this digital age, and you can play a role in shaping our curriculum offer by joining us on this journey.

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All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification



Knowledge and qualifications

Essential, i.e. the postholder must have:

- Recognised school management qualification or equivalent to minimum NVQ4 level or a recognised accountancy qualification.
- Use of standard IT business packages with particular competence in spreadsheets and management information systems.

Desirable, i.e. the postholder would ideally have:

- Experience of school budgets and finances.
- Experience of staff and team management.

Experience

Essential, i.e. the postholder must have:

- Consultant/advisor status in relation to smaller school finances. Monitoring of robust internal financial procedures.
- Awareness of child protection issues; health and safety risks; adherence to financial regulations

Desirable, i.e. the postholder would ideally have:

- Agreement of, and adherence to, reporting deadlines in accordance with academic year.
- Ability to assess needs and plan resource requirements for lengthy periods in excess of 2/3 years.
- Working with external suppliers, colleagues, governors and the Trust to maximise efficiency and economy.
- Awareness of potential for improvement and development in all non-teaching areas of the school. Initiating and driving through change in partnership with senior school management.
- Dealing autonomously with all but the most serious problems but keeping HoF /CFO apprised of all major issues.
- Full management responsibility for the School Bursars across the local schools.
- Awareness of personal development needs and opportunities.
- Influencing skills with colleagues, governors and others in relation to introducing change.



How to apply

The closing date for applications is **Midday, Friday 12th July 2024**.

Interviews will be held on **Wednesday 17th July 2024**

Applications must be completed on MyNewTerm by using this link and selecting the vacancy:

<https://mynewterm.com/jobs/836796/EDV-2024-IFTL-22277>

For further information and to arrange a discussion about the role, please contact Emma Matthews on ematthews@iftl.co.uk

Details about Inspiring Futures through Learning can be found here www.iftl.co.uk.

We look forward to hearing from you.