



BECK PRIMARY SCHOOL
PART OF
CASCADE MULTI ACADEMY TRUST
BUSINESS SUPPORT MANAGER
RECRUITMENT PACK



SUMMARY

Business Support Manager



Workplace:

Beck Primary School
Beck Road
S5 0GG
Sheffield

Details:

37 hours per week for 43 weeks per year
The salary: Grade 7 , Scale point 27 - Scale point 31
Full time equivalent (FTE): £38,220 - £41,77* per annum
Actual salary: £36,246 - £39,614* per annum
*NJC Pay award pending (April 2026)

This role is to start from 1st October 2026 or sooner if possible.

Term time dates are published in advance each year for 39 weeks of the year.

In terms of working the additional weeks, this will be discussed and agreed with the Line Manager. These will be agreed in advance based on service needs and staff will be given reasonable notice of when the set days are.

Term time+ employees are paid to work for their specified number of school weeks in the year (normally 39 weeks, including inset days) plus their pro rata annual leave entitlement plus their pro rata bank holiday entitlement. This is all included in their annual salary, which is then paid in 12 equal instalments.

WELCOME FROM THE HEADTEACHER



As the Headteacher, I would like to thank you for your interest in the post of Business Support Manager at Beck Primary School and to provide further background regarding the post and the application process.

Beck Primary School is situated in the north east of Sheffield and, we provide unique learning opportunities through a bespoke curriculum that fosters children's interests and challenges them to become the best that they can be.

Through stimulating and safe environments, we ensure every child has positive learning attitudes and captures a life-long love of learning; setting strong foundations for their future.

I hope that the information provided will give you a flavour of what we are aiming to achieve and enable you to determine whether we are the school for you at this stage of your professional development, if you decide this is the school for you, I will be delighted to receive an application from you, if not, then may I thank you for your interest in our school and wish you well in the future.

As a school, we are committed to excellence in all aspects of our work and we are committed to building strong links with the local community and services to ensure we do not work alone. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Beck Primary School.

I hope that you submit an application and would be happy to provide any further information you may require.

Thank you for showing an interest in working with us.

Jenny Birks
Headteacher



WELCOME FROM THE CEO



Dear Applicant,

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right Trust to work with is a very important decision. We would recommend that you visit the Trust and take a tour before submitting your application to understand the vision and values of our Trust.

Who are we?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are six primaries situated in the North of Sheffield. We are a growing Trust and have a number of schools that have expressed an interest in joining us.

Our principles shape how we work and what we stand for. We create exciting and enriching learning experiences that spark children's curiosity, provide high-quality teaching and support so every learner can thrive and encourage pupils, staff, families and communities to take active leadership roles. Above all, we foster a culture of care, respect, inclusion and celebration of diversity across all our schools.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well as supporting staff into leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to know more about us please visit our website www.cascademat.co.uk and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges

CEO Cascade Multi Academy Trust

OUR VISION



"Our vision is to provide an excellent primary education that gives our children the very best chance of succeeding in life."

Cascade MAT

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

OUR PRINCIPLES



An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

We believe that everyone is a Leader

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.



High Quality Provision

- High quality teaching and learning in the all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention, which supports and challenges children to access all of the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

A shared ethos of Care and Respect

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.



WHO WE ARE

Cascade MAT is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of six primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs and strive to help them fulfil their potential.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.

WHY WORK FOR CASCADE MULTI ACADEMY TRUST



Our staff are at the heart of everything we do. We are committed to fostering a supportive, ambitious and people-centred culture where every colleague feels valued, respected and empowered to succeed. To support staff wellbeing, professional growth and a healthy work-life balance, we offer a comprehensive package of employee benefits.

Flexible Working

Wherever possible, we promote flexible working arrangements to help colleagues balance their professional responsibilities with personal commitments.

Staff Recognition

We recognise and celebrate the dedication and achievements of our staff through trust-wide and school-level recognition initiatives.

Pension Schemes

All employees are eligible to join a generous pension scheme, including:

- Local Government Pension Scheme (support staff)
- Teachers' Pension Scheme (teaching staff)

Generous Annual Leave

Support staff benefit from an enhanced annual leave entitlement.

Healthcare and Wellbeing Support

All colleagues have access to our Employee Assistance Programme, providing:

- Free, confidential telephone support
- Face-to-face counselling
- GP services
- A range of wellbeing resources and guidance.

