



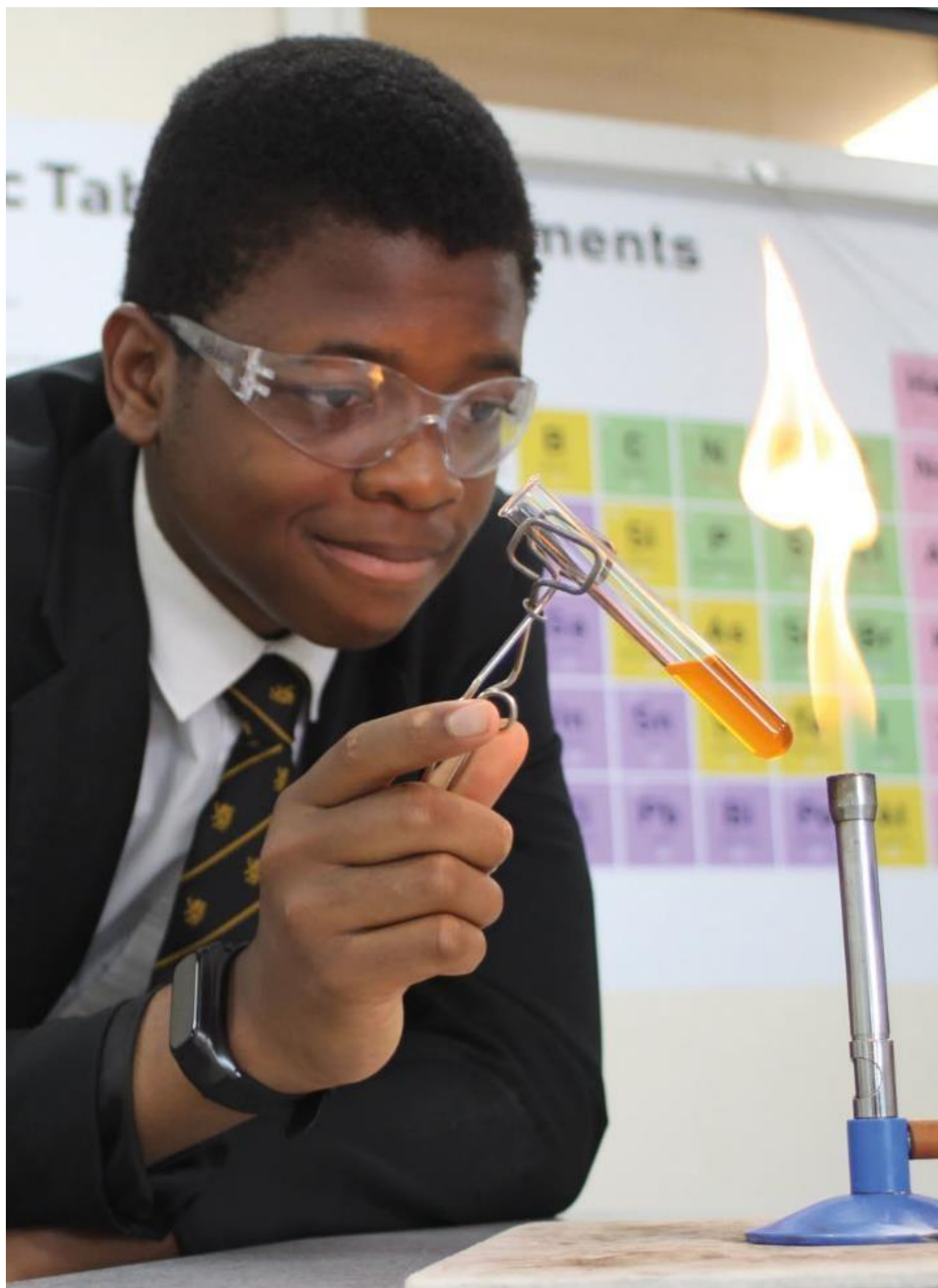
Crompton House

Church of England Multi Academy Trust



Application Pack

Executive School Business Manager



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EDUCATING FOR
Wisdom,
Knowledge and
Skills

