



**Job Application Pack**  
**Director of Business Development/Company**  
**Secretary**

Permanent, 37 hours per week, All Year Round

Salary: Grade 18, points 66 – 70

£74,780 - £79,777 per annum

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*J. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join. We are currently in discussion with another three schools wishing to join the Trust alongside the announcement last week of our successful free school bid.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

**Telephone:** 0115 929 7445

**Email:** [recruitment@archwaytrust.co.uk](mailto:recruitment@archwaytrust.co.uk)

**Website:** [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk)

## Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

## Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

## Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale Academy**  
Believe, Belong, Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

## Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

## The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance**  
Nottingham

## Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

# Business Services

## Governance Services

Effective governance requires the right people and the right processes. Our Governance Service is designed to support Governors from recruitment, induction and training through to ensuring boards have effective clerking and necessary advice on legal and constitutional matters.

## Corporate Services

We understand the need to provide efficient corporate services to support effective communication and the delivery of key projects within academies. Our Corporate Service advises on all aspects of the admissions code as well as interpreting and implementing data protection legislation. We provide checking and advisory services for school censuses as well as a line management and development package for the Academy office staff.

## Finance and Legal Services

Managing finances is one of the most complex and time consuming tasks for any academy, especially with the legal complexities and guidelines surrounding it. The Trust's Finance Team will manage all aspects of accounting for academies ensuring full compliance including the production of and managing the audit of the Trust Financial Statements. In addition, we can provide financial support and advice to ensure that academies are able to manage their budgets and resources. We work with academies to identify purchasing opportunities, which provide opportunities to secure improved value for money.

## Human Resources

Our Human Resources service is dedicated to working with academy Principals, the Board of Trustees, Governing Bodies and Senior Leaders to provide comprehensive and bespoke support to meet the needs of the Trust and the individual academies. We provide a responsive and flexible range of HR services to all academies within the Trust with our services being underpinned by an extensive knowledge of the workings and requirements of the educational sector.

## Health and Safety Services

We work with the academies to provide procedural guidelines, advice and support to enable them to ensure compliance with statutory requirements. This is underpinned with regular audits of health and safety records maintained at each academy as well as a line management development package for all site, cleaning and catering staff.

## Facilities Management

Trust wide contracts are negotiated for many building maintenance services within the Facilities Management teams in order to ensure best value. We provide cover services as well as project management of any larger projects. Our construction team can deal with many of the refurbishment needs of the academies.

## IT Services

Managing Information Technology can be complex and challenging for any academy. It is important to ensure that services run smoothly and IT 'just works'. The team work with academy Principals and key decision makers to simplify the inherently complex IT systems and develop our services to meet the exacting needs.



## Data Services

Timely and accurate data is regularly provided to Senior Leaders and Governors. Our data service provides consolidated reporting to the Trust Board, provides templates to academies, which follow good practice and offers advice to support academies with their data queries.

## The Vacancy

The Trust are seeking to appoint a key advisor on business growth and governance to the CEO and Chair. Acting as the Trust's Company Secretary, including registrations with Companies House and the Charity Commission.

This is a critical role in our organisation, as we have not only core central governance responsibilities but 5 academies whose governance arrangements need to connect seamlessly with our corporate governance structures.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The post holder will be based in the Central Head Office at the Aspley campus but may be required at times to travel to the other sites across the Trust.

## Applications

For more information about Archway Learning Trust, please visit [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk) . If you wish to apply for the role and wish to discuss the post informally please contact Sian Hampton on [stoplis@bluecoat.uk.com](mailto:stoplis@bluecoat.uk.com). To apply for the role please download the 'Support Staff Application Form' from the 'Vacancies' section on our website and submit to [recruitment@archwaytrust.co.uk](mailto:recruitment@archwaytrust.co.uk) clearly demonstrating your suitability for the role.

**Closing Date: 9am Wednesday 3rd July 2019**

**Interview Date: Week commencing 8th July 2019**

## Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



**We believe:**

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

## Job Description

**POST TITLE:** Director of Business Development /Company Secretary

**GRADE:** Grade 18, points 66 – 70

**SALARY:** £74,780 - £79,777 per annum

**KEY RELATIONSHIPS:** Internal - Chair and CEO, Trust Executive/Senior Leadership Team, Governors and Trustees, local governing bodies

External – Companies House, Charity Commission, stakeholders including compliance authorities, business, other educational providers, alumni

**RESPONSIBLE FOR:** Governance Services Manager, local clerking arrangement

### JOB PURPOSE

As Director of Business Development /Company Secretary you are the key advisor on governance to the CEO and Chair. You will have a pivotal role in leading on strategy, including the five year plan, assisting the CEO with developing, communicating and sustaining corporate initiatives. You will support with reviewing the organisation's strengths and areas of development and evaluating operational effectiveness. You will act as the Trust's Company Secretary, including registrations with Companies House and the Charity Commission. This is a critical role in our Trust, as we have not only core central governance responsibilities but 5 academies whose governance arrangements need to connect seamlessly with our corporate governance structures.

