



RESPECT ASPIRATION DETERMINATION INDEPENDENCE



MESSAGE FROM THE CEO

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

**Achieve
+ Learn
Trust.**

Better, together.

Our Vision

At the heart of the Trust's vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to meet Ofsted 'Outstanding' criteria and, with our support, robustly meet 'Good' Ofsted criteria.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle, CEO
Achieve and Learn Trust

MESSAGE FROM THE HEADTEACHER

Welcome to Reddish Vale High School

I am very proud as Headteacher to welcome you to Reddish Vale High School (RVHS). Our school has gone through an exciting period of transition and improvement. Through values driven leadership, which is underpinned by dedicated teaching and support staff, the school is on an exciting pathway in ensuring that all its learners are enabled in realising their full potential. This is my mission. Here at RVHS, we are dedicated to realising our vision to '**Positively Change Lives**'.

High quality, committed staff, provide a positive, disciplined and nurturing environment that inspires a passion for learning so that every learner progresses and can thrive. Our learners are encouraged to achieve their best personally, academically and socially. As a result, we are seeing improved levels of academic attainment and progress throughout the school. High expectations and standards are driven through teamwork and underpinned through the school's core values of; Respect, Aspiration, Determination and Independence.

This provides only a brief introduction to our school community and a flavour of our ethos and values.

We are experiencing a period of significant growth and investment, allowing us to further enhance our school facilities, teaching resources, and staff development programs. As part of our continued growth and commitment to providing the best possible education for our students, we are seeking to appoint a number of talented and motivated individuals to join our dedicated team. Thank you for your interest in Reddish Vale High School, the learners, staff and I, look forward to welcoming you.



Mr Darren Moroney,
Acting Headteacher
Reddish Vale High School

ROLE OVERVIEW

School Business Manager

CONTRACT TERM:

Term time, plus 4 weeks (42 weeks)

HOURS:

36.25 hours per week (08:00 – 16:00)

PAY SCALE:

NJC Band 10 Points 37-39
(Actual Salary £43,286-£45,120)

LOCATION:

Reddish Vale High School, Reddish
Vale Road, Stockport SK5 7HD

START DATE:

As soon as possible

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school websites - [Reddish Vale High School](#) where you will find an application form and more information about our school.

Please send your completed application form to cfo@achieveandlearntrust.com

CLOSING DATE:

Monday 10 February 2025 at 12:00

INTERVIEW DATE:

w/c 10 February 2025

We are seeking an enthusiastic, self-motivated and proactive **School Business Manager** to join our team. This role plays a crucial role in supporting the Headteacher with managing the business operations of the school, which includes HR, administration catering and site management.

Reddish Vale High School is part of the Achieve and Learn Trust. At Reddish Vale High School, committed staff provide a positive and nurturing environment that inspires a passion for learning, so that every pupil progresses and thrives.

Your role:

- Ensure that all business functions are streamlined to support the school in delivering excellent education.
- Provide overall leadership for all business-related aspects of the school, ensuring that the school operates in a financially and operationally sustainable way.
- Support with all HR activities, including staff recruitment, contracts and staff wellbeing.
- Be responsible for the school's premises management and ensure compliance with health & safety standards.
- Collaborate with the Trust's central finance and operations teams to implement effective business strategies.

Our ideal candidate will:

- Have a School Business Manager qualification or evidence of 2–3 years' senior experience in a complex organisation.
- Experience of managing staff to a high level, a HR qualification would be an advantage.
- Be self-motivated, pro-active and able to work independently.
- Be someone who thrives on managing a varied workload using excellent organisational skills.
- Have strong organisational and time management skills, with the ability to meet deadlines.
- Have an understanding of financial budgets and cost management processes.
- Be a strategic thinker who can balance operational demands with long term goals.

In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.

JOB DESCRIPTION

JOB TITLE: SCHOOL BUSINESS MANAGER

JOB PURPOSE: The School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance, administration, catering and premises.

ACCOUNTABLE TO: Headteacher

RESPONSIBLE FOR: Support staff in the areas of Administration, Catering, Finance, HR and Premises. Overview and leadership of Health and Safety

Duties and Responsibilities:

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

The School Business Manager will provide an essential function which will ensure the school operates smoothly, enabling stakeholders to be effective in terms of their organisation and time management.

The School Business Manager will consult with the Trust Chief Finance and Operations Manager, about any proposed or recommended changes to systems and procedures, prior to any changes being implemented.

Key Responsibilities:

Administration Management

The School Business Manager will be responsible for the administration aspects of the school which do not relate to the teaching, supervision and pastoral care of students.

You will work with the Administration team to provide an essential function which will ensure the school operates smoothly, enabling stakeholders to be effective in terms of their organisation and time management. You will ensure that statutory and statistical returns are completed as appropriate and the school administration system (SIMS) is used efficiently by support staff.

Catering Management

The School Business Manager will be responsible for the overall management of the catering service.

You will work with the Catering Manager to provide an efficient and cost-effective catering service which meets the school food standards.