EDUCATING FOR
Hope and
Aspiration

EDUCATING FOR
Community and
Living Well
Together

EDUCATING FOR
Dignity and Respect



CHIEF EXECUTIVE: WELCOME

I joined Crompton House School in 1994 as a teacher of Geography, with the strong hope and conviction that I could make a positive difference to children's lives. Today, that hope is stronger than ever. I have been Executive Headteacher and CEO since 2018, and I feel privileged and proud to have been part of the Trust's journey from the very beginning.

Our Trust is committed to providing life-transforming learning experiences that enable all pupils, whatever their background, to develop into successful and compassionate young people who make a positive contribution to their local and national communities.

We are now looking to appoint an **Executive Business Manager** to work across two of our primary schools and play a key role in supporting their continued development and success. This is an exciting opportunity for an ambitious, enthusiastic and highly organised professional to make a significant contribution to the smooth and effective running of our schools, ensuring that our school leaders and staff are able to focus on what matters most – achieving the very best outcomes for every child.

The Executive Business Manager will work closely with the Headteachers and wider leadership teams across both schools, providing strategic and operational support across a range of business functions. These may include finance and budget management, procurement, administration, HR processes, estates and facilities, compliance, health and safety, and the effective management of resources.

We are looking for someone who can bring a strategic perspective while also being willing to roll up their sleeves and get involved in the day-to-day challenges of school life. The successful candidate will be highly organised, solution-focused and collaborative, with the ability to manage competing priorities and build strong relationships with colleagues, families, external partners and the wider Trust.

The Executive Business Manager will be an important member of the schools' leadership teams. They will help ensure that our resources are used effectively, that our schools operate within a strong culture of accountability and compliance, and that we continue to develop sustainable and efficient systems that support our pupils and staff.

Above all, the work of the Executive Business Manager must be rooted in our commitment to children. Every decision we make, whether relating to finance, staffing, premises, procurement or administration, should ultimately contribute to creating the best possible environment in which our pupils can learn, grow and thrive.

All our school leaders are driven to do the very best for our children. Prioritising your time and support, managing your own workload and being able to respond positively to changing priorities will be vital in this role. Working across two primary schools will bring variety, challenge and responsibility, but also the potential for considerable professional satisfaction.

As Chief Executive, I am keen to find the right person to join our team, but I am equally keen that the right person finds this role fulfilling and professionally and personally rewarding. We are looking for someone who shares our values, believes strongly in the importance of education and wants to make a genuine difference to the schools and communities we serve.

If you would like to find out more about this role and the Trust, I would be delighted to talk with you in confidence and would encourage a visit to our schools. Further details can be arranged through the headteachers.

I look forward to finding out how you could play a key role in supporting the continued success and development of our two primary schools.

Karl Newell – Chief Executive Officer



ABOUT THE TRUST

A Church of England Multi Academy Trust with the vision to allow all children to experience 'life in all its fullness'

Crompton House Church of England Multi-Academy Trust is a growing family of schools serving children, young people and communities across Oldham and the surrounding area of Greater Manchester.

Founded in 2011 by Crompton House Church of England School, the Trust now comprises nine schools – eight primary schools and one secondary school. Each school has its own distinctive character, traditions and strong links with its local community, while sharing a common commitment to educational excellence.

At the heart of our work is a simple ambition: to develop a world-class family of schools where every child and young person can achieve excellence and experience life in all its fullness.

Working together

We believe that schools are stronger when they work together.

Our academies share expertise, ideas and effective practice, supporting one another to continually improve. We want colleagues to learn from each other, develop their professional expertise and contribute to the success of the wider Trust.

