



## Information Pack Business Manager



**Brookvale Groby Learning Campus**



## Welcome from the Headteacher

Dear Prospective Applicant

Thank you for expressing an interest in the role of Business Manager at Brookvale Groby Learning Campus. The role of Business Manager is a member of our senior leadership team and will play a key role in the Trust's future planning, commercial and development strategies. Also, supporting the educational aims of the campus through the effective management of resources and facilities.

This is an exciting time to join our campus and we look forward to working with a new member of staff who will share our ambitious vision, "Valuing Everyone, Achieving Excellence".

The campus has been through a period of significant change having converted to a multi academy trust in 2017 and a merger to a single academy trust from September 2019. Our founding schools were Brookvale High School, an 'outstanding' 11-14 high school, and Groby Community College, a 14-19 upper school graded as 'good with outstanding features'. Now, as a united campus, we meet the educational needs of over 1500 students with over 300 of those enrolled in our Post 16 provisions.

We have a strong ethos of valuing everyone and achieving excellence for all. We set very high standards for our students and ourselves, we work hard, we look after each other, and we are committed to professional learning for all staff. As a consequence, the motto we use on a daily basis with our young people is to work hard, be kind which we feel symbolises the culture we aim to create on campus.

We have a spacious semi-rural campus location and most of our students live in the surrounding villages with some travelling from Leicester and its western suburbs.

We hope the documents provided help you to gain a feel for the school, but if you'd like to find out more, then please contact Tracey Malsbury - [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com) - or telephone 0116 2879921, in the first instance.

All of the documents to support this application process are available on our website, [www.brookvalegroby.com](http://www.brookvalegroby.com).

We would like to thank you again for your interest in the post and we look forward to receiving your application. Please do note however that, to adhere to our Child Protection and Safeguarding procedures, CVs are not accepted as a form of application and are not put forward to the shortlisting panel. If you have not heard from us within 4 weeks of the closing date, then please take it that on this occasion your application has not been successful. If this is the case, then we thank you for your interest, and for the time spent applying.

Yours sincerely

Will Teece  
Headteacher



## **Business Manager**

**Grade 15 (£59,580 - £65,550)**

**Full Time - 37 hours per week**

An opportunity has arisen for an enthusiastic, outstanding Business Manager to join our senior leadership team. The successful candidate will have the necessary financial experience, skills and personal qualities and the capability to lead the support team effectively.

### **The Role**

Reporting to the Headteacher you will be responsible for the leadership and management of all non-academic areas of the school including Finance, Procurement, Administration, Site & Maintenance, Catering, IT, Payroll and HR.

You will also work closely with internal and external stakeholders to successfully deliver the vision, ethos, aims and objectives of the campus. You will develop and maintain key relationships with local authorities, suppliers and regulatory bodies including producing accounts and conducting audits in line with the Trust's financial policies and procedures and reporting to the Trust board of the school on income and expenditure.

### **About You**

You will hold a degree level qualification or equivalent and have demonstrative experience of accounts and cash flow forecasts in a commercial or Academy environment. Experience of leadership and management of a multi-disciplinary team is essential and you will have general management and specialist experience in at least one bursarial function. Experience in school finances using SIMS / FMS or equivalent would be desirable.

A full job description and person specification can be found in Appendix A.

Visits to the campus are welcome.

To make an appointment, or for informal enquiries, please contact Tracey Malsbury - [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com) – in the first instance  
Or telephone 0116 2879921

**Closing date – 9.00am, Mon 13<sup>th</sup> May 2024**

*The Brookvale Groby Learning Campus is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undertake pre-employment checks which will include an Enhanced Disclosure and Barring Service (DBS) check, and a declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations (2009).*

*Applicants are advised that online searches may be carried out as part of due diligence checks.*

*Other necessary checks will also be undertaken, including the requirement for two satisfactory references (one from your most recent employer) to be received prior to any offer of employment being made.*



## Visions, Values and Ethos

The shared vision and values of the campus underpins all that we do, including the governance arrangements for the Trust.

