



*Achieving excellence together*

*Welcome to Marsden Junior School where we are currently looking to appoint a new School Business Manager*

*Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.*



## School Business Manager

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CANDIDATE INFORMATION PACK

## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of School Business Manager at Marsden Junior School.

We are seeking to recruit an individual to work in our school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of Marsden Junior School. Through the hard work, dedication and commitment of our staff and governors we aim to provide an educational environment that excites, nurtures, and challenges each child, enabling all children to flourish and achieve their best.

We encourage our pupils to be lifelong learners; independent, adaptable, inquiring, and able to make the most of the opportunities they are given. We are committed to raising academic standards through a broad, balanced, vibrant and stimulating environment.

We see parents as our partners in the life of their child's education and we hope that you will become fully involved in our children's learning journey. We look forward to working with individuals who want to ensure the very best possible education for the children in our care.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs Sarah Mansell

Principal



## Overview of the Position for Marsden Junior School

We are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## About the Trust

The Trust currently comprises of six primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the aspirations and leadership style of its Principal and local community needs.

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



### ▶ Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### ▶ We aim to

- ✔ Develop an effective partnership of schools that share a commitment to raising standards.
- ✔ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✔ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✔ Share expertise – both best practice and best practitioners.
- ✔ Develop all teachers and leaders through effective professional development.
- ✔ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### ▶ Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

**Our mantra across our partnerships embraces the following themes:**

- G** Great teaching and learning opportunities for all in the partnership
- R** Real life opportunities to develop an understanding of the wider world
- E** Enthuse a love of learning and mutual respect
- A** Academic development to nurture potential for all
- T** Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.

### Current Trust Academies and Designations

**GREAT HEIGHTS ACADEMY TRUST**  
*Achieving excellence together*

- MARSDEN JUNIOR SCHOOL**
- RAYNVILLE ACADEMY**
- THE GREETLAND ACADEMY**
- THE MIRFIELD FREE GRAMMAR**
- WEST VALE ACADEMY**
- BOWLING GREEN ACADEMY**
- CARLINGHOW ACADEMY**
- COLNE VALLEY HIGH SCHOOL**
- English Hubs**  
Teamworks English Hub @ The Greetland Academy
- Great Heights Research School West Yorkshire**  
Supported by Sir Edward Cust Educational Foundation
- AA Teamworks WEST YORKSHIRE SCITT**

## **JOB DESCRIPTION**

<b>Position:</b>	School Business Manager
<b>Department:</b>	Marsden Junior School
<b>Pay Range:</b>	Grade 9
<b>Hours of Work:</b>	30 hours per week term time plus 5 days
<b>Responsible to:</b>	Principal
<b>Responsible for:</b>	Admin, Premises, Catering and Midday Teams

### **Prime objectives of the post**

As an active member of the Leadership Team be responsible for promoting the highest standards of business ethos, underpinning the values and vision of the Trust and the Academy.

To be responsible for strategic planning in relation to the business and support services of the Academy.

To be responsible for personnel management; premises/catering management; admissions and absence management; administration; finance; training and development of non-classroom-based staff and all matters within the management of the Academy which are supportive to, but do not directly involve teaching and learning.

### **Statutory Requirements**

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

### **Membership of the Trust**

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

### **Main Duties & Responsibilities**

#### **Leadership & Management:**

- Attend Senior Management meetings, MAT Core Team Mtgs and when required governing body meetings to report on all strategic management as required.
- Negotiate and influence strategic decision making within the Academy's SLT.
- Plan and manage change in accordance with the school development/strategic plan.

#### **Personnel:**

- Line manage and appraise all non-class based staff.
- Record staff absence and carry out monthly absence claims.
- Liaise and assist the MAT HR Manager with staff appointments; absence reporting; HR/Payroll queries etc; induction; exit interviews etc.



- Maintain staff records on Arbor.
- Be responsible for DBS checks and the Single Central Register.
- Maintain training records of all staff and ensure mandatory training is kept up to date.
- Seek advice from the MAT HR Manager in relation to HR issues as appropriate.

**Premises:**

- Ensure alongside the premises staff the security of the school sites.
- Work alongside the COO & CFO on monitoring capital and CIF funding budgets and ensure that all ongoing projects are managed appropriately.
- Ensure full H&S compliance is being undertaken and liaise with the MAT COO in relation to audits and risk management.
- Ensure the Emergency Management Plan is kept up to date.
- Take responsibility for the main H&S issues specific to the school and how they relate to pupils, staff, visitors and contractors including reporting accidents to the H&S Dept.
- Deal with insurance claims.