At the same time, we recognise what makes each school unique. Being part of Crompton House does not mean losing a school's identity; it means becoming part of a supportive family where no school has to stand alone.

Our values

As a Church of England Trust, our Christian foundation shapes the way we work and the relationships we build.

We welcome colleagues and schools from all backgrounds and faith traditions. What unites us is a shared commitment to children and young people, our communities and the values that underpin our work.

A place to grow

We are ambitious for our pupils and for our people.

We want Crompton House to be a place where colleagues can grow, contribute and make a difference. Through collaboration across our schools, professional development and opportunities to take on new challenges, we aim to support colleagues at every stage of their career.

Our Trust is continuing to grow, but we are committed to doing so carefully and sustainably, ensuring that our development always has a clear educational purpose.

Above all, we remain focused on the children and young people at the heart of everything we do.

We are proud of what the Crompton House family has achieved so far – and excited about what we can achieve together.

WELCOME TO ST HUGH'S CE PRIMARY SCHOOL

“Let all that you do be done in Love”

So that you can

“Be the change you want to see in the world”

Welcome to St Hugh's Church of England Primary School, a friendly and inclusive one-form entry school of around 200 pupils, serving Holts Village on the outskirts of Lees, Oldham.

At St Hugh's, children are at the heart of everything we do. We are committed to creating a nurturing environment where every child is valued as a unique individual, feels safe and supported, and is encouraged to achieve their very best.

Our vision, “Let all that you do be done in love” so that you can “Be the change you want to see in the world,” is at the centre of school life. We want our pupils to develop high aspirations, confidence, resilience and a strong sense of responsibility, equipping them with the knowledge, skills and character to make a positive contribution to the world around them.

Our Christian values underpin everything we do, captured in our school motto: “Let all that you do, be done in love.”

We are proud of our strong and welcoming community. Our experienced and enthusiastic team of teachers, teaching assistants and support staff work together to provide high-quality education and excellent pastoral care. Our children are well behaved, keen to learn and benefit from a rich range of experiences and extra-curricular opportunities.

Our curriculum is designed around the needs of our pupils, combining the knowledge and skills of the National Curriculum with stimulating and awe-inspiring learning experiences.

We promote children's spiritual, moral, social and cultural development, develop an understanding of Christian belief and other world faiths, and encourage pupils to become thoughtful, responsible and compassionate members of society.

We believe strongly in the partnership between home and school. Parents and carers are an important part of our community, and we work closely with families to support every child throughout their time at St Hugh's.

St Hugh's is proud to be part of Crompton House Church of England Multi-Academy Trust, a growing family of schools committed to educational excellence, collaboration and the development of the whole child. Our most recent Ofsted inspection in 2023 judged the school Good, recognising in particular the high priority given to pupils' welfare.

Join our community

We are looking for colleagues who share our passion, commitment and belief that every child can flourish. In return, we offer the opportunity to work within a supportive, caring and ambitious school community where children come first and every member of staff is valued.

We would love you to come and visit St Hugh's and experience our school for yourself.

To arrange an informal visit, please contact the school office on 0161 770 7320 or email Jane Lisic, Headteacher, at jane.lisic@st-hughs.oldham.sch.uk.

We look forward to welcoming you to St Hugh's.



**Mrs Jane Lisic,
Headteacher**



WELCOME TO ST PAUL'S CE PRIMARY SCHOOL

"In Jesus, Together We Grow, Love to Learn and Shine – Make a Difference!"

Welcome to St Paul's Church of England Primary School, Nursery and Additional Resourced Provision in Royton, Oldham.

At St Paul's, we are proud to be a one-form entry Church of England school with a strong sense of community and belonging. We believe that every child is unique, valued and capable of achieving great things. Our vision, "In Jesus, Together We Grow, Love to Learn and Shine – Make a Difference," is at the heart of everything we do.

Our Christian values and the Fruits of the Spirit guide the way we live and learn together. We seek to nurture kindness, love, gentleness, respect and compassion, creating an environment where every child can flourish academically, spiritually, socially and emotionally.