Staff Voice

We actively encourage staff feedback through regular surveys and forums, ensuring colleagues have a meaningful voice in shaping trust policy and practice.

Discounts and Perks

- Health Cash Plan - helps colleagues manage everyday healthcare costs by offering money back on a range of routine treatments, supporting both wellbeing and peace of mind.
- Cycle to Work
- Eligibility for the Blue Light Card, offering a wide range of national and local discounts
- Discounted gym membership
- Free on-site or nearby parking at all trust schools

Pay progression

Automatic pay progression for all colleagues in line with their grading structure

Family Leave

Enhanced family leave benefits and pay to offer you support in life's most important moments.

Continuous service

We honour continuous service with other local authorities and Multi Academy Trusts.



JOIN OUR TEAM

At Cascade Multi Academy Trust, you will be part of a collaborative, forward-thinking community where colleagues are motivated, ambitious and highly skilled. We work together with energy, creativity and shared purpose, united in our commitment to supporting the success, wellbeing and potential of every pupil. Alongside our professionalism and high ambitions, we are also a fun, friendly and supportive team who enjoy working together and celebrating successes along the way.

Our Schools



Beck Primary School



Beck is a big school with big heart and big ambitions!

It is committed to giving every child exceptional, memorable experiences and helping them develop the skills and knowledge they need for later life. Beck benefits from extensive outdoor space, including a large field used for sports, playtimes, and 'Muddy Mondays' for nursery children. Multiple playgrounds and two secure quadrangles provide outdoor learning areas, including a garden where children grow vegetables. The staff team is dedicated to providing the best possible education, with each class supported by both a teacher and a teaching assistant, alongside additional specialist staff who work with children with special educational needs and disabilities (SEND).

Hucklow Primary School



Hucklow Primary School is a warm and welcoming primary school known for its diverse community and caring ethos. The school offers an engaging, meaningful curriculum designed to spark curiosity and help every child reach their full potential, with a clear vision that ensures pupils feel safe, happy and proud as they learn and grow. As part of Cascade Multi Academy Trust, Hucklow provides high-quality teaching, strong safeguarding and inclusive support for pupils aged 2 to 11, including specialist provision for speech, language, communication needs and autism.

Owler Brook Primary School



Owler Brook Primary School is a welcoming and nurturing school at the heart of the Sheffield community. The school is committed to providing a high-quality education through a broad, rich and balanced curriculum that inspires curiosity and supports every child to thrive. Its caring ethos is reflected in strong relationships with families, regular communication and a positive, inclusive environment where children feel safe and supported. With nursery provision, dedicated staff and a focus on developing essential skills and confidence, Owler Brook ensures pupils are well-prepared for the next stage of their learning and for life beyond the classroom.

Whiteways Primary School



Whiteways Primary School is a vibrant and inclusive community where every child is valued and supported to reach their full potential. The school offers an engaging, interest-led curriculum that nurtures creativity, celebrates diversity and promotes lifelong learning, creating a safe and positive environment where children feel happy and confident. Parents and inspectors highlight its strong nurturing ethos and positive staff–pupil relationships, with Ofsted noting that children feel safe and proud to attend. Whiteways works closely with families, embraces differences and prepares pupils to make a positive contribution both within school and in the wider community

Limpsfield Junior School



Limpsfield Junior School is a welcoming and inclusive school committed to helping every child reach their full potential through high expectations, strong relationships and a nurturing environment. The school's vision emphasises positive relationships, diversity and inspiring children to become confident, inquisitive lifelong learners. With a "Good" Ofsted rating and solid academic outcomes Limpsfield combines high-quality teaching with a broad range of opportunities such as forest school, sports, arts and enrichment clubs.

