



APPLICATION PACK

BUSINESS OPERATIONS MANAGER

BURY CHURCH OF ENGLAND HIGH SCHOOL



THE BISHOP FRASER TRUST
A CHURCH OF ENGLAND MULTI-ACADEMY TRUST



WELCOME

Dear Applicant,

I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows:

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)



At The Bishop Fraser Trust, our vision is to ensure all our communities experience **'LIFE IN ALL ITS FULLNESS'** (JOHN, 10:10).

For our pupils, this means an unwavering commitment to ensuring our pupils attain the outcomes they need to lead a happy life, but also that they have been immersed in a wide range of experiences both within the taught curriculum and through enrichment opportunities. This is so they will leave us knowing how they might best lead a life in its fullness. This also means knowing how to navigate setbacks and harder times.

For our staff, we know they cannot achieve life in its fullness if they are not fulfilled at work. We know our staff have great moral purpose, so for our staff we need to ensure we are providing an environment where they feel great job satisfaction and know that we will invest in their own career pathways, in the same way they are doing so for our children.

For our parents and carers, we know that they cannot live life in their fullness if they feel that their own child is not able to thrive in their school community. To this end, we need to work with all our parents in a partnership to remove any barriers which are hindering their children flourishing. We know our children very well, but the real expert is the parent/carers and we recognise this.

For our communities, we want our mission to reach beyond the school gates and even beyond our family homes. At The Bishop Fraser Trust we believe that we should be adding value to our communities. All our children will engage with community social action while they are with us. This is because we want to ensure that they develop a sense of pride and agency in their community and a sense of civic duty. This will ultimately help develop, sustain and improve our communities.

What this means in practice:

If we are serious about this (and we are), this meant that when deciding on the next set of goals for our strategy, they needed to reflect that personal development of our children was as important to us as their educational outcomes. Therefore, perhaps unusually in such an attainment driven system, we have collectively set goals for our schools around enrichment experiences and social action, as well as the value we add to ensuring that our young people will remain in either education, employment or training, long after they leave us. This, we know, will only happen if we have taught our children successfully on how to navigate setbacks through a

rich personal development and character education programme.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby

Chief Executive Officer



WELCOME TO BURY CHURCH OF ENGLAND HIGH SCHOOL

A WORD FROM HEADTEACHER JON-PAUL CRAIG...

Thank you for your interest in Bury Church of England High School. I hope the information provided here gives you what you require at this stage as you consider whether to apply for this post.

We are creating a true centre of excellence where every child and member of staff is valued and encouraged to "let their light shine".

We are a school with a rich history which has served Bury for more than 250 years and which remains at the heart of the community.

We are proud of the school's good practice and high standards of achievement. Like any school we also have our challenges, but through our collective efforts, The Governors of the IEB, staff, parents and community partners are committed to improving the effectiveness of the school yet further. Our aim is to provide a high-quality educational experience for our pupils as we help to prepare them for adulthood and lifelong learning.

If you can work collaboratively, are emotionally intelligent and resilient, then Bury Church of England High School is a good place to be.

The Governors of the IEB seek to appoint a well-qualified, innovative and committed individual who will support the values, aims and ethos of the school and work hard with us to help realise our vision.

We are forward thinking with high aspirations for all. We are not complacent and constantly aim to improve all aspects of our work.

You will find further information about the school on our website. We hope you will find the details informative and of interest to you. If there is anything else you would like to know, please do not hesitate to contact us and also, if you wish, we can arrange a tour of the school prior to you submitting an application.

Application forms can be completed via our online portal – SAMRecruit. If you have not been contacted within ten days of the closing date, please assume your application has been unsuccessful. Whatever the outcome, we thank you for your interest.

Jon-Paul Craig
Headteacher



WHY WORK FOR THE BISHOP FRASER TRUST?

PERFORMANCE DEVELOPMENT – Touchbase opportunities as part of your working day.

At The Bishop Fraser Trust, we focus on **growth and supporting your professional development**. That's why we've replaced traditional appraisals with a more supportive approach:

No Formal Appraisals – Say goodbye to rigid performance reviews.

Performance Development – Ongoing support to help you succeed, not a once-a-year check-in.

Touchbase Opportunities – Regular, informal check-ins during your workday to discuss progress, goals, and support needs.

We believe in continuous development and real-time feedback to help you thrive—without the stress of traditional appraisals!

AUTOMATIC PAY PROGRESSION FOR ALL

We believe in recognizing and rewarding your hard work. That's why we offer **automatic pay progression** for all employees, including Teachers. As you grow with us, your reward grows too—without the need for negotiations or uncertainty.

Clear and Fair Growth – Your pay increases automatically at set milestones.

No Unnecessary Hassle – No need to request raises; they're built into your journey.

Commitment to Your Success – We value long-term dedication and make sure it's reflected in your earnings.

Join us and build your future with confidence!

LEADERSHIP DEVELOPMENT OPPURTUNITIES

At The Bishop Fraser Trust, we invest in your future. Our **Leadership Professional Development Programmes** are designed to help you grow, lead, and succeed.

Tailored Leadership Training – Develop the skills to take your career to the next level, with our Into SLT, Aspiring Leaders Programme, Into Deputy and Into Headship programmes.

Real Growth Opportunities – Clear pathways to leadership roles within the company.

Ongoing Support & Mentorship – Learn from experienced leaders and gain valuable insights.

Whether you're aspiring to lead or looking to enhance your leadership skills, we provide the tools and support to help you **reach your full potential!**

EQUALITY, DIVERSITY, AND INCLUSION

Our strategy underscores the importance of **weaving equality, diversity and inclusion** throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce.

Become a more diverse organisation at senior levels - We welcome applications from black and ethnic minority candidates who are currently underrepresented.

We always hire on merit – We welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils.

Join us in shaping a brighter future for education, where **everyone is valued and empowered** to succeed!

WELLBEING AND SUPPORT

We understand the **importance of taking care of our employees' wellbeing**. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing:

Employee assistance programme - A counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts for you and your family. We strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another.

Refreshment and re-energisation – We offer generous holiday provisions, parental leave, and flexible working arrangements. Working for TBFT also includes membership of either the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme (TPS) depending on the role applied for. Our package of support continues to evolve as we refine how we recognise and reward our employees' contributions in various ways.

We recognise the importance of TBFT being a **flexible workplace** and are determined to be creative and to develop our approach further!



ABOUT OUR TRUST

The Bishop Fraser Trust was established in December 2017. We came together to support one another and enhance our schools' communities to enable all of our young people to experience **'LIFE IN ALL ITS FULLNESS'** through an excellent education based on our Christian values.

We are dedicated to the Bolton and Bury areas. All our schools can be reached within 20 mins from our Central Office, which is based at Bolton St Catherine's Academy.

Our strategic growth plan aims to expand our primary sector to around 4 / 5 schools in the next few years and establish the primary trust offer. We would also consider further growth in our secondary sector.

Our vision is: allow all young people to experience **'LIFE IN ALL ITS FULLNESS'** (John 10:10), no matter what their starting point. Our Trustees' work focuses on how we operate as a Christian Trust through our four values of:

WISDOM

COMMUNITY

HOPE

DIGNITY

These values are the basis of all decision making and are woven through each of the schools' personal core values. We work collaboratively at all levels: Executive Team, Strategic Leadership Group, Senior Leader Teams, Departmental Hubs and with our large body of associate support staff. What is clear is that together we are stronger. Our teams now share best practice at all levels, benefitting our young people's education, both academically, spiritually and culturally and their own professional development.

Developing our workforce is so important to us. We have a legacy teaching school which we have retained, the Train Teach Lead Partnership (TTLP), a standalone centre based at St James's CE High School with a Director and Manager to oversee all aspects. The Director of Teaching and Learning works closely with TTLP. Through TTLP, we support the Trust with:

- Support the training and development of new teachers through our Initial Teacher Training Programme and will continue in partnership with local universities. The Trust successfully appoints ITT candidates, who have completed their training through the TTLP.
- NPQs & Apprenticeships.
- SLT, Trustee, Governor, Middle Leader & Support Staff Training.
- School to school support, both in the Trust and the local area, where we have 50+ SLEs registered.