A place to grow and flourish

We want St Paul's to be an oasis of learning, where children are encouraged to discover their talents, develop confidence and curiosity, and become the very best version of themselves.

Our broad and inclusive curriculum inspires children to love learning, discover new experiences and develop the knowledge, skills and character they need for life. We have high expectations for every pupil and are committed to supporting each child to reach their full potential.

Our Additional Resourced Provision enables us to provide specialist support for children with speech, language and communication needs and autism, reflecting our commitment to inclusion and ensuring that every child is welcomed, supported and able to participate fully in school life.

A strong community

Our children and families are at the centre of our school. We believe that strong relationships between children, staff, families, governors, our church and the wider community are essential to creating a successful school.

We are fortunate to have a dedicated and talented staff team who work together to provide an ambitious, caring and supportive environment. We value every member of our community and believe that everyone has something important to contribute.

St Paul's is proud to be part of Crompton House Church of England Multi-Academy Trust. Being part of the Trust gives us the opportunity to collaborate with other schools, share expertise and benefit from a wider professional family, while retaining the distinctive character and identity of St Paul's.

Our ambition is for every child and every member of staff to feel that they belong, grow, learn, shine and make a difference.

Join us

As Head Teacher, I am passionate about St Paul's and the opportunities we provide for our children and families. We are looking for colleagues who share our commitment to inclusion, high expectations, Christian values and making a genuine difference to children's lives.

If you are considering joining our school, we would love you to come and visit us. Meet our children, staff and community and experience for yourself the warm, welcoming and ambitious environment that makes St Paul's such a special place to work.

We look forward to welcoming you to St Paul's.



Mrs Hayley Green

Headteacher



LIVING AND WORKING IN OLDHAM

A place with character, community and opportunity

Oldham is a distinctive and diverse town in Greater Manchester, ideally situated between Manchester and the beautiful Pennine countryside. Just a short distance from Manchester city centre, Oldham offers excellent transport links by road and Metrolink, making it an attractive place to live and work.

Oldham is a town of contrasts, combining a proud industrial heritage with vibrant communities, culture and beautiful countryside. During the Industrial Revolution, Oldham became one of the world's leading centres of cotton spinning, and its heritage can still be seen in the town's architecture, former mills and distinctive communities.

Today, Oldham is home to a diverse population, with communities whose roots in the area stretch back generations. The borough includes the busy town centre as well as a number of distinctive villages and communities extending towards the Pennines. Saddleworth, Uppermill, Delph and Dobcross offer particularly attractive settings, with easy access to countryside while remaining within reach of Manchester.

There is plenty to enjoy locally. Oldham has numerous parks, green spaces and country parks, with opportunities for walking, cycling and outdoor activities. The surrounding Pennine landscape and nearby Peak District provide further opportunities to enjoy the countryside.

The town also has a growing cultural and leisure offer, including Gallery Oldham, the Old Town Hall, local arts and music, festivals and community events. Oldham's traditions remain an important part of its identity, including the internationally renowned Whit Friday Brass Band contests. For those who enjoy the opportunities of city life, Manchester is close by, providing an extensive choice of shopping, restaurants, theatres, music, sport, universities and cultural attractions.

For families, professionals and those looking for a balance between town and countryside, Oldham offers a wide range of housing, from traditional terraces and former weavers' cottages to Victorian homes and modern developments.

A great place to work

For education professionals, Oldham provides the opportunity to work in diverse and vibrant communities where schools play a vital role in supporting children, young people and families.

Crompton House Church of England Multi-Academy Trust is proud to be rooted in Oldham and to serve the communities of the borough and surrounding areas.

We believe Oldham offers the best of both worlds: the opportunity to make a real difference to local communities, alongside easy access to the energy of Manchester and the beauty of the Pennine countryside.

Come and discover Oldham for yourself.

