



GREENHEART
LEARNING PARTNERSHIP 

Woodhouse Primary Academy

Woodhouse Road
Quinton
Birmingham
West Midlands
B32 2DL

Head Teacher: Oliver Wilson

Tel: (0121) 464 1769

Business Manager – Woodhouse Primary Academy

Permanent

Full time 1.0 (or part time 0.8 or 0.6), year round position

GLP Grade 6, SCP 23 (£42708.32 FT) to SCP 28 (£48490.21 FT)

(If part time, wage will be pro rata)

Woodhouse Primary Academy is a successful and happy school based at the heart of the local community in Quinton, West Birmingham. Our academy community is very diverse and closely reflects the demographic population of our local area. Our heavily over-subscribed, two-form entry academy is fast becoming the school of choice in our local area and currently has 468 children on roll from Nursery to Year 6, including children in our specialist Resource Base for autism. Our building is well maintained and equipped, and we are blessed with access to our own substantial Forest school area – Pitts Wood.

We are a highly inclusive and caring school, where every child is given the knowledge, opportunity and support to meet their fullest potential. Our children are kind, well behaved, thirsty for knowledge and committed to their learning. Our carefully designed and ambitious knowledge engaged curriculum supports all children to achieve high standards and to progress successfully to the next stage in their education. Our academy was last inspected by Ofsted in December, 2019 and retained the Good rating awarded in July, 2015 (with Behaviour and Safety graded as Outstanding). "Since the last inspection, this school has gone from strength to strength. Staff say that new leadership has re-energised the school and raised aspirations. Parents agree. There is a 'can-do' attitude across the whole school. Staff report that leaders genuinely care about their well-being and workload." (Ofsted, December 2019).

Our academy has a lot to be proud of. We have a long history of sporting and artistic excellence and success in local and regional competition. We have the Sainsbury's School Games Platinum award, first achieved in June 2019, after winning the Gold award for the previous 4 years. Our academy is designated as a Flagship School for inclusion for 2023-2026 through the Inclusion Quality Mark. We consider our environment, having been awarded the Green Flag Eco-Schools award in 2023 and 2024. We are an artistic and creative school, with Artsmark Gold, with strong links to artistic groups in and out of school. We are a UNICEF Rights respecting school, awarded Bronze in 2020. We hold the skills quality mark, which was last awarded in April 2021.

We have a highly skilled and settled team of dedicated and committed staff. Woodhouse Primary Academy is proud to be a part of the Greenheart Learning Partnership (GLP). We work closely



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with our fellow trust schools, sharing expertise, experience, CPD and providing further opportunities for staff development and progression. We have our own trust initial teacher training, working with Sheffield Hallam University and Teach First. We also work closely with local universities for initial teacher training and engage fully with a variety research opportunities. A number of our staff are completing postgraduate and NPQ study to further their professional development.

We are seeking a Business Manager to join our dedicated team and contribute to the continued success of our academy. In this pivotal role, you will be professionally, technically, and managerially responsible for HR, Finance, and Operations, including Estates and Health & Safety.

As the Business Manager, you will manage the effective wider operations of the academy whilst working alongside the Head Teacher and Senior Leadership Team. This will involve setting and monitoring standards, streamlining processes, enhancing communication, and implementing effective training and systems for our staff team. You will also work closely with other Business Managers in the partnership and with the wider Greenheart central team, including the heads of HR/Payroll, Finance and Operations. The role would give you the opportunity to make a significant impact in our successful school, and you would be working a supportive and collaborative working environment here at Woodhouse. The role offers comprehensive professional development opportunities. As we are establishing a new role, there is some flexibility available to find the right candidate, and a part time appointment at between 0.8-0.6 would be feasible.

The role would suit someone with the passion, experience, expertise and determination to make a sustained positive difference to the children of Woodhouse Primary Academy. Are you the person to join our great team? Visits to our school are highly recommended. To find out more, or to arrange a visit, please contact the head teacher, Oliver Wilson on enquiries@whp.greenheartlearning.org.

The application process closes on Friday 11th October 2024, at 12pm. Please send completed application forms by email to enquiries@whp.greenheartlearning.org. Shortlisting and interviews will take place very soon after this.

We are looking for the successful candidate to start this role as soon as feasible after appointment.

Key requirements from the job description.

Skills and experience from person specification.

You would be a suitably qualified and experienced person, as per the person specification.

Additional information

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.



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This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.



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