Sharrow Primary School

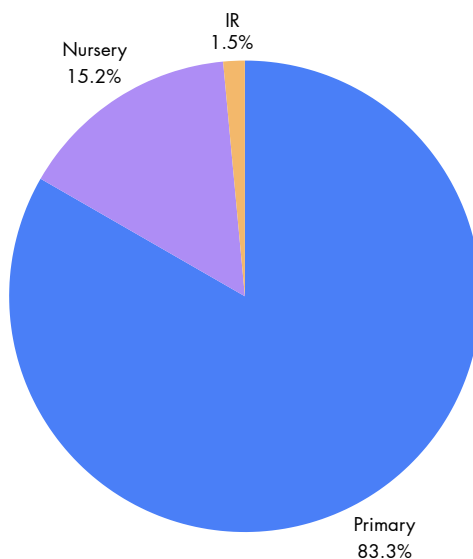


Sharrow Primary School is a highly inclusive and diverse school welcoming children and families from a wide range of cultural and linguistic backgrounds, with around 40 languages spoken across the community. With strong nursery provision and an on-site Children's Centre, Sharrow supports children from as young as three months through to Year 6, offering flexible childcare, wrap-around provision and free healthy breakfasts through its Magic Breakfast partnership to ensure pupils start the day ready to learn. Known for its warm ethos, broad curriculum and commitment to celebrating difference, the school provides a nurturing environment where children feel safe, included and empowered to thrive academically and personally.

We are a team of over 3300, encompassing:

2780

pupils of which:



2324

Primary

423

Nursery

33

**Integrated
Resource**

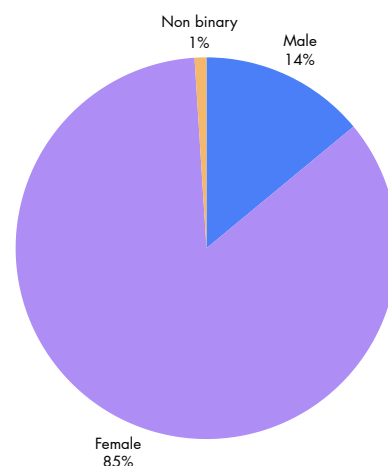
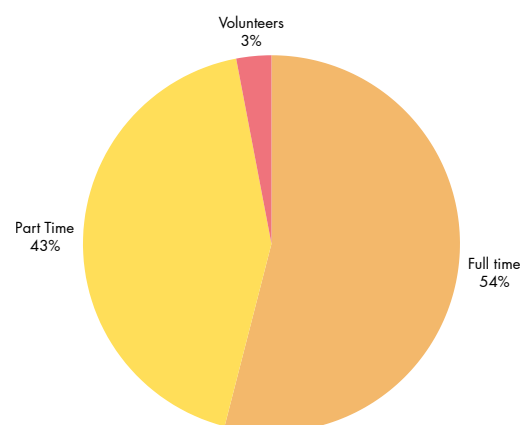
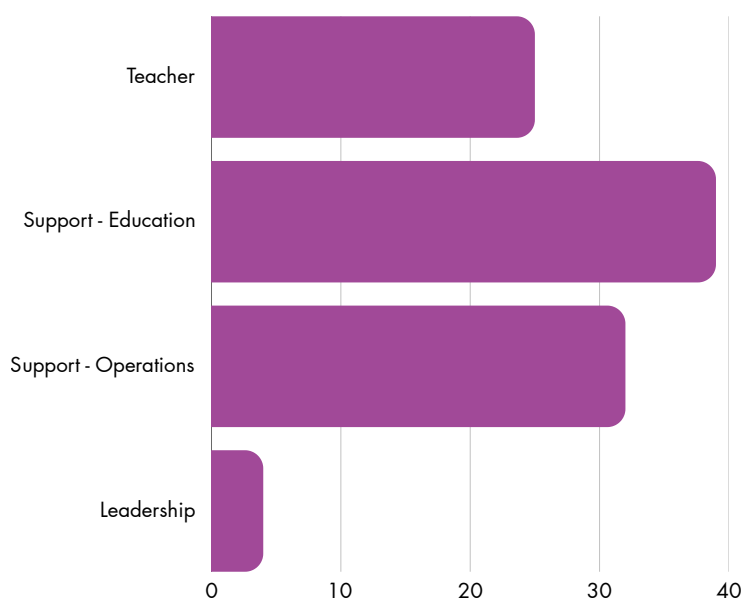
25% pupils have Special Educational Needs and Disabilities

61% pupils speak English as an additional language

41% pupils are categorised as 'disadvantaged'

4% pupils have an Education, Health and Care Plan (EHCP)

Over 500 Staff and Volunteers



Our People, Our Stories



"We work with real purpose in our school. The focus on care, high expectations and building children's confidence shapes everything we do. I feel supported, trusted, and encouraged to try new ideas. It's a place where both staff and pupils grow together."

