



Organisation:	Watergrove Trust
Section:	Associate
Location:	Initially based at Sandbrook Community Primary School
Job Title:	School Business Manager (Level 3)
Hours:	37 hours, working TTO + 3 weeks
Grade:	Grade 9
Accountable to:	Headteacher
Accountable for:	TBC
Special Conditions of Service:	<ul style="list-style-type: none">• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment.• From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance.• A full driving licence and access to a vehicle with business insurance is required.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE

To be responsible for the planning, development and delivery of the support function for the school.

Safeguarding

Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)

Headteacher

Senior Leadership Team

Colleagues

Teaching Staff

Associate Staff

Students

Parents

Visitors

Contractors

Governors /Trustees

Values and Behaviours

Our mission is to be ever **“Providing more”** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Responsibilities

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust’s commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties



1. Strategic Leadership & Governance

- SLT Contribution: Act as a proactive member of the Senior Leadership Team (SLT), contributing to whole-school strategy, operational planning, school improvement priorities, and organisational development.
- Headteacher Support: Deputise for the Headteacher on financial matters and delegated decisions during their absence; maintain a highly visible whole-school presence, including attending out-of-school events.
- Governance & Advisory: Attend Governing Board and committee meetings to present strategic information, provide expert advice on policies/legislation (HR, finance, H&S, data protection), and act as Clerk to Governors/School-Based Committee Clerk as required.
- Strategic Reporting: Analyse, benchmark, and present operational, financial, and administrative data to the SLT and Governors to drive informed decision-making and performance evaluation.

2. Financial Resource Management

- Trust Collaboration: Collaborate closely with the Trust central team on all overarching financial strategies, reporting formats, accounting policies, and regulatory financial requirements, which will include:
 - Budgeting & Forecasting: Formulating annual budgets and a strategic 3–5 year financial plan aligned with the School Improvement Plan.
 - Monitoring & Control: Manage the school accounting function, monitor spend against budgets, identify variances, propose prompt corrective actions/revisions, and provide regular management accounts to the Headteacher and Governors.
 - Controls & Compliance: Implement and annually review financial control procedures (cash handling, ordering, payments).
 - Year-End & Returns: Prepare final accounts, liaise with auditors, and ensure all statutory financial returns (DfE, LA, Companies House, Charities Commission) are submitted within deadlines.
 - Payroll & Reconciliation: Oversee central payments and monthly salary reconciliations against pay scales/overtime claims.
 - Funding & Income Generation: Maximize income through lettings, business sponsorships, and donations. Lead external grant/funding bid coordination and act as the primary contact for applications.
 - Contracts & Procurement: Secure Best Value through regular reviews, manage capital projects, adhere to strict procurement/tender guidelines, and negotiate/monitor Local Authority Service Level Agreements (SLAs) and financial contracts.

3. HR (People) & Team Leadership



- Trust Collaboration: Collaborate closely with the Trust central team on HR policies, procedural adherence, employment law compliance, union liaison, and complex staffing or employee relations issues.
- Support Staff Leadership: Strategically lead, deploy, and line manage all support teams (admin, finance, premises, technicians, catering, medical, and lunchtime staff), ensuring an effective, high-quality service.
- Performance & Development: Act as a Performance Management Team Leader, conducting annual appraisals, identifying skill requirements, and supporting professional development and wellbeing.
- Recruitment & Induction: Lead the end-to-end administrative recruitment process for all teaching and support staff, including vacancy identification, interviewing logistics, contracts, and onboarding/induction.
- People (HR) Compliance & Absences: Ensure rigorous execution and monitoring of People policies (salaries, expenses, redundancy, maternity). Track staff attendance, manage sickness absence trends, and report concerns.
- Pre-Employment Safeguarding: Verify all pre-employment and qualification checks, working with the central People team to maintain a compliant Single Central Record (SCR).

4. Behaviour & Pastoral Support

- Pastoral Alignment: Support wider pastoral and student behaviour systems where appropriate, ensuring operational frameworks reinforce a calm and orderly school environment.
- Stakeholder Engagement: Work collaboratively with staff, pupils, and families to proactively maintain a positive, safe, and inclusive school environment.

5. Administration & ICT Management

- Trust Collaboration: Collaborate closely with the Trust central team on administrative systems standardisation, ICT infrastructure strategy, trust-wide software implementation, and procurement of technological assets.
- Admin Systems: Design, maintain, and continuously review the whole-school administrative function to optimise efficiency and support school objectives.
- Publications & Data Returns: Oversee the production of the School Prospectus, streamline data collection systems, and prepare statutory returns, including the School Workforce Census.
- ICT Strategy & Continuity: Partner with the Network Manager to deliver a value-for-money ICT strategy aligned with the school's vision. Ensure staff have the necessary tools/training for teaching and assessment systems.



