



TDET Business Services



Introduction

The Thomas Deacon Education Trust (TDET) Business Services team has a vision to deliver effective and efficient support services that ensures the Trust is compliant with its statutory responsibilities and enables staff and managers to be effective in undertaking their responsibilities of improving educational outcomes for all students.

The team specialise in seven key areas, supporting schools with:



About the Trust

TDET is a multi-academy trust that unites and empowers like-minded schools to achieve the very best for their students.

The Trust's ambition is to provide every child with the best life chances and high aspirations. The Business Services Team is a key part in helping the Trust to achieve these goals.

All members of TDET are united in purpose through a set of common values and expectations:

- **Trust** – we are honest and supportive
- **Diversity** – we celebrate individual differences and needs
- **Excellence** – we want the very best and never give up on doing what is right
- **Transformation** – we embrace innovation and collaboration



What we Offer



Finance

- Strategic Planning and Policy Management
- Short and Long Term Financial Forecasting
- Transactional Services – invoicing, banking facilities, cashbook processes, credit control
- Monthly Management Accounts
- Budget Management Support
- Training and Support



Facilities and Estates Management

- Strategic Planning and Policy Management
- Asset Management Programme
- Facilities Management – cleaning, caretaking
- Maintenance – inspections, testing and servicing
- Grounds Maintenance



Commercial

- Strategic Planning and Policy Management
- Coordinating external bookings and events
- Long term and short term facilities hire
- Event Management during hire
- Income generation



Catering

- Strategic Planning and Policy Management
- Consultancy – advice and guidance of meal operations
- Management of contracts and staff
- Menu planning and compliance
- Finance and Procurement



Information Technology

- Strategic Planning and Policy Management
- Help Desk and support
- Core Infrastructure – Wi-Fi, hardware, broadband
- Security
- Applications and Change Control
- ICT development
- Learning and development of staff



Human Resources and Organisational Development

- Strategic Planning and Policy Management
- Workforce Planning
- Employee Relations
- Payroll
- Recruitment
- Learning and Development Programme



Health and Safety

- Strategic Planning and Policy Management
- Legislation
- Safeguarding
- Training
- Governance and Monitoring

Meet the team

Director of Resources



The Business Services team is led by the Director of Resources, Simon Smith. Simon is also a Trustee and the Company Secretary. He reports on Financial and Property related matters to the Finance Committee, which is the Trustee body specific for Business Services.

Furthermore, Simon is responsible for all legal matters for the Trust and ensuring that the transition for new schools is seamless.

Assistant to the Director of Resources



Penny Head is the Personal Assistant to the Director of Resources, supporting Simon in his role. Penny also assists the other members of the Business Services Team.

Finance



Stuart Overson is the Senior Finance Manager and looks after the financial performance of all schools, the Trust and external commercial financial activity.

Stuart also helps to plan the budgets and make sure they are compliant with The Academies Financial Handbook and ESFA funding rules.

Facilities and Estates Management



Mick Crossley is the Facilities and Estates Manager. Mick is responsible for the maintenance of all school campuses including all buildings and the grounds and he ensures they are safe, accessible and compliant with all statutory legislation.

Mick also works to future-proof the buildings and continues to support delivery of our educational aims.



External Lettings

Tessa Wenn is the Bookings Coordinator for External Lettings. Tessa manages external bookings and shows potential clients around the facilities, managing these relationships.



Catering Operations

Catering Operations Manager, Michael Dove, works with all the schools' catering staff to ensure healthy food is provided to all students and staff. Michael also helps to develop new and exciting menus and ensure nutritional standards are met at all times.



Information Technology

Martin Byford-Rew is the IT Services Manager for the Trust. Martin delivers IT related projects based on educational and business needs across TDET, including maintaining the school's IT equipment, handling new data, and the implementation of Office 365.

Martin has a dedicated team that offers immediate support and assistance to ensure any IT issues are resolved in a timely manner.



Human Resources and Organisational Development

Jodie McDonald is the HR and Organisational Development Manager for the Trust. Jodie produces policies, helps staff with their development goals and supports their wellbeing. Jodie and her team also ensure we recruit the right people at the right time and ensure everyone gets paid accurately and on time.



Health and Safety

Harvinder Rajput, is the Trust's Health and Safety Manager. His role is to protect and safeguard everyone in the Trust. Harvinder works on policies and procedures to protect and inform people across the Trust, whilst checking that these documents are compliant with current legislation.

Contact Us

If you would like to talk with us or raise a query, please don't hesitate to contact us at:

email: info@tdet.education