JOB DESCRIPTION

JOB TITLE	EXECUTIVE SCHOOL BUSINESS MANAGER SUPPORTING 2 PRIMARY SCHOOLS
Schools	St Hugh's CE Primary St Paul's CE Primary
GRADE	Grade 7 (SCP 28 – 32) (FTE Salary - £39,152 - £42,839) Term Time plus 15 days (Actual Salary £35,237 – 38,555)

JOB PURPOSE

The Executive Business Manager will be a key member of the school's Senior Leadership Team (SLT) across two primary schools, providing strategic and operational leadership across the school's business and support functions.

Working closely with the Headteacher, SLT, Governors/Local Governing Body and relevant Trust central teams, the postholder will ensure that the school's financial, administrative, human resources, estates, health and safety, compliance, procurement, contracts, information management and operational systems are effectively managed and continually improved over two primary schools.

The postholder will contribute to the strategic development of the school by ensuring that resources are planned and deployed effectively to support the school's vision, improvement priorities and the best possible outcomes for pupils.

The role will operate collaboratively with Trust colleagues to ensure consistency, compliance, value for money and effective delivery of business services. The time spent in both schools will be to 2.5 days each week but on occasions this could vary depending upon the need of each school.

KEY RESPONSIBILITIES

1. Strategic Business Management and Leadership

1. Provide strategic and operational advice to the Headteacher and SLT on all aspects of school business management and resource management.
2. Contribute to the development and implementation of the school's strategic priorities, ensuring effective links between financial planning, resource allocation and the School Improvement Plan.
3. Lead, manage and continuously improve the school's business and administrative functions, ensuring services are effective, efficient, compliant and focused on supporting teaching and learning.
4. Work collaboratively with Trust central teams and other schools within the Trust to implement Trust-wide policies, systems, initiatives and improvement programmes.
5. Provide appropriate management information, analysis and advice to support evidence-based decision making by the Headteacher, SLT and Governors/Local Governing Body.
6. Identify opportunities to improve efficiency, reduce costs, strengthen systems and maximise value for money.
7. Lead and support organisational change within areas of responsibility, ensuring that staff are appropriately consulted, supported and informed.

2. Financial Management and Planning

8. Lead the effective management of the school's delegated financial resources in accordance with Trust financial regulations, procedures and delegated authorities.

9. Support the Headteacher and Governors/Local Governing Body in the preparation, development and monitoring of the school's annual budget and longer-term financial strategy.
10. Monitor income and expenditure against budget, identify trends, variances and risks, and provide clear financial reports and recommendations to budget holders, SLT and Governors/Local Governing Body.
11. Ensure appropriate month-end procedures, reconciliations, journals, banking, income collection, purchasing and payment processes are completed accurately and within required timescales.
12. Monitor grant income and associated expenditure, maintaining appropriate records and evidence to support audit and accountability requirements.
13. Coordinate the preparation of financial returns and information required by the Trust, government bodies, auditors and other relevant agencies.
14. Ensure financial procedures and controls are documented, implemented and regularly reviewed.
15. Work with Trust finance colleagues and auditors to support effective financial management, audit and compliance.
16. Monitor payroll processes, ensuring relevant information is accurate, appropriately authorised and submitted within required deadlines.
17. Support procurement activity and ensure that purchasing decisions demonstrate value for money and comply with Trust requirements.
18. Identify opportunities for income generation and effective use of school resources, where appropriate and consistent with the school's ethos and Trust policy.

3. Procurement, Contracts and Commercial Management

19. Lead or support the procurement, tendering, negotiation, implementation and monitoring of contracts for goods and services within delegated responsibilities.
20. Monitor service level agreements, contracts and third-party providers to ensure services are delivered effectively, safely and in accordance with agreed standards.
21. Work with Trust colleagues and suppliers to resolve issues, improve service delivery and achieve value for money.
22. Maintain appropriate records relating to contracts, procurement, insurance and supplier arrangements.
23. Support the management of insurance arrangements and claims, seeking appropriate professional advice where required.
24. Oversee relevant traded services and arrangements including catering, cleaning, facilities services and other contracted provision.