### **Our Vision**

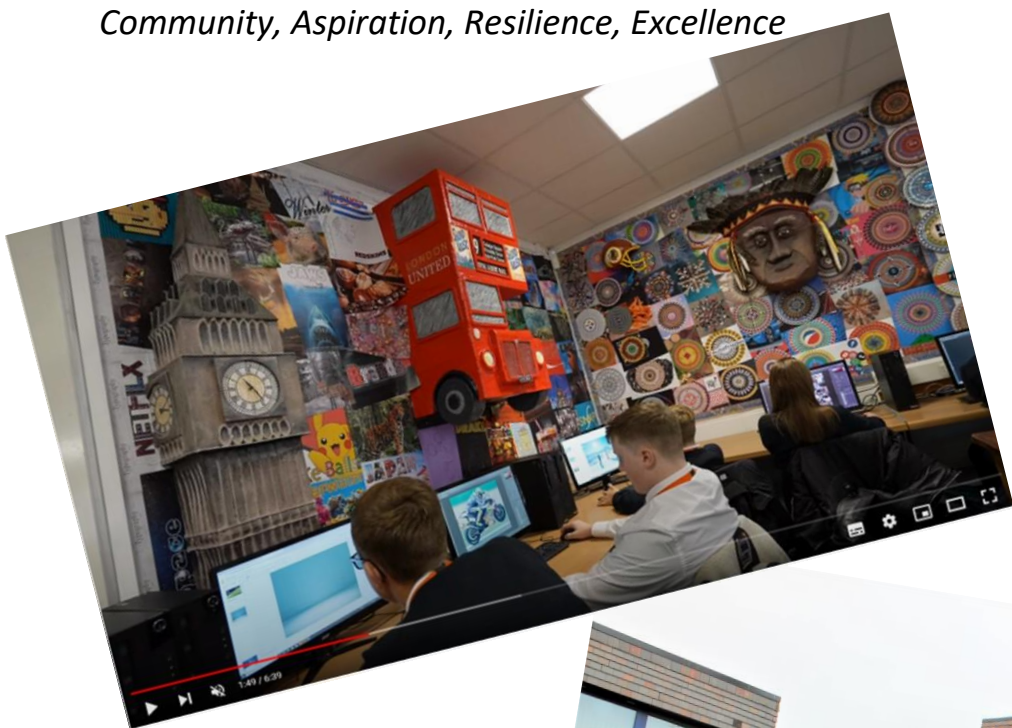
*Valuing Everyone, Achieving Excellence*

### **Our Motto**

*Work Hard, Be Kind*

### **Our Core Values**

*Community, Aspiration, Resilience, Excellence*





## Testimonials

### **Extract taken from email correspondence, following a tour of the school by a prospective parent:**

*I would just like to say thank you for the time spent with me today on my tour of the campus, and state how impressed I was with the school. There seems to be a very calm, relaxed and organised approach to how the school operates, and I believe that obviously shows in the way your students behave.*

### **Email from parent:**

*Every teacher, every office and every reception staff which our daughter and family have encountered over the years at Brookvale/Groby, have been amazing.*

*Their level of genuine care for her as their student is what any parent/ carer or grandparent would wish for.*

*Not only did they help her meet her academic challenges, they helped her on every level. Too many incidents to mention but teachers will know. Always making themselves available for my very many visits to school when things weren't great. Always demonstrating positive input to our challenging family situations.*

*Saying Thank You hardly seems enough but Thank You.*

### **Written comments from parents following Open Evening:**

*I just wanted to write to say what a credit the students were to your campus last night. They were very helpful, polite and informative. I was in awe of the two students who spoke so confidently in front of a hall full of parents – what a talent to have at such a young age. The staff were all lovely too! We definitely left with a very positive view of the campus.*

### **Written comments from parents following Year 11 Progress Evening:**

*'All the teachers I have met tonight know my son very well. I think all of them are interested and care about his progress.'*

*'All 3 of our children have thrived through the support that the school has given them, so happy with their education.'*