We are approved by the Department of Education as an academy sponsor and are seeking to continue to grow our Trust further.

LIVING AND WORKING IN BOLTON AND BURY

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton and Bury is relatively affordable.

Convenient transportation: Bolton and Bury have transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre. Bury has an excellent tram link to Manchester central and two major train stations.



Beautiful green spaces: Bolton and Bury have a range of beautiful parks and green spaces, such as Heaton Park, Jumbles Country Park and Rivington and Moses Gate Country Park. These offer an opportunity to escape from the hustle and bustle of daily life, and enjoy nature walks, picnics, or outdoor activities. The local moorland is exceptional.

Cultural attractions: Both Bury and Bolton are rich in industrial history and have several museums, galleries and historical landmarks that showcase this proud heritage. These include the Bolton Steam Museum, Bury Transport Museum, and the East Lancashire Railway, which is a popular tourist attraction. Bolton has an excellent theatre, The Octagon. Manchester offers a huge array of culture and arts programmes. There is also a plethora of eating places, country pubs and activities. Bolton runs the UK Iron Man competitions in July and there is the Food Festival in August.



Academic institutions: Bolton and Bury are home to a number of Universities, Colleges and other academic institutions, such as the University of Bolton, and Bolton and Bury Colleges. There are great links with universities in the area, such as Manchester University, MMU and Salford.

Job Description

Job Title:	Business Operations Manager	Department/Group:	Support Staff
Level/Salary Range:	Grade I – J SCP 31 - 39	Reporting to:	Headteacher and CFO
Contract term:	Permanent	Hours per week:	37 hours
Safer Recruitment Statement:			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement:			
<p><i>“To allow all children to experience ‘life in all its fullness’ no matter what their starting point” by:</i></p> <ul style="list-style-type: none"> • Offering a high quality, inclusive and distinctive education • A caring and nurturing environment based on our Christian values • Recognising the unique nature of each child. 			
All staff employed by the Bishop Fraser Trust are required to:			
<ul style="list-style-type: none"> • Uphold and promote the Trust's vision. • Uphold and promote the Christian ethos of all schools within the Trust. • Support and contribute to the achievement of all students academically and pastorally. • Support and contribute to the Trust's responsibility for safeguarding all students. • Undertake professional training to enhance personal development and job performance. • Comply with all Trust and individual school policies and procedures, including safeguarding, child protection, health, safety and security, confidentiality and data protection. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect. • Share best practice, expertise and skills with others. 			
Main Objectives of Role:			
<p>Responsible for the day-to-day management of the school's business operations, including the management of non-centralised finance and HR functions, school administration, catering, IT and estate management; ensuring staff conform to any central policies and procedures and systems as directed by the central trust team.</p> <p>Line management of:</p> <ul style="list-style-type: none"> • Business Operations Assistant • Site Manager • Administration or Office Manager • Catering Manager (this post has dual line management and accountability to Trust Catering Manager for strategic and compliance matters) • ICT Network Manager (this post has dual line management and accountability to Trust IT leads for strategic and other significant matters) - Currently Not Applicable - IT structures across the trust have changed and posts are mainly managed centrally <p>The post holder is responsible for the overall management, leadership and development of these designated school support staff and responsible for ensuring an efficient and effective service is provided. This includes effective team communication, induction, training and appraisal. For dual line managed posts, training and development should be agreed jointly.</p>			

Job Description:

In carrying out the responsibilities set out below, the Business Operations Manager will ensure that there is strict adherence to financial propriety and employment law and support the Headteacher to deliver a financially secure school with a workforce which feels valued and which meets the needs of the school partners and stakeholders.

Professional judgement and decision-making, including but not limited to:

- Representing the school, being a senior colleague and part of the 'public face' of the school team.
- Being equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate.
- Continuously reviewing, improving or designing key processes, procedures and systems within your role.
- Applying a strong sense of vision and commitment to customer service provision and quality assurance.
- Undertaking tasks below your paygrade when necessary to role model the desired teamwork ethic, both when urgent or unexpected tasks need to be completed and also when there is a shortfall in staff cover.
- Contributing to and sharing in the corporate life of the school.
- Dealing effectively and calmly with emergencies, should they arise.