4. Human Resources and People Management

25. Work proactively with Trust HR colleagues to support effective people management within the school.
26. Support workforce planning, recruitment, induction, retention, organisational change and the implementation of Trust HR policies and procedures.
27. Ensure appropriate recruitment and pre-employment checks are completed in accordance with Trust requirements, including safeguarding and DBS requirements.
28. Maintain accurate and confidential HR and personnel records, including sickness absence and other relevant employment records.
29. Support the effective management of attendance and absence in accordance with Trust procedures, seeking HR advice where appropriate.
30. Coordinate the administration of payroll information, timesheets, supply arrangements and other staffing information as required.
31. Provide day-to-day line management for designated support staff, including administration, premises/site and other non-teaching staff within the school's structure.
32. Undertake recruitment, induction, performance management, appraisal, training and development responsibilities for designated staff.
33. Support a positive culture of professional development, accountability, inclusion and continuous improvement.

5. Estates, Premises, Health and Safety

- 34. Lead the effective management of the school's premises, buildings, facilities and site services.
- 35. Work with site staff and Trust colleagues to ensure planned and reactive maintenance is appropriately managed and recorded.
- 36. Ensure statutory inspections, servicing, testing and compliance checks are completed within required timescales and that appropriate records are maintained.
- 37. Lead on the monitoring and quality assurance of the school's health and safety arrangements and support the implementation of Trust health and safety policies.
- 38. Coordinate appropriate risk assessments and ensure identified actions are implemented and monitored.
- 39. Support the management of fire safety, emergency procedures, evacuation arrangements, personal emergency evacuation plans and relevant drills and testing.
- 40. Maintain and review the school's critical incident and emergency management arrangements.
- 41. Monitor the work of contractors and site staff to ensure appropriate standards of safety, quality and compliance are maintained.
- 42. Support the planning and delivery of estates projects, maintenance programmes and capital works as required.
- 43. Identify opportunities to improve the sustainability, efficiency and environmental performance of the school site.

6. Administration, Information and Compliance

- 44. Lead and continuously improve the school's administrative systems and processes, ensuring they are efficient, effective and compliant.
- 45. Oversee the effective management of school records, administrative systems and relevant management information systems.
- 46. Ensure statutory returns, licences, permissions, registrations and other compliance requirements are completed accurately and within required deadlines.
- 47. Support the effective management of data protection, information security, confidentiality and Freedom of Information requirements in conjunction with relevant Trust colleagues.
- 48. Ensure appropriate administrative arrangements are in place for school communications, meetings, records and publications.
- 49. Support effective administrative arrangements for Governors/Local Governing Body meetings, committees and associated documentation where required.
- 50. Ensure school administrative processes support high standards of customer service for pupils, parents, carers, staff, visitors and external partners.

7. IT, Systems and Digital Services

- 51. Work closely with Trust IT colleagues to support the effective delivery and continuous improvement of IT and digital services within the school.
- 52. Support the implementation of Trust technology strategies and systems, ensuring effective communication between school and Trust IT teams.
- 53. Monitor the effectiveness of administrative ICT systems and identify opportunities to improve efficiency and service delivery.
- 54. Support the effective management of school communication platforms, websites and other digital systems, ensuring compliance with Trust requirements.

8. Safeguarding, Compliance and Risk

- 55. Ensure that business and administrative functions operate in accordance with Trust policies, statutory requirements and relevant professional standards.

56. Promote and support a strong safeguarding culture and ensure that safeguarding requirements are embedded within relevant business and operational processes.
57. Ensure appropriate systems are in place for managing operational risks and that significant risks are identified, reported and appropriately mitigated.
58. Maintain appropriate records and evidence to demonstrate compliance with statutory, Trust and audit requirements.
59. Take a proactive approach to the security of the school site, challenging and reporting concerns appropriately.

