



Education  
Partnership  
Trust

High Expectations • Commitment • Ambition

# Candidate Information Pack

**School Business Manager**

**Atherton High School**





## A message from the Headteacher

Thank you for expressing an interest in the position of School Business Manager at Atherton High School.

This is an exciting opportunity for an outstanding, ambitious and dynamic School Business Manager to join an excellent school at an exciting stage of its journey.

We are a smaller than average secondary school, part of Education Partnership Trust (EPT), situated on the Wigan, Bolton and Salford corridor. Our school community is made up of 550 pupils and 60 staff and has a culture built around our values of 'respect, responsibility and ambition'; with our aims clearly being driven by decisions that if our education is not good enough for our own families then it is simply not good enough. Something we call the 'Law of EVE' (Everyone Values Education).

In January 2024, the school was judged as Good in all areas of the inspection framework. This result epitomised the hard work and school improvements made since our last Ofsted in 2021. A copy of the report can be downloaded from the School's website. Inspectors found the learning environment to be 'calm and purposeful', stated that their children 'are proud to attend Atherton High' and that 'Teachers value the time and guidance that they are given to develop their teaching practice. This makes their workload manageable and improves their confidence and effectiveness in delivering the curriculum.'

We promote our values of respect, responsibility and ambition through a strong, knowledge rich curriculum, which is built around our expectations that all pupils develop their depth of understanding across a wide range of subjects, to secure an ambitious education for all.

We aim high at Atherton and expect high standards of behaviour and academic effort from all our pupils. We believe in encouraging our pupils to take responsibility for their actions, decisions and their future education to foster a culture of commitment to lifelong learning. We believe every pupil is an individual that can achieve extraordinary goals and we work hard for them to achieve these; however, we expect our pupils to work even harder for their future. This is their responsibility that we will support them with every step of the way.

We are committed to the pursuit of outstanding teaching and learning alongside the highest possible academic, personal and moral standards. This commitment is built upon a shared belief in hard work, self-reflection and a culture of respect and support for others.

We expose our pupils to culture beyond their experience to build opportunities and develop a strong sense of self-worth and humility to make positive contributions now, and in the future, to the communities to which they belong.

Atherton High is a highly successful 11 – 16 school and over the past three years has achieved the following:

- Judged as ‘Good’ in all categories of the Ofsted framework in January 2024.
- Outcomes category move from ‘well below average’ to ‘average’ and the most improved outcomes in Wigan authority.
- Established as the ‘school of choice’ in the local area, oversubscribed in every year group and waiting lists across all cohorts.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact [rwilson@athertonhigh.com](mailto:rwilson@athertonhigh.com)



**B. Layzell**  
Headteacher



**Education  
Partnership  
Trust**



I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.



**Sharon Roscoe**  
Chief Executive

## Our Vision

Creating outstanding schools which transform learning, lives and communities

## Our Values

### **High Expectations**

of ourselves, our pupils and our school community

### **Commitment**

we are dedicated to raising standards and improving opportunities

### **Ambition**

we constantly strive to improve by setting ourselves challenging goals

## Job Advertisement

# School Business Manager

<b>Hours:</b>	<b>Full time – 37 hours</b>
<b>Weeks Worked:</b>	<b>Full year – 52.143 weeks</b>
<b>Start Date:</b>	<b>1<sup>st</sup> September 2024</b>
<b>Salary:</b>	<b>Grade J – SCP 39 – 43 - £47,420 to £51,515 per annum</b>

Due to progression within the Trust, Atherton High School wishes to appoint a hardworking, enthusiastic and committed School Business Manager. If you are experienced, enthusiastic, open to new ideas and have a flexible 'can do' approach, we would welcome an application from you.

The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure that the school meets its educational aims and secures the best possible academic outcomes and future life chances for all learners.