- Digital Presence: Oversee the school website, ensuring information and statutory disclosures are accurate and updated regularly.

6. Estates, Health & Safety, and Compliance

- Trust Collaboration: Collaborate closely with the Trust central team on estate management strategies, statutory compliance reporting, trust-wide risk management frameworks, and major capital/CIF works.
- Premises & Facilities Management: Overarchingly manage the school site, grounds, boundaries, and buildings. Oversee planned maintenance schedules, capital works, furniture repairs, energy conservation (sustainability), and minibus maintenance.
- Health & Safety Leadership: Develop, communicate, and implement the school's written H&S policy. Oversee risk assessments to isolate hazards, and report metrics to the SLT, Governors, and HSE.
- Fire & Operational Safety: Cooperate with the Fire Service to maintain safety/escape equipment, update emergency procedures, and log regular fire drills. Ensure the safe operation and legal compliance of the CCTV system.
- Risk & Business Continuity: Lead on risk management and loss prevention strategies to optimize insurance. Prepare, maintain, and coordinate the school's Critical Incident and Business Continuity plans.
- Data Protection & Information Governance: Act as the lead for operational GDPR compliance, maintaining secure data practices, managing Subject Access Requests (SARs), and ensuring strict confidentiality across all systems.
- Safeguarding & Site Control: Cultivate a proactive safeguarding culture across all operations, ensuring robust processes for visitor/contractor management, site security, and inspection readiness.

Secondary Duties

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust.
2. Work collaboratively across departments with colleagues and students to ensure the Academy and Trust operates as effectively as possible to achieve its aims. Develop collaborative working relationships with other managers and colleagues in the Trust.
3. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.



4. Be aware of and comply with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns as appropriate.
5. Maintain designated databases/files in accordance with Trust policies for data governance, as appropriate for the role.
6. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder. Prepare and contribute to Trust wide development by sharing best practice and professional feedback.
7. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.
8. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).
9. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
 - b) Cooperate with management of the trust as far as is necessary to enable the responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, e.g. operate safe working practices including both mental and physical wellbeing.
 - c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.
10. To attend and participate in meetings as required.
11. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.
12. Support the Academy and the Trust in meeting our legal requirements for worship.
13. Actively promote the Academy and Watergrove Trust corporate policies.

Postholder Signature: _____ Date: _____



This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.

**Watergrove Trust
Person Specification**

Organisation :	Watergrove Trust	Post:	School Business Manager
Section :	Associate	Grade:	9

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The 'How Identified' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Qualifications		
To possess GCSE English and Mathematics at Grade A*-C or Level 9-4, or an alternative Level 2 qualification in Literacy and Numeracy.	E	AF, I
To possess a Level 6 qualification in a relevant discipline e.g Business and Administration, Diploma in Business Skills (AAT), Diploma in Human Resource Management (CIPD), Diploma in School Business Management (NCSL)	E	AF, I
Possess or be willing to undertake appointed person certificate in first aid administration	E	AF, I
Skills and Experience		
Experience of a range of financial responsibilities including managing budgets, accounting for cash and preparing accounts.	E	AF, I
Experience of development, management and operation of administrative systems, including taking accurate minutes.	E	AF, I
Experience of line management of staff.	E	AF, I



Fully competent in the use of ICT packages, e.g. Google Suite.	E	AF, I
Experience of evaluating and developing administrative systems to create more efficient practises.	E	AF, I
Experience of utilising analytical skills to interpret information and use initiative and judgement to solve problems, within established policies and procedures.	E	AF, I
Excellent communication skills and ability to deliver effective customer service.	E	AF, I
Experience of and ability to work as part of team, understanding schools roles and responsibilities and your own position within these.	E	AF, I
Experience of and ability to organise, lead and manage a multi-disciplinary team effectively.	E	AF, I
Highly organised and able to prioritise tasks, handle conflicting priorities and meet deadlines within a busy environment.	E	AF, I
Experience of and ability to persuade, motivate, negotiate and influence	E	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Knowledge of data protection and understanding of the importance of maintaining confidential information.	E	AF, I
Full working knowledge of relevant policies/codes of practice and legislation in one or more of the following areas:- Finance, Personnel, Estate Management, Health & Safety or Building Control.	E	AF, I
Ability to promote a positive ethos and be an effective role model.	E	AF, I
Ability to self-evaluate learning needs and actively seek learning opportunities.	E	AF, I
Ability to interpret advice/statue and experience of developing policy/practice in the light of these.	E	AF, I
Ability to relate well to children and adults.	E	AF, I
Special Working Conditions		
Ability to attend meetings as appropriate out of school hours.	E	AF, I
Willingness to participate in relevant training and development opportunities.	E	AF, I
Flexible in approach and able to meet the changing demands of the role.	E	AF, I
The ability to converse at ease with customers and service users and provide advice in accurate spoken English.	E	AF, I

