



Diocese of Norwich
Education and
Academies Trust

The Nar Valley Federation of Church Academies

Executive Headteacher: Mrs Anne Neary

Web: www.narvalleyfederation.co.uk

We are looking for an experienced, committed and self-motivated Federation School Business Manager to become part of our family of three Primary Schools from January 2024.

The Nar Valley Federation of Church Academies is a family of three small Church of England primary schools that all lie in the Nar Valley and include Castle Acre Primary Academy, Narborough Primary Academy and Sporle Primary Academy. Each school has between 60-85 pupils on role. The Federation is also part of DNEAT (Diocese of Norwich Education and Academies Trust).

The Federation is looking to appoint an experienced School Business Manager who will work across all three of our Primary Schools. The successful candidate will be part of the senior leadership team and help to drive the future vision for the Federation.

The position is:

- Full time 37.5hrs, with the post holder working for DNEAT during this time.
- Term time plus 3 weeks – the 5 training days across the year, one week during the Summer holidays and one week flexibly taken according to need.
- Permanent
- Salary Scale F point 12-17 (depending upon experience)
- From January 2024
- To work across our three sites (Castle Acre, Narborough and Sporle)

We are looking for someone who:

- Has, is working towards or is willing to undertake a school business management qualification.
- Will lead in a range of areas that may include procurement, HR, premises compliance, administrative processes and systems, liaising with the Trust where applicable.
- Has strong day to day budgeting and business skills.
- Has previous experience at a senior management level.
- Has experience of core Human Resource procedures.
- Has experience of managing budgets and reporting at senior level.
- Has excellent organisational and interpersonal skills at all levels.
- Has a strong culture of safeguarding
- Works under their own initiative and lead on multiple projects at the same time
- Demonstrates a mature and considered approach to problem solving.
- Is a skilled communicator and decision-maker who can lead in complex situations

We can offer:

- A welcoming, caring Federation full of adults who go above and beyond for our children
- A strong culture of safeguarding where all adults are supervised and supported to ensure children, young people and adults in our organisation are safe
- Children who are determined to do their absolute best at every opportunity and are excited and enthused by their learning.
- A welcoming, supportive and active Governing Body
- Parents/carers and families who want to be actively involved in their child's education
- A supportive Trust who offer high quality professional development opportunities
- Well-stocked staffrooms full of goodies

If you are hardworking, enthusiastic, dedicated, and adaptable and are ready to 'Let your light shine', then we would welcome your application. If you would like to know more then please get in touch to arrange a visit, please contact the school office (01760 338048, email: office@castleacre.norfolk.sch.uk) to book an appointment with our Executive Headteacher, Mrs Anne Neary.

An application form and information pack, including a Job Description and Person Specification can be downloaded below. Applications should be returned by email to Mrs Lorraine Collins sbm@narvalley.dneat.org.

Closing Date: 5th January 2024

Interviews: TBC

References may be requested prior to interview and may be contacted on receipt of your application form. Please contact us to discuss this further if you have any queries.

The position may close early if we receive suitable applicants for the role.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations

We are committed to ensuring that our workforce consists of the best staff for the roles and are committed to non-discriminatory practices ensuring that our values of equality and diversity are supported. An enhanced DBS check will be required.

Culture and ethos:

- Proactively promote and demonstrate the Diocese's vision and values in all aspects of work
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes
- Treat everyone as a valued individual who is loved by God
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice
- Work collaboratively developing the concept of family across the Trusts and their academies
- Ensure regular open and honest communication in all professional duties
- Recognise the importance of serving the wider community and promoting inclusivity.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Safeguarding

The safety and well-being of children is central to our ethos, and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references and undertake the Independent Safeguarding Authority checks including an enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and child protection practices of the Trust.