Financial Management

You will support the Trust central finance team/Headteacher with budget planning, monitoring school budget expenditure, assisting with negotiating, managing and monitoring contracts, tenders and agreements for the provision of support services with a particular focus on quality assurance and value for money.

You will assist with writing bids, preparing appraisals for projects and monitoring the related expenditure. You will ensure that accurate financial returns are prepared and submitted in a timely manner to the Trust and other external agencies as required.

You will support the Trust central finance team with monitoring the financial effects of staff appointments, liaise with the payroll provider regarding salary changes and assist with monitoring the payment of salaries by the school's payroll provider.

You will support the Trust central finance team with ensuring that financial regulations of both the DfE and the Trust are adhered to by the school.

Human Resources Management

The School Business Manager will be responsible for the provision of an effective HR service within school.

You will support senior staff in dealing with personnel and contract issues, assist with return to work interviews for non-teaching staff, seek specialist expertise from the external HR consultant in relation to HR issues, as requested and work with the Chief Finance and Operations Manager to ensure that all Trust procedures in relation to HR policies are adhered to.

Premises Management and Health and Safety

The School Business Manager will be responsible for the overall management and maintenance of the buildings, facilities, grounds, fabric and furnishings of the school, working with the Trust Operations and Estates Manager.

You will work with the Site Manager to ensure a Premises Development Plan, including energy conservation, is implemented, projects are appraised and the plan is regularly updated.

You will ensure, through regular contact with the Site Manager, that:

- effective maintenance is in place
- contracts represent value for money
- repair of the school is carried out and progress monitored.

You will act as the School's Health and Safety Co-ordinator and lead and advise on all matters relating to health and safety, working in consultation with the school's health and safety consultant. Liaise with the Site Manager regarding letting of the school premises to outside organisations and the development of all school facilities for out of school use.

Training and Development of Self and Others

You will regularly review your own practice, set personal development targets with the Headteacher and take responsibility for your own continuous professional development. You will ensure that the training needs for the staff you manage are identified, appropriately met and that staff are active in their own personal and work-related development.

General Requirements

You are expected to:

- Work towards the Trust's vision and exemplify Trust values at all times.
- Support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g helping at Open Evening.

- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

PERSON SPECIFICATION

SCHOOL BUSINESS MANAGER

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
Good numeracy and IT skills, GCSE Grade C or higher passes in English and Maths	A/C	Essential
A School Business Manager qualification (e.g. Level 4 diploma, CSBM) and/or evidence of 2–3 years' substantial senior experience in a complex organisation	A/C/I	Essential or willing to undertake if appointed
A recognised qualification in HR personnel and development	A/C	Desirable
Evidence of continued professional development	A/I	Essential
2. Experience		
Successful leadership and management experience in a school, or in a relevant field outside education	A/I	Essential
Line management experience	A/I	Essential
Experience of change management	A/I	Desirable
Contributing to staff development	A/I	Essential
Experience of working in a team and achieving collective goals	A/I	Essential
Direct experience of using ledger systems and maintaining financial data	A/I	Desirable
Experience of writing strategic reports that clearly identify the potential impact(s) or consequence(s) on the business	A/I	Desirable
Experience of quickly analysing complex problems and finding appropriate and timely solutions to resolve the problem	A/I	Essential
Experience of demonstrating, guiding or advising on standard procedures and processes	A/I	Essential
3. Knowledge		
Knowledge and expertise of working with Management Information Systems.	A/I	Essential

Knowledge of school food standards and statutory legislation e.g. in relation to site management.	A/I	Desirable
4. Skills & Abilities		
Excellent interpersonal and communications skills including the ability to relate well to people on all levels with sensitivity, tact and diplomacy.	A/I	Essential
Ability to assess and diffuse confrontational situations, listening actively and making people feel positive and included.	A/I	Essential
Self-motivated with ability to prioritise and manage own workload over extended periods, producing accurate work within deadlines and with minimal supervision.	A/I	Essential
Ability to quickly identify existing or potential business problems with significant financial consequences and present short to medium term solutions.	A/I	Desirable
Ability to support the design or adaptation of business systems so that they are fit for purpose and cost effective.	A/I	Essential
Establish and maintain excellent working relationships with a variety of stakeholders.	A/I	Essential
Ability to provide training to small groups of people, preferably; Headteachers Governors and school staff.	A/I	Desirable
Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel and database input.	A/I	Essential
A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality.	A/I	Essential
Ability to understand and apply regulations such as health and safety, premises management etc	A/I	Desirable
5. Attitude and Approach		
Smart, professional appearance.	I	Essential
Boundless energy and vision; resilience and 'can do' approach.	A/I	Essential
	A/I	Essential
Positive and proactive approach to continuous improvement.		

ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Holiday entitlement of 26 days, plus Bank Holidays, increasing to 31 days after five years of service.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment as soon as possible.
- ❖ The position will be based at Reddish Vale High School, Stockport.
- ❖ The post is based on 36.25 hours per week.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

APPOINTMENT TERMS

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

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 12:00 midday on **Monday 10 February 2025**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive for our positions, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email cfo@achieveandlearntrust.com.