- Teaching Assistant -

"Working in the central team at Cascade MAT is incredibly fulfilling. We're united by a shared purpose - to strengthen, support and celebrate our schools so they can provide the very best for children and families. It's inspiring and a privilege to be part of a Trust that puts people first."

- Central Team Staff Member -



"Hucklow is a fantastic place to work. No two days are the same and that's what makes it special. The children are fantastic, the families are engaged, and the team are incredibly dedicated. There's a real focus on enabling every child to succeed, and being part of that journey feels genuinely impactful."

- Teacher -



Sheffield and Yorkshire

INCREDIBLE PLACES TO LIVE

Sheffield and Yorkshire offer an unbeatable mix of city energy, community warmth, and breathtaking natural beauty - making the region an exceptional place to build both a life and a career.

Sheffield has grown far beyond its Steel City roots, becoming a vibrant hub of creativity and innovation, with over 250 parks and woodlands and easy access to the Peak District National Park, making it one of the UK's greenest and most outdoor-friendly cities. Its theatres, galleries, music venues, and festivals reflect a cultural scene that's lively and ever-growing.

Yorkshire is equally renowned for its friendly communities, stunning landscapes and rich heritage. From buzzing cities to peaceful villages, the region offers charm, character and a strong sense of belonging.

Sheffield continues to rank among the most desirable places to live in Britain, scoring highly for culture, green space, housing affordability and overall quality of life. Whether you're drawn to urban living, leafy suburbs, or countryside calm, Sheffield and Yorkshire offer something for everyone - affordable, welcoming and full of opportunity.





Business Support Manager

Permanent

37 hours per week, 43 weeks per year

Salary: Grade 7, Scale point 27 - Scale point 31

Full time equivalent (FTE): £38,220 - £41,771* per annum

Actual salary: £36,246 - £39,614* per annum

*NJC Pay award pending (April 2026)

Beck Primary School is seeking an exceptional Business Support Manager to join our dedicated team. This is a fantastic opportunity for an organised, proactive and highly motivated professional to play a key role in the smooth and successful operation of our school.

As part of Cascade Multi Academy Trust, you will contribute to our vision of transforming the life chances of children, providing safe and inspiring learning environments and making a positive impact within our local communities.

The Role

You will lead and manage the school's business and administrative functions, ensuring effective systems, processes and support services are in place to enable pupils and staff to succeed. Key responsibilities include:

- Leading and developing administrative systems and procedures.
- Managing support staff, including recruitment, induction, appraisal and training.
- Supporting financial planning, budgeting and expenditure monitoring.
- Managing payroll administration and key reporting processes.
- Overseeing facilities, premises, lettings, contracts, licences and insurance.
- Providing advice and support to school leaders and governors.
- Ensuring compliance with health and safety, data protection and safeguarding requirements.



We're Looking For Someone Who:

- Has excellent organisational, planning and analytical skills.
- Demonstrates strong financial management and budget monitoring experience.
- Has experience leading and managing teams.
- Is confident using management information systems and Microsoft Office applications.
- Possesses excellent communication and interpersonal skills.
- Can work effectively under pressure and meet deadlines.
- Is committed to making a positive difference to children's lives.

Why Beck Primary School?

Beck Primary School is a welcoming and ambitious school at the heart of its community, with a strong commitment to ensuring every child achieves their full potential. We pride ourselves on creating a nurturing, inclusive environment where children are encouraged to be confident, resilient and successful learners.

As part of Cascade Multi Academy Trust, Beck Primary School benefits from the support, expertise and opportunities that come from being part of a collaborative family of schools. The Trust's vision is to transform the life chances of children, provide safe and inspiring learning environments, and create exceptional places for staff to work and develop their careers.

Joining Beck Primary School means becoming part of a Trust that values its people and invests in their development. You will work alongside experienced and supportive colleagues across the Trust, with access to professional networks, training opportunities and shared expertise.



Business Support Manager

What we Offer:

- A supportive Central Team and collaborative school leadership community
- Employer-funded enhanced DBS check
- Commitment to ongoing professional development
- Local Government Pension Scheme
- Employee benefits including Westfield Health, EAP, Health Cash Plan, Listening Service

Beck Primary School is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on the School's website.

