

INCLUSION

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# INMAT

## Recruitment Pack

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Position: Northampton Cluster Business Partner



## Northampton Cluster Business Partner Job Description

<b>POST DETAILS</b>	
Responsible to:	Chief Financial Operations Officer
Liaise with:	InMAT Executive Team, InMAT Central Team Headteachers, Academy Staff
Place of work:	Kingsley Primary School, The Abbey Primary School, Standens Barn Primary School and Central Office
Hours:	37 hours per week 52 weeks per year
Salary:	Grade K Point 32 £40 221 (Full Time Equivalent)
Key responsibilities	<ol style="list-style-type: none"> <li>1. Supporting Chief Financial Operations Officer (CFOO) and Trust Finance Manager (TFM) with Academy Business Leadership and Strategy</li> <li>2. Financial Management</li> <li>3. Human Resources Management</li> <li>4. Property and facilities Management</li> </ol>
Purpose of Post:	To strategically support in leading and managing financial, HR and administrative aspects of the cluster's academies.
Key Documents	Scheme of Delegation, Financial Regulations Handbook, Health and Safety, GDPR, and any further trust wide and local academy policies.
<b>KEY RESPONSIBILITIES</b>	
1. Leadership and Strategy	<ul style="list-style-type: none"> <li>• Attend senior management meetings as appropriate.</li> <li>• Direct administration staff in conjunction with the Head teachers.</li> <li>• Day to day management of Cluster Business Officer (CBO).</li> <li>• Responsible for highlighting academy risks to TFM as part of monthly management accounts.</li> </ul>
2. Financial Management:	<ul style="list-style-type: none"> <li>• To ensure that all financial procedures and policies are diligently followed.</li> <li>• Provide a high level of finance support to the Headteacher and TFM, maintaining accuracy and validity of the accounting system.</li> <li>• Production of monthly management accounts and supporting reporting schedules, to be provided to TFM within the set deadlines.</li> <li>• Lead the budget and forecast planning process for academies within the Cluster, working with Headteachers to ensure that it is of a high quality, and aligns to each academies School Improvement Plan.</li> <li>• Monitoring and Forecasting the budget for each of the academies within the Cluster, ensuring budgets are up to date at all times.</li> <li>• Manage payroll function. Reconcile monthly payroll reports and submit to head for approval.</li> <li>• Identifying and informing the head teachers of the cause significant variance to the budget and recommending prompt corrective action as required; informing TFM of any areas of concern.</li> <li>• Supporting the external and internal audit programme of the Trust as required.</li> <li>• Recording and managing academies asset registers.</li> <li>• Managing all academy level contracts and maintaining contract registers.</li> <li>• To ensure financial administration is undertaken efficiently and effectively and all deadlines are met.</li> </ul>
3. Administrative Management:	<ul style="list-style-type: none"> <li>• Management of the academies administrative functions in conjunction with head teachers and office staff as appropriate.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensuring correct procedures are implemented and processes are carried out in line with policy.</li> <li>• Support dealing with queries and problems and taking action as appropriate, if escalated by office staff.</li> </ul>
4. Human Resources:	<ul style="list-style-type: none"> <li>• Actioning any HR related projects or returns.</li> <li>• Support the HR services and processes for academy staff via EPM.</li> <li>• Oversee recruitment process for Cluster academies' working alongside Headteacher.</li> <li>• Ensuring staff contracts are issued and safer recruitment is followed, including overseeing of SCR.</li> <li>• Overseeing the management of staff personnel files and records, in conjunction with head teacher and office staff as appropriate.</li> <li>• Preparing and submitting annual teachers' pension end of year certificate</li> <li>• Preparing annual salary statements.</li> <li>• Ensure key policies are clearly communicated to all staff.</li> </ul>
5. Property and facilities management:	<ul style="list-style-type: none"> <li>• Work closely with the Headteacher and/or relevant parties to ensure projects and works are planned, costed and managed appropriately.</li> <li>• To complete all the relevant paperwork and distribute accordingly.</li> <li>• Ensure site security, health and safety and compliance is adhered to by the PFI management company.</li> <li>• Maintain a good working relationship with all relevant PFI parties.</li> <li>• Maintaining the current Trust H&amp;S platform.</li> </ul>
Person Spec info	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Commit to any training commensurate with the post.</li> <li>• The post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work.</li> <li>• 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.</li> </ul>

*This job description is a broad overview of the post. It is not an exhaustive list of all possible duties, and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document, and the post holder will be required to carry out any other duties that are necessary to fulfil the purpose of the job.*

*We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks, therefore, all posts within the Trust are subject to an enhanced DBS and Barred List check.*

*The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.*

## PERSON SPECIFICATION

	Essential	Desirable	How Assessed
<u>Qualifications</u>			
Good general standard of education	√		App/Doc
Financial training or experience		√	Doc
<u>Experience</u>			
Previous work in school setting		√	App/Ref
Finance ledger software	√		App
Experience with PS Financials	√		App
Experience with IMP budget Setting		√	App
Use of ICT applications e.g. Word, Excel Power Point	√		App
Accounting / finance work experience	√		App/Int/Test
Ability to manage staff	√		App/Int
Ability to set budgets and challenge senior leaders	√		App/Int
<u>Knowledge</u>			
Understanding the importance of confidentiality and appreciation of the implication of GDPR	√		Int
Understanding the context in which schools are operating. An understanding of Health and Safety issues relevant to the post.		√	Int
<u>Skills / Attributes</u>			
Word processing skills and ICT skills and to use a range of databases and software packages	√		Int
Literate – good standard of grammar, punctuation and spelling.	√		Test
Numerate	√		Test
Excellent interpersonal skills – able to deal with a variety of people sensitively and, when necessary, assertively	√		Int
Able to make judgements about processing calls and correspondence	√		Int

	Essential	Desirable	How Assessed
Good communication skills – written and oral	√		Int
Good time management skills	√		Int
Ability to prioritise work	√		Int
Able to keep calm in difficult situations	√		Int
Able to operate effectively as a member of a team	√		Int
Loyalty and dependable	√		Int
Self-motivated	√		Int
Flexible – to meet peaks and flows of work	√		Int
Willingness to undertake training	√		Int
Commitment to Equal Opportunities	√		Int
<b><u>General Circumstances</u></b>			
Attendance – evidence of attendance at work	√		Ref/Med
Understanding of, and commitment to Equal opportunities, and the ability to apply this to strategic work and day-to-day situations	√		App/Int
Good sense of humour	√		Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the disability discrimination Act 1995	√		Med

App = Application Form

Test = Test Int = Interview

Pre = Presentation

Med = Medical Questionnaire

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

## The Recruitment Process



We very much hope that you will apply for this post. To apply, please complete the application forms through My New Term.

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

**Key Dates**

Applications are welcomed by 4pm on Wednesday 31<sup>st</sup> July 2024. With interviews to take place on Friday 2<sup>nd</sup> August 2024.