



TRUE LEARNING
PARTNERSHIP



School Business Manager

37 hours / 41 weeks (term time plus 3 weeks)

£24,803 - £27,349 (actual salary)

Role information

Closing date for applications: Tuesday 13th June 2023 at 10am

Interviews will take place on Thursday 22nd June 2023



Dear applicant

Thank you for your interest in applying for the post of School Business Manager at Lostock Hall Primary School.

We are delighted to be in the position to recruit a professional and highly organised School Business Manager to join our high performing primary school. The successful candidate will work alongside the Headteacher, the senior leadership team and the Trust corporate team to build upon, and continue to improve the established systems in order to continue to deliver exceptional standards across all areas of our school. They will need excellent organisational and communication skills, must possess excellent leadership qualities and have the ability to successfully manage key priorities. Working with the Trust team they will take a lead role within the school team to support finance, compliance, human resources, premises and administration.

This is a permanent full time NJC Grade 7 post with 3 weeks of school working, which will be mainly during the summer holiday period to support financial end of year.

We are a safe, stimulating and friendly school which provides an inclusive, calm, caring and productive learning environment. Our aim is to challenge and support each other and every child to help them realise their potential and to make a positive difference to their lives. Children leave Lostock Hall Primary school very well prepared for their future learning at secondary school and beyond.

I would encourage you to browse the school website (www.lostockhall.cheshire.sch.uk) to get a fuller understanding of life at Lostock Hall Primary School. I very much hope that you want to join our team and I look forward to receiving an application from you in due course.

If you are interested in applying for the post, please complete the support staff application form and submit a full letter of application of no more than 2 sides of A4, font 11, by 10am on Tuesday 13th June 2023

We very much look forward to receiving your application to join our team.

Graham Hamilton
Headteacher

Job Description

Main purpose of the role

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school including health and safety compliance and administration.

Working closely with the Trust Corporate Team, they will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

Duties and responsibilities

Leadership and strategy

- Be responsible for line-managing support staff, including managing recruitment, appraisal and professional development.
- Working alongside the Trust Finance Team to manage the administration of school budgets which will include non-pay budgets not directly under the ownership of the Headteacher (e.g. maintenance and other non-curriculum expenditure).
- As a member of the senior leadership team, attend all leadership team meetings and report to Governors where appropriate
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same.

Financial management and fundraising

- With the headteacher and the Trust Finance Team, manage the administrative teams' (pay and non-pay) budget and ensure it represents an effective use of public funds
- Monitor the school budget all year round, in conjunction with the headteacher and Trust Finance Team where revisions or changes are needed
- Work with the Trust Finance Team to forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to take and own the financial strategic oversight of the school.
- Raise requisitions in the accounting software which will be approved by the headteacher who is the primary budget for the school.
- Ensuring any cash is banked. Oversee the school's fundraising and income generation policy which is formulated by the headteacher, governors and Trust.
- Apply for grants as identified by the headteacher/Trust
- Help manage the school's lettings offer in conjunction with the headteacher and Governors

Human resources

- Working with the Trust HR Team manage the school's payroll process, inputting variable pay, expenses and mileage. Input all absences onto payroll and organise return to work interviews.

- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with Trust guidance and employment law.
- Advise on HR issues within school and liaise with the Trust HR team for support on any complex case work.

Health and safety

- With the headteacher and the Trust's operations team, supervise the maintenance of the school site.
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school.
- Organise health and safety training for staff.

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the school risk register

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Support the Trust data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The School Business Manager will be required to safeguard and promote the welfare of children and young people, and follow school and Trust policies and the Trust code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

CORE RESPONSIBILITIES FOR ALL TRUST EMPLOYEES

Health & Safety

All staff within The TRUE Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed by The TRUE Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The TRUE Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within The TRUE Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Trust Senior Team from time to time, up to or at a level consistent with the Main Responsibilities of the job.