In line with Keeping Children Safe in Education advice, the School will carry out online searches for shortlisted candidates. Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

How to apply:

If you wish to discuss this role or arrange a visit to the School, please contact Jenny Birks, the Headteacher, via email at jbirks@beckprimary.co.uk.

Please note that, due to the school's summer closure, visits can only be arranged from September onwards.

You can download the Word version of the application form from Cascade's website.
Please do not use the Sheffield City Council application form.

www.cascademat.co.uk

or alternatively an application form can be obtained by e-mailing recruitment@cascademat.co.uk.

Your completed application should be emailed to recruitment@cascademat.co.uk.

Closing Date: 10th September 2026

Shortlisting: 11th September 2026

Assessment Date: week commencing 14th September 2026

JOB DESCRIPTION



Business Support Manager

The Role:

Organise and supervise administrative systems within the school. Contribute to the planning, development and monitoring of support services and/or management of support staff, including co-ordination and delegation of relevant activities.

Reporting to:

Headteacher/Chief Operations Officer.

Qualifications:

- Excellent numeracy/literacy skills
- NVQ 4 or equivalent qualification or experience

Key Responsibilities:

The post holder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management responsibilities where appropriate:
- Manage support staff as appropriate
- Liaise between managers/teaching staff and support staff
- Hold regular team meetings with managed staff
- Undertake recruitment/induction/appraisal/training/mentoring for other staff

JOB DESCRIPTION

Business Support Manager



Administration:

- Take lead role in the development and maintenance of record/information systems
- Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
- Produce, and respond to, complex correspondence
- Provide organisational and complex advisory personal support to other staff -
- Provide organisational and complex advisory support to the Governing Body
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies
- Manage the administration of Payroll system including liaison with the provider.

Resources:

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources and all activities associated with month end
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues
- Undertake research and obtain information to inform decisions
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school
- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures
- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety management

JOB DESCRIPTION

Business Support Manager



Responsibilities:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others.

All the above duties and responsibilities to be carried out in accordance with Academy Trust Handbook, Cascade MAT's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

PERSON SPECIFICATION

Business Support Manager



All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification. All candidates are expected to support the vision for the Trust.

Qualification and experience

Candidates should have:

Knowledge and understanding of how to interpret numerical/statistical data

Knowledge and understanding of relevant legislation and compliance (e.g. health and safety, equal opportunities)

Knowledge and understanding of leading and managing HR related issues

Fluency in the use of IT based management information systems and Microsoft systems

Good organisation and proven administrative abilities

Ability to identify own training and willingness to undertake necessary training

Experience of working within an administrative environment

Experience of working within an educational setting would be desirable

Level 4 qualification in School Business Management, Finance, Business Administration or equivalent (desirable)

PERSON SPECIFICATION



Business Support Manager

Personal qualities

Candidates should:

Have a desire to make a difference to the lives of young people

Have resilience, energy, enthusiasm and creativity

Be able to work as part of a team (to include teachers, support staff, Trustees, Governors, other schools across the Trust, within the family of schools and Local Authority)

Be able to work under pressure, meet deadlines, work flexibly and calmly and be able to reflect on processes and outcomes

Be supportive of the ethos of the school

Be self-motivated/be able to use own initiative

Have the ability to keep confidentiality

Have interpersonal skills – ability to relate to children and adults

Have excellent communication skills

Be willing to self-develop

Be approachable, courteous and able to present a positive image of the school to callers and visit

Have willingness and capability to be flexible when needed (eg Ofsted, project deadlines etc)

PERSON SPECIFICATION



Business Support Manager

Knowledge & Skills

Candidates should be able to demonstrate:

Understanding of basic financial procedures

Excellent financial management skills (budget control and setting)

Ability to use financial packages (specific training can be provided).

Ability to provide decision support.

Ability to prepare finance reports to a high standard and communicate them effectively to stakeholders

Ability to plan and determine work methods.

Has excellent organisation, planning and analytical skills

Ability to lead a team.

Evidence of problem analysis and the ability to summarise findings

Ability to work to deadlines.

High level of experience of servicing meetings and minute taking.

Be willing to work outside standard hours as the work dictates (meetings etc).

THE APPOINTMENT PROCESS



These notes are intended to guide you when making an application

Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.



The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included this pack.

Please limit your supporting statement to two sides of A4 in size 11 font.

Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for an interview and task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.