*'The school is excellent, helping my child progress and I would recommend it.'*

### **Year 10 student:**

*In my opinion, the teachers that teach me are very patient in the sense that if I don't understand something, they will try their best to ensure that I grasp that piece of knowledge whether it be by a diagram or an acronym etc. Another great thing about the school is that we have so many facilities so that we can excel in whatever we may want to do.*

### **Year 7 student:**

*'At our school we have amazing facilities and most importantly, very supportive staff!'*

*'Students feel safe at BGLC.'*

*'We are rewarded for hard work.'*

*'We are listened to and supported by the teachers and staff.'*

### **Extracts from staff members:**

*'I have had the most positive experience and have enjoyed every day of it. I have worked in schools for the last 10 years and have never worked anywhere like this. From day 1, I have felt part of something amazing and special....the school has such a positive atmosphere and nothing has been too much trouble for anyone. I am sad to leave, but now I have a great basis for my career ...although I think it will be hard to find a school as good! I wish you continued success and maybe one day we'll meet again!'*

*I just wanted to say a huge thank you to every member of staff at Brookvale Groby for your kindness and support over my last seven years here. I will miss you all a great deal and thank you for the lovely memories. You are a fantastic team and an immensely talented bunch of people; our students are very lucky to have you.*



## Why work at BGLC?

✓	✗
<ul style="list-style-type: none"><li>● Free on-site car parking</li><li>● 'Open Door' policy and commitment to all staff wellbeing</li><li>● Dining rooms in both buildings</li><li>● Fully resourced curriculum for KS3-5</li><li>● Clear CPD pathways to support every career aspiration</li><li>● Centralised behaviour system</li><li>● Friendly supportive community</li><li>● Professional learning community</li><li>● Opportunities to participate in school trips/events if desired</li><li>● Strong SLT presence</li><li>● Social gatherings at various points throughout the academic year for those who wish to take part</li><li>● Amazing campus!</li></ul>	<ul style="list-style-type: none"><li>● No disruption to lessons permitted</li><li>● No fads - We have a plan and we stick to it</li><li>● No excessive after school meetings</li><li>● No culture of hierarchy – teachers and support staff all belong to the same community, striving for the same goals to help our young people progress and achieve.</li></ul>





## How to apply

Please email your complete application form to:

Tracey Malsbury - [tmalsbury@brookvalegroby.com](mailto:tmalsbury@brookvalegroby.com)

Or alternatively, post your application form to:

Brookvale Groby Learning Campus  
Ratby Road  
Groby  
Leicester LE6 0FP  
For the attention of Tracey Malsbury

### **Queries:**

If you have any queries on any aspect of the application, or need additional information, please contact Tracey Malsbury on the above email address.

Thank you.





## Appendix A

### JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Business Manager</b>
<b>RESPONSIBLE TO:</b>	Headteacher
<b>JOB PURPOSE:</b>	Supporting the educational aims of the campus through the effective management of resources and facilities  <b>ACCOUNTABLE FOR:</b> Fulfilling the requirements of the latest version of the Academies Financial Handbook within the role of “Chief Finance Officer” for the Trust  Developing and maintaining the highest quality support services on campus within budget  Development and maintenance of the site infrastructure to fulfil excellence in education
<b>RESPONSIBLE FOR:</b>	All campus support staff Line Management of the following teams: Admin/Office, Catering, Finance, ICT, Premises

#### **MAIN DUTIES AND RESPONSIBILITIES:**

- Chief Finance Officer for the Trust
- Campus Business Leadership which includes, but not limited to, the following: Financial Administration, Personnel Management, Premises Management including Health and Safety, ICT, Catering, Transport Services for students, Procurement
- Ensuring the campus is GDPR compliant