### The Job

- To be responsible for the management, planning, development, and implementation of all support services within a secondary school, including in-house catering and facilities services.
- Be a strategic member of the Senior Leadership Team.
- Where appropriate: manage school support staff; liaise between managers/teaching staff and school support staff; hold regular meetings with managed staff; undertake recruitment/induction/training/mentoring for other staff
- Take a lead role in the development and maintenance of manual and computerised records/management information systems
- Ensure that all administrative activities are carried out in accordance with school policy and procedures
- Responsible for the selection and management of resources, including management of the school budget and regular audit of resources under the financial handbook requirements
- Oversee the recruitment of school support staff and in managing associated employment procedures, sitting on panel and advising on process as required
- Provide advice and guidance to school support staff and others on complex issues.

**What are the job requirements?**

- Recognised management/business degree or equivalent related professional qualification.
- School Business Manager specific qualification i.e. DSBM, CSBM, ADSBM or MSc School Business Management
- Experience in managing budgets, financial reporting, procurement and fixed assets.
- Experience in managing Health & Safety.
- Experience in managing change projects.
- Able to use a range of ICT packages (Microsoft Packages, SIMS/Arbor, Sage).
- Good Knowledge of financial standards, and financial procedures and regulations in schools.

**Amongst the many benefits of working within the Trust you will receive:**

- Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
- 6 sessions of free counselling including CBT, wellbeing and bereavement.
- Cycle to work scheme.
- Electric Car Scheme (Salary Sacrifice)
- Access to government pension schemes.
- Free parking
- Training and development opportunities
- Personal development and promotion opportunities across the Trust
- Trust wide focus on staff wellbeing
- Trust wide Intranet to share knowledge and resources

**Closing date:** 20<sup>th</sup> June 2024 – 13:00

**Interview date:** 24<sup>th</sup> June 2024





## Safeguarding

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](mailto:HR@ept-uk.com).

Applications for this exciting post are to be made through <https://ept.face-ed.co.uk/vacancies>

## Job Description

# School Business Manager

**Reports to:** Headteacher

**Grade:** Grade J - SCP 39 - 43

### **JOB PURPOSE:**

The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in their duty to ensure that the school meets its educational aims and secures the best possible academic outcomes and future life chances for all learners.

### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

#### **Organisation**

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Keep operating procedures under review to identify areas of potential development and/or improvement and make recommendations
- Where appropriate: manage school support staff; liaise between managers/teaching staff and school support staff; hold regular meetings with managed staff; undertake recruitment/induction/training/mentoring for other staff

#### **Administration**

- Take a lead role in the development and maintenance of manual and computerised records/management information systems
- Ensure that all administrative activities are carried out in accordance with school policy and procedures
- Provide detailed analysis and evaluation of data and produce reports/information as required
- Provide organisational and complex advisory support to other staff
- Attend and contribute to Governors' meetings supporting with complex advice and guidance where required
- Responsible for completion and submission of complex forms, returns etc., including those to outside agencies, e.g. DCSF



### **Personnel and Resources**

- Responsible for the selection and management of resources, including management of a large secondary school budget and regular audit of resources under the financial handbook requirements
- Oversee the recruitment of school support staff and in managing associated employment procedures, sitting on panel and advising on process as required
- Establish work programmes and set work priorities for school support staff and resolve problems as required
- Monitor work performance, identify school support staff training needs, evaluate effectiveness of training and keep accurate records, delivering support plans and monitoring progress as required
- Provide advice and guidance to school support staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding through CIF bids etc
- Manage service contracts and ensure they legislative guidance
- Oversee ordering procedures and purchasing of supplies/materials/services ensuring levels are maintained
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school, income generating were required to support the school budget
- Taking a lead in whole school projects
- Managing school-based HR related issues, escalating where required
- Responsible for the whole school GDPR processes on site
- Leading on and managing health, safety and wellbeing across the school, ensuring the compliance against legislation
- Manage facilities including premises, lettings and associated income, building and projects etc
- Responsible for ensuring financial and admin support across the school is compliant with financial regulations and educational processes
- Responsible for managing staff absence within the school
- Responsible for managing staff within admin, finance, facilities and catering
- Manage complex financial procedures, including:
  - taking a lead role in planning, monitoring and evaluating the budget plan
  - management of expenditure within agreed budget(s)

- managing, monitoring and reporting of all Private Funds, ensuring legal compliance and arranging annual audit
- designing and setting up appropriate systems for monitoring income, expenditure, cash flows and deposits, in accordance with procedures
- producing and presenting reports for Head Teacher and Governors, interpreting information for non-specialists
- reconciling financial records with bank statements and computerised printouts, bringing any significant anomalies / discrepancies to the attention of line manager
- preparing, or overseeing the preparation of, financial statements, commitment accounts and any other financial activities within the school, devising financial systems to meet local needs when necessary
- acting as authorising officer for financial transactions

### **Responsibilities**

- Be aware of and support difference and equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others

### **GENERAL**

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Your duties will be as set out in the above job description but please note that the School reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

**Customer Care** – To provide quality services that are required by our community. To give members of the community the opportunity to comment or complain if they need to. To work with the community and do what needs to be done to meet their needs. To inform your manager about what members of the community say in relation to the services delivered.

**Develop oneself and others** – To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan. To be ready to share learning with others.



**Valuing Diversity** – To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what members of our community tell us is valued by reporting it back to the school. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

**Health & Safety** - to be aware of and work within the schools' health and safety procedures and policy.

**Note:**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust's service, provided that such changes are appropriate to the employee's remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your "typical working arrangements" specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

## Person Specification

# School Business Manager

Reports to: Headteacher

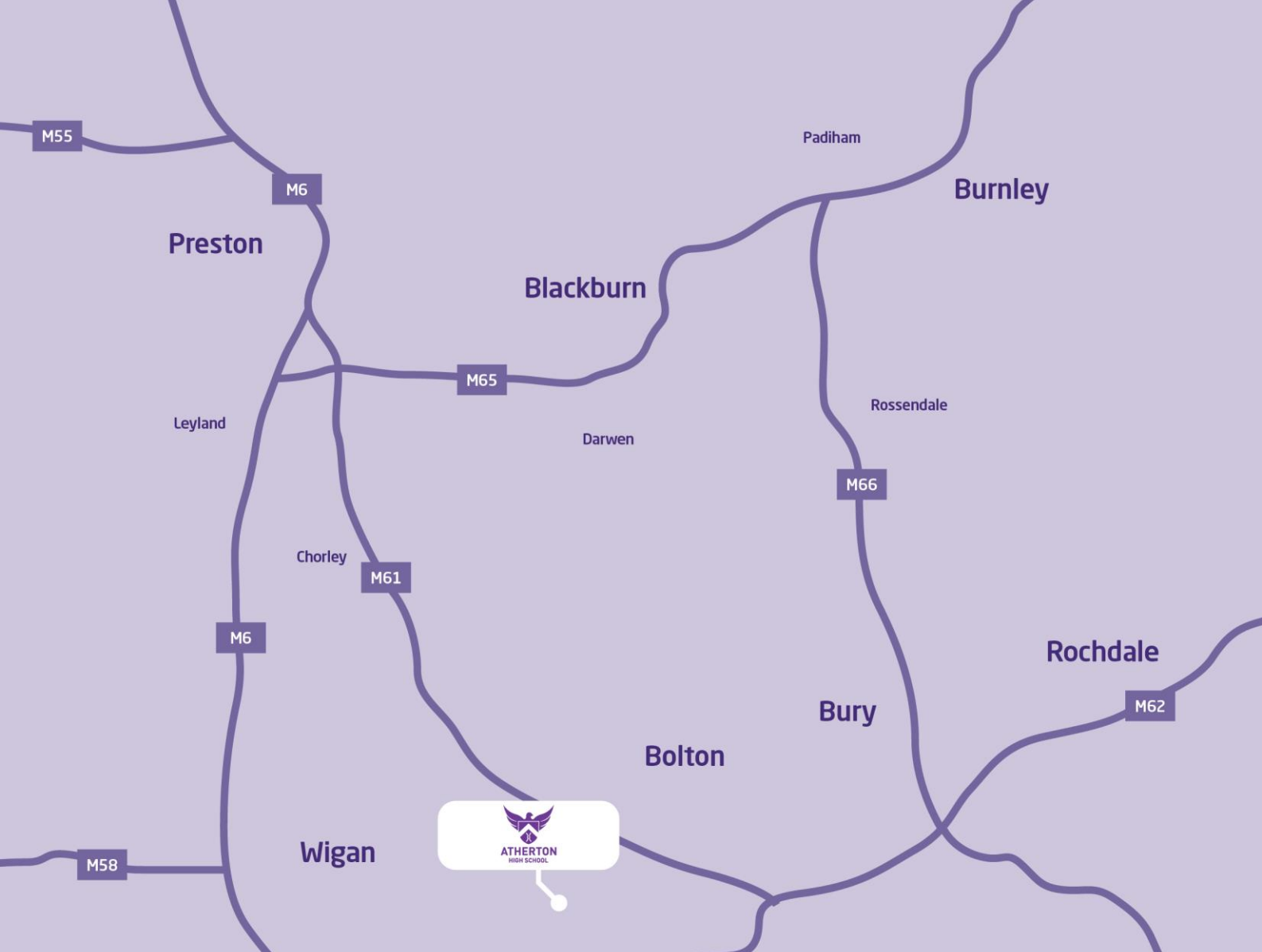
Grade: Grade J - SCP 39 - 43

No	CATEGORIES	Essential/ Desirable	App For m	Interview /Task
<b>QUALIFICATIONS AND TRAINING</b>				
1.	Recognised management/business degree or equivalent related professional qualification.	E	✓	✓
2.	School Business Manager specific qualification i.e. DSBM, CSBM, ADSBM or MSc School Business Management	D	✓	✓
3.	Evidence of continuous Professional Development	E	✓	✓
4.	A member of National Association of School Business Management or equivalent	D	✓	✓
<b>EXPERIENCE</b>				
5.	Managing strategic financial plans	E	✓	✓
6.	Managing budgets, financial reporting, procurement and fixed assets.	E	✓	✓
7.	Managing Health & Safety.	E	✓	
8.	Managing change projects.	E	✓	
9.	Experience of developing effective administrative systems and procedures.	E	✓	✓
10.	Managing within an educational environment.	D	✓	
11.	Managing at a Senior Management Team level.	D	✓	

KNOWLEDGE, SKILLS and COMPETENCIES				
12.	Able to deliver services and systems applicable to effective school management.	E		✓
13.	Able to deliver value for money initiatives.	E	✓	✓
14.	Able to understand national and regional educational services and deliver appropriate strategies.	E	✓	
15.	Able to lead teams and individuals.	E	✓	
16.	Able to strategically influence decision making within the school.	E		✓
17.	Able to use a range of ICT packages.	E	✓	✓
18.	Understanding of promoting positive relationships with the wider school community.	D	✓	
19.	Good Knowledge of financial standards, and financial procedures and regulations in schools.	E	✓	✓
20.	Ability to manage people effectively by conducting regular meetings, setting targets for performance, delegating tasks appropriately and monitoring the quality of delivery and outcomes.	E	✓	
21.	Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions.	E		✓
22.	Ability to be flexible and able to respond to the unexpected in a calm and reassuring manner.	E	✓	
23.	Ability to build and maintain effective working relationships with a wide variety of people.	E		✓
24.	Ability to maintain strict confidentiality in all matters.	E	✓	
25.	Willingness to keep up to date on all relevant policy and procedures in line with the duties identified in the job description and any other educational/academies' development.	E	✓	✓
PERSONAL QUALITIES				
26.	Highly developed interpersonal skills including influencing skills.	E	✓	

27.	Willingness to constructively challenge the work of self and others to continually improve own and team performance.	E		✓
28.	Ability to work under pressure and meet deadlines.	E	✓	✓
29.	Commitment to the development of the school.	E		✓
30.	Committed to the professional development of colleagues and self.	E		✓





# Contact

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An Education Partnership Trust School