The role will also oversee the communications and marketing activities of the Trust. The successful candidate will be involved in networking, building business and stakeholder links, as well as bid writing and income generation.

Working within broad practice and the culture of the Trust making decisions that positively impact upon raising standards and achieving compliance with statutory requirements. This will also involve having an oversight and development role in the Christian Distinctiveness work of the Trust.

The successful candidate will be an important part of the Executive team and will be managed directly by the CEO and work alongside other executive officers and the Chair of the Trust Board.

The successful candidate must comply with all policies and procedures, specifically those relating to safeguarding, child protection, health, safety and security, equal opportunities, confidentiality and data protection.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement

3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

## SPECIFIC RESPONSIBILITIES

- Working as a key advisor on governance to the CEO and Chair
- Acting as the Trust's Company Secretary, including registrations with Companies House and the Charity Commission
- Ensuring that the Trust is compliant with its legal and statutory governance responsibilities and is in line with leading practice
- Overseeing training for AAB members, trustees and the Executive team as necessary
- Overseeing the Christian Distinctiveness work in each Church of England Academy within the Trust
- Arranging on-boarding, induction and training for all governors and trustees, both on-line and face to face
- Managing the Trust's Board governance cycle, including working with Chairs of Committees, CEO and clerk on the production and publication of agendas, papers, minutes etc.
- Building a strong network of business links and building networks with all key stakeholders for the Trust
- Use the business links to develop a coherent programme for students to access about innovation and careers paths for the future
- Applying for grant funding and bid writing when opportunities arise
- Actively seeking out business growth opportunities alongside the COO and CEO
- Developing an alumni base who can contribute to the growth and development of the Trust
- Developing a marketing strategy with particular reference to the PR needs of the trust as it grows.
- Oversee and manage the marketing staff and put in place an appointment strategy and business case for their need
- Driving the future development of governance, ensuring that arrangements continue to be fit for purpose and constantly evolve to be leading in the sector
- Supporting Trustees in delivering their governance duties, including school visits
- Ensuring that all local governing arrangement are fit for purpose and aligned with the governance expectations of a system-leading, World Class Trust
- Ensuring that all local governing bodies are properly staffed with appropriately qualified volunteers, that succession is appropriately managed
- Ensuring that local governing body minutes are properly scrutinised and in line with their scheme of delegation
- Ensuring that the Trust's policies are up to date, in line with latest thinking and legislative requirements, available and consistently used

- Arranging an annual governance and leadership conference
- Managing the flow of information between governors and trustees, ensuring that communication is two-way, impactful and meaningful
- Acting as a governance advisor to Chairs of local governing bodies
- Managing the Trust's clerking arrangements, ensuring quality, consistency and operations within the scheme of delegation
- Implementing the findings of any Trust Governance Review
- Managing the Trust's risk register and working with the Finance and General Purposes Committee and the COO/CEO to assure the Trust's Risk Management arrangements.
- Act as the Data Protection Officer for the Trust ensuring that data mapping across the Trust is up to date and managing data risk assessments for new processes.
- Coordinate the work of the Data Controllers in each of the Academies and managing FOI/ Subject Access requests, data breaches and complaints.
- Ensuring that arrangements for safeguarding are coherent and robust at Trust and school level, in particular ensuring that policies, processes and training for trustees, governors and senior staff are in place and the Trust is in line with its duties
- Managing the clerk, marketing personnel as appointed and working closely with the Corporate Services Director
- Work strategically with the CEO and COO in identifying areas where the Trust needs to develop and putting plans together for growth and improvement

## STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.

Person Specification - Director of Business Development/Company Secretary	Essential	Desirable
<b>Qualifications and Training</b>		
Professional qualification		*
<b>Skills and Knowledge</b>		
Knowledge of the development and implementation of new structures of governance	*	
Ability to work across a distributed organisation	*	
Understanding of the voluntary nature of education governance, and affinity with those involved	*	
Structured thinking	*	
Ability to deliver rapid, coherent and logical change	*	
Flexible thinking, and happy to work beyond the boundaries of the role in driving the organisation forwards	*	
Relentless focus on quality and compliance	*	
Empathy with the role, purpose and ethos of the Archway Learning Trust	*	
<b>Experience</b>		
Experience of professional governance leadership, as a Company Secretary, Lawyer, Accountant, University Secretary or similar		*
<b>Personal Qualities</b>		
Confident, enthusiastic, motivated and committed	*	
Confidence in working with senior Trustees	*	
Experience of working at a senior level within a Christian based organisation		*
Ability to develop relationships	*	
Ability to work as part of a team understanding Trust roles and responsibilities and your own position within these	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian ethos of the Trust	*	
Work on own initiative with the ability to seek support and assistance where appropriate	*	
Ability to prioritise own workload and manage conflicting deadlines effectively	*	
Resilience and a proactive attitude	*	
Extensive knowledge of MS Office with excellent ICT skills	*	
Current driving licence	*	