9. Communications, Community and School Promotion

60. Support the Headteacher and SLT in promoting the school's vision, values and achievements to families and the wider community.
61. Oversee appropriate administrative communications with parents, carers, staff and other stakeholders.
62. Support the effective use of the school website, communication platforms and social media in accordance with Trust policies and communication standards.
63. Develop and maintain positive relationships with external organisations, suppliers, community partners and relevant professional networks.
64. Support opportunities for income generation, community engagement, fundraising, lettings and other activities that contribute to the school's objectives, where appropriate.

10. Educational Visits and Operational Support

65. Oversee the administrative arrangements for educational visits and activities, working with school leaders to ensure that appropriate Trust policies, risk assessments and procedures are followed.
66. Where required, undertake appropriate Educational Visits Coordinator (EVC) training and provide oversight of the school's educational visits administration.

STANDARD DUTIES

- To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
- To uphold and promote the values and the ethos of the school.
- To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
- To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
- To attend and participate in relevant meetings as appropriate.
- To undertake any other additional duties commensurate with the grade of the post.

PERSON SPECIFICATION

Job Title: Executive Business Manager

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	NVQ Level 4 in Business Administration or Accounting or equivalent <u>Or</u> Diploma in School Business Management (DSBM) (or a willingness to work towards)		AF / I AF / I
Experience	Experience of development, management and evaluation of administrative systems to ensure continually effective and efficient service delivery Experienced in all aspects of performance management to promote continuous improvement and value for public money Experience of effectively using a range of specialist ICT packages to support different office functions Experience of a range of financial tasks and responsibilities including handling and accurately accounting for cash, budget planning, management and monitoring, and authorising payments from committed expenditures Experience of taking accurate minutes at meetings Experience of undertaking a range of line management activities and motivating a multi-disciplinary team effectively to meet targets and complete work to required standards Experience of contributing to the	Experience of working as a business manager in a school environment.	AF / I AF / I AF / I AF / I AF / I AF / I

	strategic decision making process of a leadership team Experience of producing management and statistical information clearly in a way that can be understood by others		AF / I AF / I
Skills & Abilities	Effective written and verbal communication skills appropriate for a range of different audiences, including skills where appropriate in being persuasive, encouraging and negotiating, in order to further the objectives of the school Interpersonal skills to build and maintain effective working relationships with all pupils and colleagues Analytical skills to interpret advice/statutes and devise policy/practice in the light of these Organisational skills to work under pressure to prioritise and re-prioritise own workload and that of the team to meet potentially conflicting deadlines		AF / I AF / I AF / I AF / I
Knowledge	Full working knowledge of Financial regulations/relevant policies/codes of practice and awareness of legislation relating to schools and children's education, including Safeguarding and Child Protection Knowledge of main areas of legislation affecting at least one of the following – personnel, estate management, health & safety, building control Knowledge of data protection, dealing with FOI requests and information security and an understanding of why it is important to keep information		AF / I AF / I AF / I

	confidential and secure within the school environment Knowledge of equality and diversity issues within the school environment and an understanding and commitment to provide equal opportunities for all Understanding of change management and supporting staff through periods of change Knowledge and an understanding why safeguarding is important when working with children and young people		AF / I AF / I AF / I
Work circumstances	To work occasionally out of hours, work to support school functions To work flexibly as the workload demands		AF / I AF / I

Abbreviations: AF = Application Form; I = Interview.

N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview



| HOW TO APPLY

To apply for this fantastic opportunity for career development with the opportunity to make a real difference in two primary schools please request and return an application form to HR@cromptonhouse.org.

Closing date: Monday 12th October 2026 at 12 noon

Shortlisting: Wednesday 14th October 2026

Interview date: Tuesday 20th October 2026