



UP HOLLAND
HIGH SCHOOL
Dedicated to Excellence

Business Support Manager Permanent



PROUD TO BE A MEMBER OF
EVERYONE MATTERS
SCHOOLS TRUST

Headteacher's welcome

Up Holland High School is Dedicated To Excellence and prides itself on the excellent opportunities it offers to all students in order for them to develop and succeed.

This is achieved by offering a broad and balanced curriculum that is delivered by high quality practitioners. The school has an outstanding reputation for academic achievement and educational standards, which has been achieved by placing the individual child's needs at the core of our ethos and our decision making.

We recognise that the development of the 'whole child' is an integral part of our work. We want the students to achieve both fantastic outcomes and to develop their interpersonal skills so that they are confidently prepared for life beyond school. At the heart of this ethos, we promote our core values of leadership, organisation, resilience, initiative and communication. At Up Holland High School, we expect students to be self-motivated, ambitious, determined and hard working. We encourage them to make the most of their abilities and talents. Alongside this, we expect students to be kind, thoughtful and respectful to one another. We want them to participate in all aspects of school life, developing into responsible citizens who make a positive contribution to the wider community.

We strongly believe in the power of the 'student voice' and as such, afford our students the opportunity to positively impact change and improve our school by representing our student councils and junior leadership team. We expect our students to be responsible role models to each other and to the students in our partner primary schools, promoting a sense of community responsibility.

The pastoral care is a real strength of our school. We pride ourselves on knowing the students as individuals, which enables us to successfully work in partnership with parents and carers. This partnership is absolutely critical in ensuring students are happy, healthy and successful. Our extensive system of rewards encourages the pursuit of excellence and core values by celebrating progress, attainment and the overall contribution made to school life. High expectations of attendance, punctuality, uniform and behaviour underpin success in our school and lay the fundamental foundations for life beyond Up Holland.

You can view our welcome and information video using the following link:

https://www.youtube.com/watch?v=kl5yjTJwG_8

School Priorities 2025-2027

- Encourage a strong, **positive attitude to learning culture** (ATL) in every classroom and subject.
- Provide a **challenging and inclusive curriculum** that uses regular assessment to support student progress.
- **Strengthen teaching in all subjects** through targeted training, that enhances staff knowledge and expertise.
- **Increase overall attendance** and maintain it above national average for all student groups.



Headteacher
Paul Scarborough

Role overview:

Business Support Manager

Reports to: School Business Manager

Contract Type: Permanent, term time + 1 week

Hours: 37 hours per week
7.25 am to 3.25 pm daily (inclusive of an unpaid lunch break)

Grade: Grade 6 (points 11-19)

Pro rata salary. This is the salary you will be paid:
£24,893 - £28,486

Start Date: As soon as possible

Closing Date for applications: 8.00 am Friday 9th October 2026

Our school: Personal Development

The five key skills and values that we promote through LORIC are those that employers, colleges and universities consider to be most desirable:

- **Leadership**
- **Organisation**
- **Resilience**
- **Initiative**
- **Communication**

Students develop their LORIC skills through our 'Character and Culture and Personal Development' programme. This begins in Y7 and continues through to Y11, with students participating in a range of activities and experiences. These activities are promoted and undertaken in personal development time, curriculum lessons, character and culture days and enrichment opportunities. We believe that the programme enhances the development of the whole child, preparing them for life beyond Up Holland High School. Our drive to offer a holistic educational experience is at the core of the school's philosophy, recognising the importance of both academic rigour and challenge, alongside opportunities for personal development and cultural capital.

If appointed, you can expect full-support and continuing professional development, as we promote a model of leadership at all levels and a bespoke and tailored professional development programme. We offer a professionally stimulating working environment where staff have the opportunity to progress and most critically, to positively impact the lives of our students.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake a DBS enhanced clearance, including checks with past employers. *Please note that in line with Keeping Children Safe in Education an online search will be carried out as part of our due diligence on shortlisted candidates.*



The Trust



EVERYONE MATTERS SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of our schools.

Our vision is to improve every person's life and their opportunities. As a member of staff you will be key to our success so we work hard to be a great place to work. Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos:

Everyone Matters: we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

Everyone Helps: we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

Everyone Succeeds: we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.



Job description

JOB PURPOSE:

With guidance, but with significant responsibility and autonomy, be responsible for co-ordinating, monitoring and organising administrative/clerical procedures for the school. Including staff cover, ensuring compliance with GDPR regulations as Privacy Officer, and maintaining student data along with assisting with the creation, maintenance, and updates of the school timetable. This can include responsibility for the training and development of staff, dealing with correspondence or enquiries and co-ordinating, monitoring and managing administrative/clerical activities processes.

KEY DUTIES:

Staff cover coordination and administration.
Working with the assistant headteacher re school timetable construction and administration.
GDPR Privacy Officer.
Upkeep and maintenance of student data including new year 7 and in-year admissions.
Co-ordination of school visits (EVC).
Administrative support for HR.

