LDST
Liverpool Diocesan Schools Trust

Trust Business Manager

Candidate Information Pack

Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi–academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of *collaboration, difference, local and inclusion***, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn
We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love
We love and appreciate our colleagues by supporting their **wellbeing and mental health.**



Achieve
We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together
We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development –** All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways –** We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference –** For all colleagues to celebrate and learn together.
- **Collaboration –** Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

Trust Business Manager

Grade: NJC SCP 30-35

Hours: 36 Hours per week / Full-time

Salary: £42,123 - £47,665 per annum

Working weeks: 52 weeks (a term time contract would be considered)

Location: This is a Trust-wide role providing business management support to schools across the Trust. For the first 12 months, it is anticipated that the postholder will work at schools across Wigan. Deployment may vary in line with Trust needs, and the majority of working time will be spent on school sites.

Liverpool Diocesan School's Trust are excited to be growing our family with this Trust Business Manager role. The successful candidate will be instrumental in fulfilling our vision – to provide an innovative and ambitious, high-quality education build on distinctly Christian values, so that all learners make excellent progress and fulfil their potential. We are unique in our values of difference, local community, collaboration and inclusion and we are looking for a committed individual with business or office management experience to embody these values.

Main Purpose of the Role:

- Enabling successful teaching and learning across the schools through supporting the Headteacher and staff team by:
- Ensuring the smooth and efficient running of the schools' office and of the schools' administration, personnel, premises, business, IT, and support services.
- Contributing towards the caring, inclusive, and child-centred ethos of the schools.
- Meeting with the Headteacher, SLT governing body and any other relevant members of the Leadership team as appropriate, on a regular basis, to provide an overview of key issues relating to administration, premises, business, and support service matters including identifying priorities and contributing to strategic planning in line with the ethos of the schools and the Schools' Development Plans.
- Managing all administration and site management staff.
- Attending governors meeting when required,
- Ensuring GDPR compliance.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

- **Closing date: 9th December 2026 at 9am**
- **Interviews: TBC**

Job Description

Title: Trust Business Manager

Salary: NJC Scale Point 30 – 35

Full Time Equivalent salary: £42,123 - £47,665 per annum

Hours: 36 hours per week

Working weeks: 52 weeks

Accountable to: Headteacher (School deployments)

Trust Finance and Business Lead (Central Team work)

This is a central Trust role to provide business management support to schools within the Trust as directed. You may be deployed to any of schools within the Trust as part of your role. You may also work from the Trust office in Maghull. The Trust has embraced a flexible working model and therefore you may be able to work from home, on occasion and when appropriate, however, it is anticipated most of the time will be spent in schools.

Main Purpose of the Role

- To enable successful teaching and learning across the schools through supporting the Headteacher and staff team by:
- Ensuring the smooth and efficient running of the schools' office and of the schools' administration, personnel, premises, business, IT, and support services.
- Contributing towards the caring, inclusive, and child-centred ethos of the schools.
- Meeting with the Headteacher, local governing body and any other relevant members of the leadership team as appropriate, on a regular basis, to provide an overview of key issues relating to administration, premises, business, and support service matters including identifying priorities and contributing to strategic planning in line with the ethos of the schools and the Schools' Development Plans.
- Managing all administration and site management staff.
- Attending local governing body meetings as required.
- Responsible for supporting GDPR compliance.
- Act as Clerk to the schools' local governing body, committees, SLT or any other meetings as required.

Finance

- Preparation and planning of the school's annual budget. Ensuring that the budget is administered and monitored in accordance with the needs of the school.
- To process monthly payroll sign-off. Ensure all overtime and staff sickness is submitted to payroll monthly.
- Ensuring adequate accounting and other financial systems are in place and operated, including the payment of invoices and monthly reconciliations.

- Ensure all items of income are posted correctly including income from parental pay systems.
- Arranging and monitoring the schools' contracts and Service Level Agreements with external suppliers of services.
- Ensuring that the schools achieve value for money in the execution of their activities, managing procurement and ensuring orders are placed in accordance with regulations.
- To support the production and collation of all necessary documentation and audit evidence to support the audit of the year-end financial statements of the Trust.
- Ensuring the presence of adequate financial controls at all levels, implementing audit recommendations, and accounting correctly for VAT.
- Attending and contributing to Local Governing Body meetings on financial matters.
- Ensuring adherence to the Academy Trust Handbook and the Trusts Financial Procedures and Regulations.
- Identify opportunities for additional funding and lead on writing funding bids.
- Manage the tendering of all service contracts with a view to cost effectiveness.
- Deliver financial training, advice, and support to budget holders.