Finance responsibilities:

- To support the management of school expenditure, revenue and capital budgets in accordance with the Trust Handbook, the trust Scheme of Delegation and Financial Procedures Manual.
- To monitor school accounts and provide regular financial reports as requested by the CFO to advise decisions taken by governors and the Headteacher.
- To assist in the preparation of draft budgets in consultation with the Head, CFO and Trust Finance Manager.
- To be confident in the use of financial management information, especially benchmarking tools, to compare value and efficiency with similar organisations and advise accordingly.
- To be confident in the use of budgeting and forecasting software.
- To suggest and research opportunities to create budget efficiency savings, working across the trust and in line with trust strategy.
- To oversee the work of the Business Operations Assistant and be responsible for the effective day to day management of financial administration procedures including:
 - Ensuring orders and invoices are appropriately authorised and completed before forwarding to the central finance team for processing; and undertaking such communications and preparatory work to implement and improve this process.
- The reconciliation of school bank account, ensuring that a reconciliation is undertaken at least once per month in line with the financial procedures manual.
- Undertaking month end duties in line with the trust timetable.
- Maintaining an assets register of "desirable" assets and feeding information into the central trust asset register (i.e. disposals and year end reconciliation).
- Directing the creation of sales invoices as required by the school.
- Ensuring that the school is receiving all its income entitlement (i.e. by working with SENDCO to reconcile high needs funding).
- Maintaining the petty cash systems for school site and ensuring full disclosure to central team in required format.
- Be a main point of contact for staff and SLT for finance matters on a day-to-day basis.
- Provide regular reports for budget holders and deal with direct enquiries on all aspects of income and spend.
- To administer the free school meals / pupil premium system so that all identified students are monitored and receive their due entitlement.
- Provide advice and relevant financial guidance to staff organising school trips, coaches, minibuses and educational visits (following any central trust policies/procedures).

- Ensure that finance procedures are followed throughout school and that budget holders have sufficient information and guidance to manage their budgets effectively.
- To be responsible for the supervision of receipt, balancing and banking of all school meal monies and the administration of the school's cashless catering and on-line payment systems.
- Provision of information to central team to allow confirmation of receipt of GAG and other such income.
- To undertake validation checks on the monthly payroll reports in relation to academy staff (including as directed by central trust team).
- To support the CFO and Finance Manager in the preparation of all financial returns for the ESFA, Local Authority and other central and local government agencies within statutory deadlines.
- To maximise income generation including writing of miscellaneous bids and securing funds for the school or trust.
- To liaise and provide all information required by the Trust's auditors and together with the finance team implement any recommendations.
- To support any school claims for insurance and offer advice to staff on the school's insurance policies where necessary.
- To support the various requirements (including financial), arising due to the shared site arrangements.

HR responsibilities:

- Ensure that staff absence, recruitment, appraisal, disciplinary, grievance, capability, probationary and induction policies and processes are administered in accordance with employment law and with advice from the Trust Central HR team.
- Ensure any recommended/ required HR risk assessments are completed such as maternity and stress risk assessments.
- Act as the link person for HR issues within school, seeking advice from the Trust Central HR team as required.
- Ensure the appropriate requisitions and paperwork for adverts for vacancies, appointments and contractual changes are submitted to the central HR team in stated timescales.
- Support the Headteacher and SLT by taking notes in HR meetings where the presence of central HR is not required.
- Ensure staff absences are accurately recorded in HR System by the Business Operations Assistant and that line managers complete return to work interviews.
- Oversight of staff training records and management of the staff training budget in partnership with the SLT link for CPD.
- Lead on the organisation of recruitment interview processes in your school, including scheduling of selection activities, arrangement of rooms and refreshments and liaising with department staff on suitable lesson planning topics and classes to be used for lesson observations.
- Ensure annual safeguarding and other self-declaration forms/ staff privacy notices etc. are issued, completed, returned and filed on personal files.
- Ensure the single central record is maintained and kept updated for any new staff, leavers, governors, supply and agency staff and other regular visitors.
- Ensure the correct authorisation and processing of any staff additional hour claim forms and liaise with payroll to resolve any staff payroll queries.
- Assist in the completion of annual school workforce census.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

Catering Management:

- Liaise with the Catering Manager to ensure the provision of a high-quality, cost-effective school catering service, with an effective and efficient service; ensuring that this aligns with trust strategy.

- Preparation of management information to prepare monitoring reports relative to the catering in-house trading activities in line with Trust guidance.
- Reconcile catering income for both paid and free meals.
- Liaise with contractors relevant to the school's cash collection and on-line payments systems.
- Assist in the preparation of a capital equipment replacement programme.
- Maintain school information to support the smooth delivery of the catering function in school and to respond to enquiries from external agencies when required.
- Work within trust systems or procedures as directed (supplier framework, ordering systems, allergen practise etc.).

Premise's responsibilities: -

Liaise with the Site Manager regarding: -

- Evaluation and preparation of long-term development/refurbishment plans to the school premises.
- Support preparation of bids for additional capital funding.
- Investigate grant funding opportunities and prepare bids for additional building projects.
- With the support of the Site /Facilities Manager, maintain and develop the school Asset Management Plan.
- Letting of school premises with particular regard to value, income generation, health and safety requirements, effective use of the school buildings and its grounds and impact on the organisation of the school (and with School Lettings Service where applicable).
- In collaboration with the Site/Facilities Manager, lead building projects and liaise with the site manager to ensure deadlines are met and work is completed to the appropriate standard until the work is complete.
- Work with any trust lead in regard to trust wide funding or prioritisation of asset plans.

Health and Safety responsibilities:

(In liaison with the site manager)

- Be responsible for health and safety issues specific to the school and know how they relate to students, staff, visitors and contractors, complying with requirements for Health & Safety at Work Act and other legislation.
- Oversight of the school transport strategy ensuring value for money and safety requirements are met.
- Lead senior staff and governors on health and safety issues affecting the school.
- Provide regular feedback to SLT on health and safety issues, complete trust H&S returns or systems.
- Produce action plans to address health and safety concerns and monitor their completion.
- Identify training needs to help address health and safety concerns throughout the school and work closely with the Senior Leader responsible for CPD to meet these needs;.
- Lead the school's Health and Safety meetings and agendas.
- Act as the school's Health & Safety Co-ordinator and Fire Officer and lead on the fire evacuation and emergency evacuation procedures.
- Take responsibility for the induction of new staff on health and safety matters.
- Work within trust systems or procedures as directed.

ICT responsibilities:

- to work closely with the Trust IT lead in preparing business plans related to ICT development to ensure that ICT plans directly link with the Trust Strategic Vision, School Improvement Plan and support student progress.
- Together with the Trust IT lead, maintain and develop an ICT replacement programme.

Other responsibilities:

- Maintain the school's risk register.

- Support and promote sound business planning practises for all aspects of the school's business, which ensures adequate and appropriate mechanisms in place for the management of risk and disaster recovery.
- Establish good working relationships with outside agencies as necessary.
- Attending fortnightly Leadership and Management meetings with the Headteacher and Curriculum Deputy Headteacher with regard to future staffing requirements and liaising with the CFO and central HR with any recruitment plans.
- Provide information on request to support the Headteacher and Governors with long term strategic plans for school development in relation to finance, health and safety and estate management.
- Attend SLT meetings as required to report on matters pertaining to your areas of responsibility.
- Attend relevant LGB meetings providing reports as required.
- To ensure that in all its aspects, the school's work is of high quality and promotes continuous improvement.
- To support with morning, break and lunchtime duties as directed by the Headteacher.

Administration:

- Line management of the administration or Office manager.

Communications:

- Play a key role in the communication of budget expenditure, finance procedures and protocols to the staff body.
- Be responsible for ensuring staff have the relevant training on finance systems to be confident and proficient in its use.
- Ensure that contact with a wide range of people is courteous, supportive and professional, and that complex queries and potential conflict situations are well-handled.
- Oversee and deal with staff queries, deciding on what action needs to be taken and seeking advice from the CFO/Head of HR as required.
- Foster effective and developing relationships with the wider community, other schools and external organisations.
- Update relevant areas on the staff intranet.