Person Specification

| QUALIFICATIONS AND TRAINING | |
|---|-----------------|
| Essential | Evidence |
| 1. To have GCSE English and Maths at Grade C or above | AF |
| 2. A levels or a school business management qualification or equivalent, relevant qualification | AF |
| Desirable | |
| 1. To have experience of working in the primary sector of education. | AF |
| EXPERIENCE AND LEADERSHIP | |
| Essential | |
| 1. To have successful leadership and management experience in a school, or in a relevant field outside education | AF |
| 2. To have line management experience including having to lead, direct/coordinate, plan and prioritise the work of others | AF |
| 3. To be able to demonstrate commitment to the vision of the school | AF |
| 4. To have the ability to maintain confidentiality at all times | AF + R |
| Desirable. | |
| 1. Experience in school self-evaluation and improvement planning | I |
| 2. To have knowledge of Health & Safety | I |
| SKILLS AND KNOWLEDGE | |
| Essential | |
| 1. Good working knowledge of being a budget holder | I |
| 2. Effective communication and interpersonal skills. | I |
| 3. Excellent attention to detail | I |
| 4. Ability to build effective working relationships with staff and other stakeholders | I |
| Desirable | |
| 1. Previous use of Access management and financial system | AF |
| ABILITIES | |
| Essential | |
| 1. To display high quality interpersonal and communication skills | I |
| 2. To be able to prioritise, plan and organise workload. | I + R |
| 3. To be able to lead and work as a member of a team | I + R |
| 4. To be able to operate a range of equipment including ICT | I |
| COMMITMENT | |
| Essential | |
| 1. To display commitment to the protection and safeguarding of children and young people | I + R |
| 2. To be committed to promoting equal opportunities in the widest context. | I |
| PERSONAL ATTRIBUTES | |
| Essential | |
| 1. To be adaptable to the needs of the School | I + R |
| 2. To have energy, enthusiasm and determination. | I + R |
| 3. To have commitment, reliability and integrity. | I + R |
| 4. To be sensitive to the demands on other people in school | I |
| 5. To be able to manage time effectively. | I |
| 6. To be aware of the School's position in the wider community and of its wide range of stakeholders | I |

Reference:

AF: Application Form

I: Interview

R: Reference

Key information regarding the application process

Further details

For further details, please contact the HR team via recruitment@truelearning.org.uk

To apply

Applicants are requested to submit a completed support staff application form which is available from the school website www.lostockhall.cheshire.sch.uk

Closing date

The closing date for applications is 10am on Tuesday 13th June 2023

Interviews will take place on Thursday 22nd June 2023

The TRUE Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance.

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance including an online check. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Trust vision and ethos

TRUE Learning Partnership's vision, as a community-based Trust, is that all its students will benefit from an outstandingly rich and broad education within its ethos and values.

Vision

A community focussed, values based, learning organisation that meets the needs of all its stakeholders so that all will achieve.

Values

Serve our communities with 'An unswerving commitment to ensure every young person achieves their potential, whatever their circumstances'.

Every child, every chance



Information regarding the constitution of the Trust Board

The constitution of the Trust Board is set out in the Articles of Association. Trustees are appointed / elected or co-opted for a period of four years. The Chair of Trustees is elected every four years. Trustees appoint the Chief Executive Officer to assure the strategic intentions of the Multi Academy Trust.

The Chief Executive is also a trustee director of the Multi Academy Trust. As per the scheme of delegation, the CEO and Trustees work in partnership with the local governing bodies to appoint Headteacher's to take responsibility for the day-to-day management of the individual schools.

The regular meeting of Trust management and local Headteachers will be facilitated through the Trust Executive Strategic Group to help facilitate the sharing information and expertise, to aid efficient working and to help provide creative solutions to the many challenges in the current educational landscape.



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Why work for the Trust?

TRUE Learning is a community based, values focused, cross phased multi academy trust based across Cheshire and Derbyshire. All five academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. Our vision is a community based, values focused, learning organisation that meets the needs of all its members so that all will achieve. By working within our community clusters, we will ensure that every child that is presented to us at the age of 3 is the best they possibly can be by the time they leave us at 18.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central. For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

We are exceptionally proud of our staff and the dedication they display every day to support our students to reach their potential. Whether a member of our Leadership Team, Teaching Staff or Support Team – all have a vital role to play in providing an environment where we can provide world class education where all can achieve.

We offer highly competitive salaries, pension scheme membership, free on-site parking and regular social events. All staff are able to access discounted gym memberships and other negotiated benefits across the Trust.

The Trust provides an Employee Assistance Programme through Health Assured which offers a wide range of services including legal and wellbeing support for employees and their families.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. The CPD@TTLP programme enables all of our staff to access development opportunities across the Trust. Future goals and aspirations are supported through this programme to ensure that all staff are able to develop and achieve their own personal goals.

Staff wellbeing and providing a positive and healthy working environment is a key priority for us, as supporting all of our staff enables them to support all of our students. Our Director of Health and Wellbeing leads this key area working with senior staff across the multi academy trust. We are very pleased that our commitment to staff wellbeing has been recognised by the Valued Worker scheme which offers accreditation to workplaces where staff feel valued.