#### **The postholder will be responsible for:**

- Making a major contribution to the strategic direction of the Trust as a member of the Campus Senior Leadership Team
- Strategic business leadership and financial management for the Trust including budget forecasting and planning, and procurement, in collaboration with the Bursar
- Procurement including negotiating, managing and monitoring contracts, tenders and agreements for the provision of support services such as cleaning, energy supply, telephone and broadband communications
- Making a major contribution to the successful management and administration of the Trust and to its continuing development in accordance with the Trust’s long term strategies for development
- Making best use of the physical, financial and human resources available on campus
- Developing mutually beneficial links between the Trust and the wider community of schools
- Ensure the day to day running of the campus in collaboration with the Senior Deputy Headteacher - Pastoral
- Management of campus support staff





**The post holder will be expected to:-**

- Have autonomy of responsibility in finance, personnel and premises according to the Nolan principles
- Ensure effective development planning/forward planning, own project management and appraisal.
- Ensure continuous improvement of Service delivery.
- Model exemplary leadership.
- Be a team player.

**In addition the post holder will:-**

- Proactively seek external sources of funding to further the aims of the Trust.
- Actively seek funding from other sources such as NOF, Lottery, Arts Council, Sports Council, Environmental funds and grants.
- Manage the delivery of capital building projects and major refurbishment work, including liaison with Architects, contractors and associated staff – delegating responsibility to the Premises Manager and Site Manager as appropriate.
- Strategic oversight of the Educational Visits Co-ordinator, ensuring compliance with all LEA and National Health and Safety guidance, ensuring risk assessments and ensuring appropriate planning of all educational visits.
- Ensure the effective management and delivery of in-house catering arrangements to ensure provision of meals, which comply with national nutritional standards. Ensure all food hygiene health and safety legislation is complied with.
- Provide timely, accurate and strategic reports for the Trust and Headteacher.

**The roles and responsibilities generic to the senior team are as follows:**

- Contribution to the smooth running of the campus on a day to day basis, including maintaining a high profile on corridors and around the buildings during lessons, breaks, before and after school;
- Contribution to the ongoing development of 11-19 ways of working on campus;
- Contribution to monitoring and evaluation as required;
- Active support for and participation in our collaborative work with our primaries;
- Participation in the work of the Trust governors/directors/trustees, including attendance at meetings when required;
- Active participation in the development of the Trust;
- Contribution to the role of representing the senior team at Progress Evenings, marketing and other campus events as required.
- Be outward facing and seek to develop campus best practice.

*The scale of responsibilities contained within the job description may not be fulfilled within a 37 hour working week. The duties will require the post holder to attend a number of meetings outside of the normal working week and to undertake work at other times. There will be no entitlement to additional payments or TOIL in respect of the work in excess of 37 hours per week.*

This job description will be discussed fully with the postholder and will be reviewed annually in line with the priorities of the Trust.



## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Education, knowledge and experience</b>	<ul style="list-style-type: none"> <li>● Degree level qualification or equivalent</li> <li>● A member of a senior management team in a complex and sizeable organisation preferably within a similar role</li> <li>● Leadership and Management of a multi-disciplinary team</li> <li>● Demonstrative experience of P&amp;L accounts and cash flow forecasts.</li> <li>● Demonstrative experience of co-leading strategic changes.</li> <li>● Experience of working successfully with a diverse range of stakeholders (preferably in a similar environment)</li> <li>● General management and specialist experience in at least one bursarial function.</li> <li>● Demonstrative professional communication skills, both written and verbal.</li> </ul>	<ul style="list-style-type: none"> <li>● An additional qualification in a relevant field, such as an MBA, CSBM or an accountancy qualification</li> <li>● Experience in a school or trust environment</li> <li>● Experience in school finances using SIMS / FMS or equivalent.</li> <li>● Experience with PS Systems</li> <li>● Safer recruitment training</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>● Able to develop and maintain strong, positive relationships with the Headteacher, other staff and parents and the wider Trust executive.</li> <li>● Able to disseminate autonomy and responsibility to senior leaders, whilst maintaining knowledge of activities across the team, giving support and guidance where needed. Has the ability to translate strategic objectives into clear priorities for their team.</li> <li>● Demonstrate the highest level of personal integrity.</li> <li>● Demonstrative professional, fair judgement.</li> <li>● Ability to work flexibly to meet the needs of the campus.</li> <li>● Enjoys working as part of a senior leadership team, is focussed on solutions and is commercially minded.</li> <li>● Ability to work with the senior leadership team to motivate and work with others to create a shared culture and positive climate.</li> <li>● Proactively develops capability within a team to address current and future needs of the campus.</li> <li>● Has meticulous attention to detail, ability to reflect priorities, plan and work to deadlines.</li> <li>● High level of resilience and determination.</li> <li>● Calm and organised approach to work under pressure and the ability to inspire this in others. Is able to create an ethos of collaborative working across all school functions.</li> </ul>	



	<p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>● Able to contribute to the development of strategy and is able to think beyond the current timeframes or business plan to influence the long-term strategic direction of the campus.</li> <li>● Can balance a range of influences and demands to help to develop comprehensive plans and has proven ability to put processes and systems in place to deliver those plans.</li> </ul> <p><b>Delivering Results</b></p> <ul style="list-style-type: none"> <li>● Understands that the ultimate aim of Brookvale Groby is to deliver outstanding education and best outcomes for the children, young people and their families.</li> <li>● Has managed complex projects and led multi-disciplinary teams to successful outcomes on time and on budget.</li> </ul>
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Competency	Description
<b>Providing Strong Leadership</b>	<p>Is able to inspire and lead others to achieve success:</p> <ul style="list-style-type: none"> <li>● Has utmost integrity and leads by example</li> <li>● Develops and implements business strategies that deliver business success</li> <li>● Recognised as a leader and role model across the organisation</li> <li>● Analyses and interprets complex information &amp; prioritises with confidence</li> </ul>
<b>Being Accountable</b>	<p>Is responsible for decisions made, actions taken and the standard of work completed:</p> <ul style="list-style-type: none"> <li>● Participates in the systematic and rigorous self-evaluation of the work of the campus</li> <li>● Collects and uses a rich set of data to understand the strengths and weaknesses of the campus</li> <li>● Contributes in combining the outcomes of regular campus self-evaluation with external evaluations in order to develop the provision</li> <li>● Ensuring our relationships in relation to commissioning agreements are maintained</li> </ul>
<b>Achieving Strategic Direction and School Development</b>	<p>Creates a culture of ambition and continuous improvement, focusing on solutions:</p> <ul style="list-style-type: none"> <li>● Demonstrates the values and vision of the campus</li> <li>● Thinks strategically, contributing to the build and communication of a coherent, clear and achievable vision in a range of compelling ways</li> <li>● Meets the expectation of their role in the leadership team; to inspire, challenge, motivate and empower others to carry the campus vision forward</li> <li>● Works as part of the senior leadership team and wider Trust to ensure that intentions are aligned</li> <li>● Is prepared to challenge and take a calculated risk in pursuit of positive and worthwhile change</li> <li>● Organises and prioritises own work and the work of others, including managing key projects</li> </ul>
<b>Quality Improvement and</b>	<p>Is evaluative and able to set and achieve high standards for themselves and others:</p> <ul style="list-style-type: none"> <li>● Leads/delivers creative, progressive provision, personalised solutions</li> </ul>



<b>Compliance</b>	<p>successfully to young people</p> <ul style="list-style-type: none"> <li>● Sees opportunities for improvement</li> <li>● Holds direct reports appropriately to account for the quality of their provision and effectiveness</li> <li>● Updates knowledge on policy and practice for quality and compliance, implementing best practice</li> </ul>
<b>Working with Others</b>	<ul style="list-style-type: none"> <li>● Demonstrate a commitment to own and others' professional development</li> <li>● Fosters an open, fair, equitable culture and manage conflicts effectively</li> <li>● Develops, empowers and sustains individuals and teams</li> <li>● Collaborate and network with others within and beyond the campus</li> <li>● Challenge, influence and motivate others to achieve high goals</li> <li>● Accept support from others including colleagues, Trustees, LA, DfE, etc.</li> <li>● A willingness to ask for support and guidance at the point of challenge</li> </ul>
<b>Commitment to the Campus Community</b>	<p>Gains the engagement and commitment of external stakeholders including parents, commissioners and partners:</p> <ul style="list-style-type: none"> <li>● Engages in dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities</li> <li>● Sells a range of services to existing and new clients</li> <li>● Recognises and takes account of the richness and diversity of the campus's communities</li> <li>● Listens to, reflects and acts on community feedback</li> <li>● Builds and maintain effective relationships with parents, carers, partners and the community, establishing a strong network of contacts that enhance the outcomes for all students and staff</li> </ul>
<b>Managing Teams Effectively</b>	<p>Is able to get the best out of others and can influence and guide others within their team to achieve high performance:</p> <ul style="list-style-type: none"> <li>● Delegates effectively</li> <li>● Values diversity and uses it to enrich decision making</li> <li>● Demonstrates a commitment to staff development</li> <li>● Regarded highly as a coach and mentor</li> </ul>
<b>Maintaining Commercial Disciplines</b>	<p>Manages successfully the delivery of a significant business area:</p> <ul style="list-style-type: none"> <li>● Is focussed on achieving results and meeting targets.</li> <li>● Sound financial and resource management skills</li> <li>● Plans and organises work so that business issues are responded to effectively</li> </ul>
<b>Appetite for Personal Development</b>	<p>Is committed to achieving high standards for their own self- development:</p> <ul style="list-style-type: none"> <li>● Is able to reflect on self-development needs from a business and personal perspective and address them.</li> <li>● Demonstrates self-belief and personal integrity, with a commitment to openness and inclusiveness</li> <li>● Is committed to self-development and planning a clear course of action for their own future direction.</li> <li>● Has self-awareness and understands own emotions, strengths and limitations</li> </ul>



## General Information

Living in Leicestershire puts mediaeval market towns, a cosmopolitan city and miles of rolling countryside on your doorstep.

**Leicester** is a city in the East Midlands and lies on the River Soar as well as being very close to the eastern end of the National Forest.

A multicultural city, Leicester prides itself on the diversity of festivals and events, boasting the largest Diwali celebrations outside of India.

Sporting ties to the city are strong, with Leicester being home to Leicester City Football Club, Leicester Tigers Rugby Club, county cricket club Leicestershire Foxes, and the basketball team Leicester Riders.

The city also has a rich culture of arts and entertainment. The Curve Theatre has a wide ranging programme including premieres that eventually end up in London's West End theatres. De Montfort Hall and other smaller theatres within the area also provide a regular season of performances and amateur dramatics including the annual Leicester Comedy Festival.

More recently history also plays a big part in attracting visitors. The reinterment of King Richard III in 2015 in Leicester Cathedral created worldwide interest and millions of visitors have made Leicester a hot tourist destination.

### Groby

Our Campus can be found in the village of Groby which is located in North West Leicestershire less than 5 miles from the city centre. Groby, which is pronounced grooby, is famous for its historical links to two English Queens: nine-day monarch Lady Jane Grey and Elizabeth Woodville, who was married to Edward IV.

The village centre is a hub of amenities for local residents and includes a range of shops and services, ranging from hairdressers to supermarkets, and is more than adequate to fulfil most daily needs.

One of the area's most famous features is Groby Pool, which is said to be Leicestershire's biggest natural stretch of open water.



With a population of approximately 6,800 Groby has three highly successful primary schools: Lady Jane Grey, Elizabeth Woodville and Martinshaw Primary Schools. These along with our neighbouring primary schools in Kirby Muxloe, Newtown Linford, Ratby and Glenfield form our Enrich Partnership.

### Location

With excellent transport links our location allows easy access onto the A46 and M1. Access by train is equally as easy, the campus is only 20 minutes from Leicester's railway station, with its regular services to London, Nottingham, Derby and Sheffield, as well as local services. East Midlands and Birmingham Airport are also within easy reach.