General responsibilities:

- Organise and carry out where appropriate training for staff members on INSET days and at other times
- Meet regularly with the CFO and Headteacher
- Any other duties as reasonably required by the CFO/Senior leadership team.

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school.
- Offer ideas and suggestions for making things better.
- Engage actively in the appraisal and performance review process.
- Seek to develop a better work/life balance.
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated:

May 2025

Person Specification

Categories	Essential / Desirable
Professional values and practices of The Bishop Fraser Trust	
Ability to build and maintain successful relationships with students, treat them consistently with respect and consideration and demonstrate concern for their development as learners.	E
High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	E
Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work.	E
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising their role in student learning.	E
Able to improve their own practice through evaluations and discussions with colleagues.	E
Flexible, with an ability to be able to embrace and generate change.	E
Personal Qualities	
Strongly self-motivated and personal resilience, persistence and perseverance.	E
High levels of personal integrity, discretion, honesty, reliability and self-awareness.	E
Presence, dynamism, good sense of humour and approachability.	E
Conscientious and diligent work ethic.	E
Strong intellect underpinned by a clear moral compass, instinct and intuition.	E
High standard of personal presentation with an excellent attendance and time-keeping record.	E
Exacting standards, with high levels of attention to detail and accuracy.	E
Patience, kindness and understanding.	E
Professional Dispositions	
Pro-active in using initiative.	E
The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focusing on meeting customer needs and satisfaction.	E
Maintains a positive outlook at work.	E
Willingness to take a hands-on approach as necessary.	E
Flexibility, on occasions and within reason, in approach to working hours.	E
Qualifications	
5 GCSEs or equivalent A*-C, including Maths and English at C grade or higher.	E
Significant finance experience in a work environment.	E
Willingness to train as a Fire Warden and First Aider if required.	E
Relevant Finance or Business Qualification at Level 4 (e.g., fully AAT qualified or diploma for school business managers) or part qualified and willing to work towards qualification or qualified by experience.	E
An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding.	E
Leadership and Management	
Ability to develop others and motivate staff to drive outcomes for all learners.	D
Experience of being involved in curriculum design that meets the needs of all learners.	D

Categories	Essential / Desirable
Evidence of helping to produce development plans.	D
Evidence of improving and sustaining achievement and progress for all.	D
Experience	
Of working in a financial background (ability to set significant budgets, monitor and forecast spend, and highlight variances from budget).	E
Working within a Scheme of Delegation/ Financial Procedures Manual; challenging spending plans; being able to raise concerns to the CFO.	E
Working to HR procedures and knowing when to involve more senior staff/central HR teams.	E
Experience within a similar role in the education/business sector.	E
Good IT skills including the use of intermediate level functions of Microsoft Excel and ability to use finance system (e.g. PS Finance), to be able to interrogate data, produce reports and present to a wide range of audiences.	E
Skills and Knowledge	
Strong initiative, analytical, problem-solving and strategic thinking skills; able to think laterally and to accurately anticipate intended (and potential unintended) consequences of differing courses of actions.	E
Excellent organisational and planning skills, demonstrated flexibility in order to achieve targets.	E
Be able to produce information required centrally for month and year end financial returns.	E
Be aware of Audit demands and the necessity for financial compliance to the organisation's financial regulations.	E
Be able to produce accurate management reports and statistical analysis suitable for a range of stakeholders including non-financial managers.	E
To understand how to operate under agreed financial systems and procedures especially relating to procurement, order processing, sales invoices, inventory, external grant funding, bank accounts, cashless catering, budgeting and cash flow monitoring, lettings and income generation; and promote these procedures to all staff and budget holders (although many of these activities are controlled by the central team).	E
Be able to streamline processes and identify and implement continuous improvement.	E
Excellent communication and interpersonal skills to engage colleagues at all levels, including those without financial expertise.	E
Able to work constructively as part of a team, understanding school and trust roles and responsibilities and your own position within these.	E
Able to manage staff and having the ability to persuade, motivate, negotiate and influence.	E
General knowledge and understanding of operational business management including finance, HR, ICT, Health and Safety, Catering and Site Management.	E
A good understanding and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding.	E
Safeguarding of Children and Young People	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E