SPECIFIC DUTIES

- Plan and co-ordinate Staff Cover.
- Liaise with external agencies to source quality staff, ensuring value for money.
- Meet all external agency staff and ensure they are briefed on school systems and expectations, including safeguarding and data protection.
- Ensure UHHS own supply staff forms completed and provided to Finance in order to complete claims.
- Assist the Assistant Headteacher in the creation and construction of the timetable.
- Be responsible for the maintenance of the timetable.
- Help administer the options choice process for KS4 students having regard to timetable and group sizes.
- Input and maintain class lists.
- Liaise with relevant progress leaders regarding timetables for mid-term admissions, and share information with staff ahead of start date.
- Distribution of timetables to students at start of year, and as and when required.

- GDPR Privacy Officer, providing regular information to staff; liaison with our DPO, Judicium; administration of Subject Access and Freedom of Information Requests and dissemination of staff training via Judicium/Jedu.
- Input student data for new Y7 prior to start date including CTFs. Y8-11 data updates at start of academic year.
- Ongoing updating of student data in SIMS and ensuring data syncs to School Synergy.
- Pupil Premium/Free School Meals admin, ensuring student SIMS records are kept up to date and data is accurate for each school census and for internal records.
- Communications with feeder schools re CTFs (and other relevant information), Trust and LA as necessary.
- Organise Free School Meal and any other applicable vouchers for students for holiday periods.
- Complete School Census.
- Co-ordination of visits – EVC – using Evolve system.
- Provide administrative support for the School Business Manager for HR, including supporting recruitment, staff training and upkeep of staff records.

Additional supporting information – specific to this post.

Indicative knowledge, skills and experience

- Experience in similar/relevant administrative role/s.
- Relevant Administration qualifications and/or a willingness to work towards any required further relevant qualification/s and/or access CPD for this role should this be necessary.

GENERAL:

- Maintain confidentiality of all school documentation in line with the data protection act.
- The post holder may be requested to carry out further reasonable additional duties as directed by the Headteacher.
- Hold First Aid Certificate or show a willingness to undertake First Aid Training.
- Work smoothly and harmoniously with other members of staff.
- Be of smart appearance, be efficient, energetic and proactive.
- To participate in the school's appraisal scheme where appropriate.
- Be aware of own and other's health and safety.
- Work within school policies and procedures.
- Attend training on or off school site.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

Person specification

Qualifications & Experience	Essential/Desirable
- A minimum of 5 GCSEs, including Maths and English Grades, at grade C or above (or equivalent) - NVQ Level 2/3 or equivalent in Business Administration or a related field. - Good standard of education to A Level (or equivalent) - Any relevant certifications in data protection, privacy, or administration (e.g., GDPR certifications, NVQ in Business Administration) - Experience working in an administrative role, preferably within an educational environment - Experience with office software such as Microsoft Office, particularly Excel - Proven experience in handling confidential and sensitive information, especially regarding privacy and data protection - Experience in timetabling or scheduling tasks in a school setting - Previous experience in staff coordination and cover arrangements	E D D D E E E D D
Knowledge and Skills	
- Ability to manage student data securely and maintain confidentiality at all times - Knowledge of data protection laws, including GDPR, and an understanding of best practices in handling personal data - Ability to prioritise and manage multiple tasks to meet deadlines effectively. - Familiarity with school timetabling systems, with the ability to assist in the creation and maintenance of timetables for staff and students. - Excellent written and verbal communication skills, with the ability to liaise effectively with students, staff, parents, and external partners. - Ability to explain complex information in an accessible manner, especially in relation to data privacy and school procedures. - Proficient in Microsoft Office (especially Word, Excel, Outlook) and other office software - Ability to use software for scheduling, timetabling, and maintaining databases - Knowledge of school management systems (e.g. SIMS) or similar systems - Knowledge and understanding of school policies	E D E D E E E E D D
Other Attributes	

• High level of accuracy in data entry, record keeping, and documentation	E
• Ability to spot discrepancies and ensure consistency in timetabling and staff coverage	E
• Strong understanding of the importance of confidentiality, especially with student and staff data	E
• Demonstrates high ethical standards and professionalism when dealing with sensitive information	E
• Ability to work collaboratively within a team and also take initiative when required	E
• Willingness to adapt and support colleagues when necessary, especially during staff absence or peak periods	E
• Ability to manage multiple tasks and priorities efficiently, with excellent time management skills	E
• Capability to remain calm under pressure and handle unexpected changes in schedules or staff coverage	E
• A willingness to work towards any required further relevant qualification/s and/or access CPD for this role should this be necessary	E
Note: We will always consider your references before confirming a job offer in writing.	

How to apply

Support staff application forms and further details of the post are available to download from the school website: <https://www.uhhs.uk/about-our-school/vacancies>

Completed application forms together with a letter of application no more than 2 sides of A4 in 12 pitch should be emailed to j.harrison@uphollandhigh.org.uk marked for the attention of Mr P Scarborough, Headteacher.

Closing Date: Friday 9th October 2026 8.00 am

Interview Date: Friday 16th October 2026

Start Date: As soon as possible

Guidance

Applicant Privacy Notices can be found on our website using the following link.

<https://www.uhhs.uk/ckfinder/userfiles/files/Policies/2026/Privacy%20Notice%20Job%20Applicants%20June%202026.pdf>