**Finance:**

- Oversee day to day financial management.
- Processing Orders/Invoices ensuring compliance with the GHAT Scheme of Delegation.
- Liaison with the GHAT Finance Manager regarding payment of invoices process in compliance with GHAT Financial Procedures.
- Responsible/maintain school fund transactions to monitor the balances within this
- Administer credit card transactions including accurate recording of transactions on the finance system
- Month / year end reporting as required by CFO and Finance Manager.
- Monitoring the budget in liaison with the CFO and Finance Manager, including future year forecasting.
- Supporting the Principal and colleagues of the academy in the financial management of the Academy within the budget set by the Trust Board.
- Monitor income and expenditure in relation to the Academy's Catering Service and Breakfast Club alongside Catering Manager.
- Support SMT colleagues in the use of specific grant funding and associated action plans, including monitoring and reporting.
- Oversee monthly overtime, supply timesheets etc.
- Support the proper collection, reconciliation and banking of any monies received.
- Maximise income through lettings and other activities.
- Manage, negotiate and monitor contracts, tenders and agreements for the provision of support services in liaison with the GHAT Business Support Officer.
- Maintain the furniture and AV inventories.

**Admissions & Attendance Management:**

- Target attendance across the Academy, with a particular focus on improving persistent absenteeism.
- Deal with pupil absence requests during term time.
- Use data to identify students with poor attendance and report findings to the SLT.
- Plan and lead delivery of the Academy's marketing, public relations and admissions strategies, on designing the marketing strategy, organising events, managing the admissions processes, ensuring positive marketing communication and promoting the Academy/Trust to external stakeholders.

**Administration:**

- Establish and use effective methods to review and improve administrative systems.
- Support the running of the office. Answering calls and dealing with parents in absence of admin staff.
- Prepare information for publications and returns for the DFE; LA and other agencies and stakeholders within statutory guidelines as appropriate including termly Census and Pupil Premium data.
- Take responsibility for the MIS system including set up of academic year, assessment data and reporting.
- Be responsible for the up to date data collection of both pupil and staff information.
- Communicate the strategy and relevant policies in the use of technology across the school, including Data Protection.
- Support with SEND – care plans, monitoring emails, scanning documents.

**General**

- The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.
- To uphold the Nolan Principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To be prepared to work and/or assist at other academy offices short-term to assist staff absence/training needs.
- To act at all times as an Ambassador for the Academy/MAT actively promoting its values and vision with all stakeholders.
- To undertake any other professional duties as required by the principal.

**Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people, and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse, and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Person Specification:** School Business Manager

**Key to identification:** A = Application I = Interview R = Reference

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Business or Administration qualification		✓	A/I
Evidence of personal commitment to CPD		✓	A/I
Willingness to attend appropriate training	✓		A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Experience of leading a team	✓		A/I/R
A minimum of 3 years' experience in an administrative or secretarial field		✓	A/I/R
Experience of IT and MIS programmes	✓		A/I/R
Working with changing priorities and proven ability to handle a range of situations.	✓		A/I/R
Experience of successfully networking and building relationships with other organisations or institutions	✓		A/I/R
Experience of analysing/preparing data and report writing.	✓		A/I/R
Experience of using MIS system Arbor, Integris or equivalent.		✓	A/I/R
Experience of service contract management.		✓	A/I/R
Experience of minute taking.		✓	A/I/R
Experience of dealing with finances processing order/invoices	✓		A/I/R
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Able to support in the management of change and improvement in pursuit of strategic objectives.		✓	A/I/R
Ability to set standards and provide a role model for others.	✓		A/I/R
Able to present information clearly to a wide range of audiences.	✓		A/I/R
Deal sensitively with people and resolve conflicts.	✓		A/I/R
Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative.	✓		A/I/R
Able to evaluate current systems and modify and enhance their effectiveness.	✓		A/I/R
An awareness and understanding of safeguarding responsibilities of all adults who work with children.	✓		A/I/R
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required.	✓		A/I/R



Ability to communicate with and build relationships with a wide range of audiences, including other employees within the Trust and beyond.	✓		A/I/R
Ability to negotiate best value.		✓	A/I/R
Ability to manage projects from inception to completion, meeting deadlines.	✓		A/I/R
Ability to work to tight deadlines and problem solve.	✓		A/I/R
Excellent attention to detail.	✓		A/I/R
<b>Initiative and Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Excellent interpersonal and communication skills both written and verbal	✓		A/I/R
Ability to work independently and as part of a team	✓		A/I/R
Receptive to new ideas, approaches, and challenges	✓		A/I/R
Demonstrate a commitment to the Trust vision, aims and ethos, its community, and the school improvement agenda.	✓		A/I/R
Complete confidentiality, discretion, and tact.	✓		A/I/R
Calm and able to respond to changing demands.	✓		A/I/R
Flexible and willing to adapt to changing circumstances.	✓		A/I/R



## ► Reasons to work at Marsden Junior School / Great Heights Academy Trust



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