We are also committed to supporting mental health in the workplace by training a number of teaching and support staff across our Trust to be Mental Health First Aiders and through our work with the Time to Change programme which aims to end mental health discrimination in the workplace.



Information about our academy schools



Poynton High School

We are a very special school where the whole school team passionately believe in creating a school that truly meets the needs of all in our learning community. This is embodied in our mission statement which serves to guide us in the long-term planning for our school.

“We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society”

This can be summed up in three words, INSPIRE ACHIEVE CELEBRATE and is applied to every aspect of our work. We aim to inspire our young people in all of our work so that they may achieve their full potential and at the heart of this lies a truly celebratory culture; we aim to inspire our team, so that you can achieve, and we celebrate every achievement for everyone - staff and student. (Matthew Dean, Head Teacher)



Lostock Hall Primary School

We are a growing (205 students) Primary School, serving children from the age of 3 to 11. We are a safe, stimulating and friendly school which provides an inclusive, calm, caring and productive learning environment. Our aim is to challenge and support each other and every child to help them realise their potential and to make a positive difference to their lives. Children leave Lostock Hall Primary school very well prepared for their future learning at secondary school and beyond.

Through our guiding principles of Be Ready, Be Respectful and Be Safe we deliver a carefully designed curriculum which progressively meets the needs of our children through fun learning and leads to excellent outcomes. (Graham Hamilton, Head Teacher)



Disley Primary School

Our school is a very special place to be. We pride ourselves on being a happy, caring school where each child is valued as an individual. We aim to provide a stimulating learning environment which allows every individual to fulfil his/her potential.

We constantly seek exciting ways of delivering both the Foundation Stage and National Curriculum requirements, along with opportunities for social and moral development. Our children are at the heart of everything we do. (Jake Nicklin, Headteacher)



Glossopdale School

Our School is a warm and caring community for all of our 1244 students, from when they join us in Year 7 to when they leave us in Year 13. We are a school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

Our core purpose is to support students of all abilities and backgrounds to develop high aspirations and achieve their potential. We do this by nurturing and building ambition for our students, we open opportunities, broaden horizons and introduce challenges ensuring everyone can thrive, both academically and personally, to be the best that they can be.

We are in the very fortunate position to work within a new purpose-built school which opened in September 2018. This has benefitted staff and students in so many ways. Our students learn in a modern, open and inclusive environment which has been designed to reflect and compliment the local landscape. (Debbie McGloin, Executive Head Teacher)



Hague Bar Primary School

Here at Hague Bar Primary School, we have worked hard to develop a school which provides an excellent education by helping each child to achieve her or his full potential. Our skilled staff foster a happy and caring atmosphere, where children can succeed through our personalised learning process, ensuring no child is left behind.

The origins of Hague Bar Primary School stretch all the way back to 1854, with a school which was in existence at the Strines Print Works. Hague Bar Primary School is just inside the Derbyshire border. It lies between the town of New Mills in Derbyshire and Strines in Cheshire. The school is situated on the edge of the countryside and enjoys stunning views of fields and distant hills.

We are proud of, and celebrate, the achievements of our children, both in and out of the classroom, and we are here to help your child make the most of their potential. (Karen McCurdy, Head of School)

TRUE LEARNING PARTNERSHIP: SCHOOL LOCATIONS



Our partnership of primary and secondary schools is located to the south-east of Manchester, close to the natural beauty of the Peak District National Park.

All our schools have excellent road links from the M56, M60, M67, A6, A34 and A57 and nearby railway stations of Poynton, Hadfield, Disley, and New Mills Central.

For those travelling from further afield, both Stockport railway station on the West Coast mainline and Manchester Airport are both nearby.

Trust Safeguarding Statement

TRUE Learning (TL) recognises the important role that our schools and their staff have in the wider safeguarding system for children. **ALL** staff have a responsibility to provide a safe environment in which children can learn. The Trust fully adopts statutory guidance "Keeping Children Safe in Education" (September 2022).

TRUE Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school. Full details of key contacts for safeguarding in each of our schools is listed below.

The Trust's Designated Safeguarding Officer is Catherine Holyland, Safeguarding Lead and Deputy Head Teacher at Poynton High School. If you wish to contact her directly please email cholyland@truelearning.org.uk

The Trust Board safeguarding representative is Lucy Monk. If you wish to contact her, please email info@truelearning.org.uk stating that the email relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



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