Human Resources

- Line management of school office staff.
- To coordinate all support and teaching staff recruitment.
- To be responsible for the effective administration of the recruitment process ensuring DBS, references, qualifications, and other relevant personnel material are sighted and checked. To maintain confidential staff records and to ensure that staff records are held in school securely.
- Ensuring the Single Central Record is up-to-date and held in line with the latest Trust and OFSTED advice.
- Managing the Sickness Absence procedure including inputting data to school and payroll systems and providing reports.
- To liaise with teacher supply agencies and their staff and to ensure appropriate safeguarding.
- To liaise with payroll for any changes to staff hours and duties, including overtime. To oversee the preparation and processing of additional hours and pay claims monthly.
- Ensuring adequate personnel systems are in place and to implement these including salary assessments, issuing of and amendments to contracts, payroll notification, monitoring of all salaries, absence returns, confidential files.
- Complete Staff Absence Insurance claims.
- Contribute to the development of staff through CPD and staff induction.

Management and Information Systems

- Maintain personnel records for all staff through the school's MIS.
- Oversee maintenance of pupil data records.

- Responsible for submission of all returns and relevant information including School Census, Workforce Census and Key Stage Results.
- To lead planning of the effective provision of IT resources for the school including hardware/software.
- To support compliance with the Trust ICT Regulations and relevant reporting to Local Governing Body.

Premises

- To line manage the premises staff and ensure the maintenance of all school buildings, ground, and utilities, ensuring that any repairs are promptly and properly carried out.
- To oversee the management of facilities including use of facilities and any associated income.
- To oversee the management of building works and ensure contractors comply with health and safety requirements.
- To keep up to date inventories of assets.
- To liaise with the Premises consultant with regard to statutory Health & Safety obligations for the school site and any day-to-day issues relating to the smooth running of the school.
- To support site management team with securing of school premises when required.
- To liaise with LDST health and safety consultant to ensure annual health and safety audit is completed along with any actions.

Admissions

- Promoting the schools and advising parents in relation to admissions and in-year admissions into the schools; notify the Admissions Committee of any in year applications; coordinate parental visits; manage admissions – maintaining the waiting list and applying the admissions policy.
- Coordinate the admissions arrangements for the schools and nurseries.
- Co-ordinate year 6 pupil transfer to Secondary School.

General Management and Administration

- Promoting the schools to parents, visitors and the wider community in line with its ethos, by providing a welcoming and supportive point of contact either face to face, by telephone, or via email; ensuring the provision of a welcoming, tidy and efficient school office and reception area; establishing and maintaining good working relationships with the whole school community.
- Ensuring that the schools' policy for safeguarding is effectively applied.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services in line with Trust Scheme of Delegation.
- Ensuring adequate systems are in place for recording, monitoring, and reporting of attendance and punctuality information in line with the schools' policies and ensuring that pupils records are maintained.
- Support the Headteacher with correspondence, policy documents and publications as required.

- Advising and assisting the Headteacher with all Service Level Agreements and other contracts including the school's catering and cleaning services.
- Assisting in the coordination of special events.
- To liaise with the schools' educational visits coordinator to facilitate school trips and any school residential trips – including appropriate travel, insurance, and financial arrangements.
- To liaise with appropriate staff to maximise sources of income.
- Undertaking any other relevant duties within the competence of the post holder at the request of the Headteacher.
- Provide support to parents/carers when required.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

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Person Specification – Trust Business Manager

	Essential or Desirable	Evidence (Application, Interview or Test)
A. Education / Expertise		
Certificate/Diploma in School Business Management or relevant business qualification, or equivalent experience	E	A
Level 2 qualification in English and Maths	E	A
Experience of working successfully as a School Business Manager or an Office Manager in a similar environment	E	A
Experience of working successfully in a school office environment	D	A I
Operating calmly under pressure and meeting deadlines	E	I T
Working as part of a team	E	I T
Experience of line management and leading other members of staff	D	A I
B. Knowledge and Understanding		
A sound knowledge and understanding of financial management	E	A I T
An understanding of school and DfE systems and procedures	D	A I
An understanding of terms and conditions of employment for school staff	D	A I
Knowledge of management information systems	E	A I
Knowledge of HR administration processes, including recruitment, onboarding, and pre-employment checks in line with safer recruitment requirements.	D	A I
Understanding of payroll processes, including processing staff changes, liaising with payroll providers, and checking accuracy of salary information.	D	A I
Sound knowledge of Microsoft Office, including Excel	E	A I T

Knowledge of Health and Safety legislation	D	A I
Understanding of the value of a well-organised and well-run office	E	A I
C. Skills and Abilities		
Sound financial management and analytical skills	E	A I
Good verbal and written communication skills	E	A I T
Sound level of literacy, numeracy and IT skills	E	A I T
Ability to maintain confidentiality and discretion at all times	E	A I
Ability to lead and manage other members of staff	E	A I
Ability to relate well to children and adults	E	A I
Ability to self-evaluate learning needs and actively seek professional development	E	A I
D. Interest, Motivation and Commitment		
Commitment to support the Trust's ethos and values	E	A I
Commitment to equality, diversity and inclusion	E	A I
Commitment to ensuring the highest standards of safeguarding	E	A I

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form completed on MyNewTerm
- Interview and tasks

To be considered for this role you must apply for the role through MyNewTerm. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, please email Anna McGurk at a.mcgurk@ldst.org.uk or 07738 713443

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing date: 9th December 2026 at 9am

Interviews: TBC

LDST
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Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen