

Job Description: ATT Business Manager

Reports to: Head of Ark Teacher Training

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: £45,000 to £50,000 (depending on experience)

Ark Teacher Training

Launched in 2013, Ark Teacher Training is a programme for committed graduates and career changers who aim to become great teachers. Trainees spend one year in an Ark or partner school - becoming a qualified teacher while learning on the job. With the support of an inspirational group of tutors, coaches and educational experts, the trainees have all the tools they need to perfect their craft. We understand the importance that the first few years of teaching have on a teacher's future, so that's why the programme also supports trainees for the following two years through our early career support.

Ark Teacher Training was judged 'Outstanding' in all areas by Ofsted in March [2022](#).

About the role:

The ATT Business Manager will support the Head of Programme with oversight and responsibility for the day-to-day operational functions of the programme.

We are seeking for an experienced Business Manager to join our Ark Teaching Training Team to take on the operational leadership for our teaching programmes. We are looking for a Business Manager who is calm, proactive, professional, well organised and can provide analytical thinking.

This is an exciting opportunity to join the Ark Teaching Training Team at Ark and provide support to the Head of ATT with programme delivery modelling to aid decisions around programme expansion.

Key Responsibilities:

Strategy & partnership

- To support the Head of ATT manage strategic partners to ensure partnership commitments are actioned and reviewed and are a purposeful use of time for the programme and team
- To support the Head of ATT with partner contract renewals and pipeline planning

Organisational growth

- Draft, design and implement team and programme policies when directed and take responsibility for policy sign-off and versioning

Financial

- Ensure that the Head of ATT and board have a clear and actionable understanding of the programme's financial situation to support decision-making
- Ensure ATT has financial controls, systems and processes such that the leadership retains full oversight of its income and costs and the programme meets all requirements in line with the differing funding models per entry route

- Keep track of invoicing activity to ensure external partner schools have been invoiced in a timely manner in line with contractual arrangements

Governance

- Support the Head of ATT with the compilation of board papers and associated risk register and actions log

People

- Along with the wider leadership team, ensure that Ark Teacher Training has the culture, working environment and professional development opportunities to ensure a thriving team that is well equipped to deliver high quality programmes at increased scale
- To support the Head of Ark Teacher Training with team planning and recruitment when necessary

IT

- Support the wider team in considering new systems that support programme delivery efficiency

Legal & Statutory

- Lead on the development of contractual agreements with strategic and programme partners and ensure they are reviewed and renewed when appropriate
- Ensure our programmes are compliant with and meet statutory requirements including expectations of the Department for Education, EFSA, GDPR and others

General

- To build relationships with and work alongside operations' colleagues within the Ark central team to ensure alignment with central organisational policy and practice and to represent our programme needs where applicable

Person Specification: ATT Business Manager

Knowledge & Skills

- Strong understanding of finance, compliance, HR and governance, with the ability to learn quickly and bring in relevant expertise as needed
- Excellent written and oral communication skills
- Experience, interest in or commitment to a career in education
- Specialist understanding of either HR or finance
- Experience working with and/or project managing the development of an integrated CRM
- Understanding of GDPR expectations

Personal Qualities

- Talented leader with high personal standards for delivery and ability to motivate and inspire the wider team
- Skilled at building relationships with several stakeholders from board level to junior team members
- Able to multi-task and prioritise effectively

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).