

Nihil quam optime

**Chulmleigh College**

Nothing but our best

# Assistant Business Manager Candidate Pack

Closing date: Tuesday 9 December 10am

Interview date: Wednesday 17 December



**COMPASSION AMBITION TEAMWORK**



Welcome to Chulmleigh College and thank you for requesting this pack.

The successful candidate will be joining the College at a point where five years of growth has been stabilised and secured: with every year group fully subscribed. Our reputation across Devon is such that we are the chosen school for many families who



live a great distance outside our designated transport area. This is because they like the way we operate as a school; valuing tradition and concentrating on ensuring pupils achieve highly and behave very well. Those visiting the school always comment on how well-mannered our pupils are.

Colleagues like this school because it is one in which they can concentrate on teaching the subject they love, as opposed to spending time dealing with difficult behaviour, poor resourcing or incongruent demands.

We are looking for someone to provide comprehensive finance and administrative support to ensure the smooth day to day operation of tasks within specific areas of the Academy. A key feature of the role will be to project manage the implementation of improvement priorities across the support functions of the Trust. The successful candidate will need to have experience of researching, planning and reporting on complex matters.

Our GCSE results are consistently amongst the best in the region, due to an approach beginning in Year 7, which is then applied consistently throughout the school. We follow the EBacc GCSE Curriculum for the overwhelming majority in Key Stage 4 and encourage our pupils to challenge themselves and achieve their full potential.

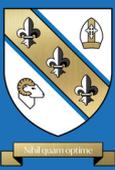
Good behaviour, hard work and excellent manners are at the heart of our school and we welcome applications from candidates who share our values and approach. This is a great school to work in.

Neil Payne Headteacher Chulmleigh College  
CEO Chulmleigh Academy Trust



## We are looking for someone who:

- Has excellent attention to detail and a high standard of accuracy
- Has excellent organisational skills
- Is adaptable in their approach to work
- Has the ability to prioritise and meet deadlines whilst working within a general framework of recognised procedures and deadlines
- Is computer literate with good knowledge of WORD and EXCEL
- Is able to ensure confidentiality
- Is able to work independently, in addition to being part of a team
- Has the ability to work under pressure
- Has excellent verbal and written communication skills



Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. The College has enjoyed some of the best results in the region over the last 10 years and is heavily oversubscribed. Pupils achieving 4+ in Basics was 82%. Our A8 score was 54.09.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

As a school we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We offer a broad and rich curriculum, enhanced by excellent extra-curricular activities; our outdoor education in the form of Ten Tors and Duke of Edinburgh is particularly strong. As well as having high academic achievement, we also have a proud record in sport, music, drama and art.

Our pupils read an astonishing amount of literature and develop themselves by making the most of the array of opportunities available. This is all possible because teaching and support staff create the best opportunities for our pupils. We are very proud of our team, who work hard to make our school a happy place where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.

Chulmleigh is a Saxon hilltop market town in North Devon, near the Mid Devon border. It lies near the banks of the Little River Dart, and is surrounded by rolling hills, woods and farmland. With Exmoor and the North Devon coast to its north, and Dartmoor and the city of Exeter to its south, Chulmleigh is in a beautiful part of the county and is easily accessible from all other areas.



## Our Values

### Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

### Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

### Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.



As Assistant Business Manager, you will play an influential role at the heart of this collaborative team. You will support the strategic and operational work of the Business Manager and contribute to key areas including finance, personnel, compliance, marketing, project management and income generation.

You will work closely with specialists across the team, gaining exposure to a wide range of professional functions. No two days are the same - one day you may be preparing costed business plans; the next supporting a school joining the Trust, contributing to an improvement project, or helping shape long-term development plans.

This is a role for someone who enjoys variety, responsibility and teamwork, and who wants to make a tangible difference to the running and success of multiple schools.

Joining the Central Team means becoming part of a supportive, welcoming and highly capable group of professionals who share a strong commitment to excellence. You will:

- Work in a positive, collaborative environment where your contributions matter.
- Develop skills across a wide range of operational areas, supported by experienced colleagues.
- Play a meaningful role in helping the Trust grow and evolve.
- Gain opportunities for professional development and progression.
- Help ensure the best possible outcomes for children across our schools.

If you are proactive, organised and keen to contribute to a Trust known for its high standards and strong community ethos, we would be delighted to receive your application.





**Job Title: Assistant Business Manager**

**Status: Permanent, 37 hours per week x 39 weeks per annum**

**Grade F**

**Start Date: January 2026**

## Job Purpose

To support the Academy Business Manager in their responsibilities relating to school leadership, administration and management.

To be the project manager for implementing improvement priorities across the support functions of the Trust.

To maximise on income generation to support Trust development and further enhance the Trust's reputation.

To be the lead support for schools who wish to join Chulmleigh Academy Trust with their conversion process.

## Main Duties

- To support the Academy Business Manager in their responsibilities relating to Finance, Administration, Personnel and Marketing.
- To prepare financial costings for particular projects and to work with the Academy Business Manager on the development of a business plan for the future development of the Trust.
- Work with the Senior Leadership Team to create and deliver an income generation strategy and plan, which ensures that income generation and business development opportunities are realised.
- Support schools who wish to join the Chulmleigh Academy Trust with their conversion process. This will include working with external agencies to ensure clear timelines are adhered to.

## Main Tasks

- There will be a need for Project Management across the range of support functions.
- The preparation of business plans and full costings will need to be frequently undertaken, taking into account the requirement to attain best value for a number of projects and initiatives at the Trust, within a specific budget.
- Support and participate in the development of the Academy Trust Improvement Plan.
- Create and manage formal funding bids (including grants) for submission.
- Manage and maintain records on the progress of submitted bids and successful bids including a timetable of requirements for all parts of the funding stream process.
- To input into the Academy Improvement Plan with responsibility in specific areas for production of reports and supporting information, together with conclusions and appropriate recommendations will be required.

## Supervision and Management

- Full supervision of up to five people including their appraisals, staff development, training and all other supervisory responsibilities.



## Creativity and Innovation

- To work with the Academy Business Manager on the development of a business plan for the future development of the Trust.
- Working with a diverse range of individuals, create tangible links and relationships between the Academy and the community.

## Levels of Responsibility

The postholder is expected to:

- Work autonomously and will need to interpret information, policies and procedures and decide upon any action to be taken.

The postholder will:

- Have freedom to act on own initiative in specific areas as highlighted.
- Have the ability to advise, guide or make full recommendations accordingly on complex programme/development issues affecting both the day to day operation of the schools and in other areas.
- Have the ability to make decisions on the correct application of internal policies, procedures, guidance and best practice.

## Effects of Decisions

- Results of decisions made will lead to the most effective and efficient use of resources whilst creating a safe and effective learning environment.
- The postholder will need to be aware of the appropriate need for confidentiality.

## Resources

- Maintain and ensure the security of confidential documents.

## Work Demands

- The post is based in an extremely busy environment where communication and liaising with many areas and people will result in constant interruption. It is critical that the postholder can prioritise their work effectively.
- In addition to the constant interruptions there is a need to recognise and adhere to numerous and significant deadlines. There is an expectation that reports and returns will be delivered on time both to internal and external stakeholders.
- Requests for information and advice are constant and will need to be prioritised. This leads to the postholder having to respond to competing pressures.

## Knowledge & Skills

The postholder would be expected

- To hold a recognised BTEC Business qualification (equivalent to NVQ 4) and be highly proficient in both verbal and written communication, and the use of ICT.
- To have the ability to use their highly developed and specialist skills to confront and embrace problems in a number of distinct areas.
- To utilise experience to help solve problems that arise, usually by the identification and selection of solutions from a range of diversified established procedures and standards.
- Provide a broad authoritative knowledge and extensive practical experience to influence decisions and communicate effectively with the Academy Business Manager.

## Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

**This document outlines the duties required of the postholder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.**

## Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.





Attribute	Essential	Desirable	Method of Assessment
<b>Management</b>	<ul style="list-style-type: none"> <li>Ability to manage all aspects of a team and individuals</li> <li>Excellent task management skills both for self and others – ability to meet tight deadlines</li> </ul>		R
<b>Experience</b>	<ul style="list-style-type: none"> <li>Substantial administrative skills within an educational background</li> <li>Experience of researching, planning and reporting on complex matters</li> </ul>	<ul style="list-style-type: none"> <li>Experience in an educational setting</li> <li>Experience of working within income generation in a charity/ voluntary sector</li> </ul>	R
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>Good organisation and an ability to prioritise</li> <li>Ability to research, plan and report on complex areas of school management</li> <li>High level of IT skills</li> </ul>		I
<b>Communication</b>	<ul style="list-style-type: none"> <li>Effective written and oral communication</li> <li>Ability to explain complex concepts to non-specialists</li> <li>Good negotiation skills</li> <li>Ability to communicate effectively, orally and in writing, at all levels</li> </ul>		I
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Able to work under pressure in a busy environment</li> <li>Ability to deliver work within clearly defined deadlines</li> <li>Ability to work effectively with others</li> </ul>		I
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>Problem solver, strategic thinker and planner</li> </ul>	<ul style="list-style-type: none"> <li>Detailed knowledge and familiarisation of school policies and procedures</li> </ul>	R
<b>Technology / IT Skills</b>	<ul style="list-style-type: none"> <li>Highly efficient in using Microsoft Excel and Office</li> </ul>		R
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>BTEC Business qualification (equivalent to NVQ 4)</li> <li>Various GCSE and A Levels</li> </ul>	<ul style="list-style-type: none"> <li>Level 4 DASBM qualification</li> </ul>	R
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Academy staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties</li> </ul>		

AF: Application Form  
I: Interview  
R: Reference



# How to Apply

Please complete the online application form available [here](#).

A tour of Chulmleigh College will be arranged as part of the interview schedule.

Status: Permanent, 37 hours per week x 39 weeks per annum

Closing date: Tuesday 9 December 10am

Interview date: Wednesday 17 December

Start date: January 2026

If you have any questions please email:

[personnel@chulmleigh.devon.sch.uk](mailto:personnel@chulmleigh.devon.sch.uk) or

call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA

