



APPLICATION **PACK**

PRIMARY BUSINESS SUPPORT MANAGER

WALMSLEY CE PRIMARY SCHOOL



THE BISHOP FRASER TRUST
A CHURCH OF ENGLAND MULTI-ACADEMY TRUST

WELCOME

Dear Applicant,

I'm delighted that you are thinking about joining us. The Bishop Fraser Trust is a Multi Academy Trust which was set up on the 1st December 2017. Our family of schools are as follows:

- St James's Church of England High School (11-16)
- Canon Slade School (11-18)
- Bolton St Catherine's Academy (3-16)
- Bury Church of England High School (11-16)
- St Catherine's Church of England Primary, Horwich (3-11)
- Walmsley Church of England Primary School (3-11)
- St Margaret's Church of England Primary, Heywood (3-11)
- Turton and Edgworth Church of England Methodist Primary (3-11)



At The Bishop Fraser Trust, our vision is to ensure all our communities experience **'LIFE IN ALL ITS FULLNESS'** (JOHN, 10:10).

For our pupils, this means an unwavering commitment to ensuring our pupils attain the outcomes they need to lead a happy life, but also that they have been immersed in a wide range of experiences both within the taught curriculum and through enrichment opportunities. This is so they will leave us knowing how they might best lead a life in its fullness. This also means knowing how to navigate setbacks and harder times.

For our staff, we know they cannot achieve life in its fullness if they are not fulfilled at work. We know our staff have great moral purpose, so for our staff we need to ensure we are providing an environment where they feel great job satisfaction and know that we will invest in their own career pathways, in the same way they are doing so for our children.

For our parents and carers, we know that they cannot live life in their fullness if they feel that their own child is not able to thrive in their school community. To this end, we need to work with all our parents in a partnership to remove any barriers which are hindering their children flourishing. We know our children very well, but the real expert is the parent/carers and we recognise this.

For our communities, we want our mission to reach beyond the school gates and even beyond our family homes. At The Bishop Fraser Trust we believe that we should be adding value to our communities. All our children will engage with community social action while they are with us. This is because we want to ensure that they develop a sense of pride and agency in their community and a sense of civic duty. This will ultimately help develop, sustain and improve our communities.

What this means in practice:

If we are serious about this (and we are), this meant that when deciding on the next set of goals for our strategy, they needed to reflect that personal development of our children was as important to us as their educational outcomes. Therefore, perhaps unusually in such an

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attainment driven system, we have collectively set goals for our schools around enrichment experiences and social action, as well as the value we add to ensuring that our young people will remain in either education, employment or training, long after they leave us. This, we know, will only happen if we have taught our children successfully on how to navigate setbacks through a rich personal development and character education programme.

We are an outward facing Trust and constantly look to learn and collaborate with others. We also have an excellent provision via our Train Teach Lead Partnership (TTLP), which offers excellent CPD and school to school support. Our links with Manchester Diocese, GMLP and the Bolton Learning Partnership continues to be strong.

Our employees are very important to us as we rise or fall by the professionalism and dedication of our staff. As such, I place great importance on continuous professional development for all staff members and have always strived to create a culture where our educators know that if they go the extra mile for our children, we will do the same for them.

Educational attainment is important to me, I want to make sure we are opening all doors for our children. However, as important to me is children's personal development. I firmly believe that character education is a cornerstone in the development of well-rounded, responsible, and empathetic individuals who will go on to make meaningful contributions to our world. In this way we prepare our pupils to lead 'life in all its fullness'.

When recruiting, we always look for people who share these beliefs. If this strikes a chord with you, then we would love to hear from you.

Tuesday Humby

Chief Executive Officer



WELCOME TO WALMSLEY CE PRIMARY SCHOOL

A WORD FROM HEADTEACHER JO ATHERTON

Thank you for your interest in joining Walmsley CE Primary School. It is a real pleasure to introduce our school community to you.

At Walmsley, we are incredibly proud of our warm, nurturing ethos where every child is known, valued, and encouraged to flourish. As a Church of England primary school, our Christian values underpin all that we do, shaping a culture of kindness, respect, and aspiration. Visitors often comment on the strong sense of belonging that is felt as soon as you walk through our doors.



Our children are enthusiastic, curious, and eager to learn. They take pride in their school and consistently demonstrate excellent behaviour and attitudes. We are equally proud of our dedicated and supportive staff team, who work collaboratively to create engaging, high-quality learning experiences that inspire pupils to achieve their very best.

Walmsley CE Primary School is a place where innovation is encouraged. We are committed to providing a broad and exciting curriculum enriched with opportunities beyond the classroom — from outdoor learning and creative arts to sporting events and community projects. We believe in developing the whole child and ensuring that every pupil leaves us with the confidence and skills to succeed in the next stage of their education.

We also place great emphasis on staff development and wellbeing. Joining our team means becoming part of a supportive, forward-thinking environment where your professional growth is valued and nurtured. We actively encourage new ideas and are always looking for passionate individuals who are keen to make a difference.

This is an exciting time to join our school as we continue to build on our strengths and look ahead with ambition. We are seeking individuals who share our commitment to excellence, our passion for education, and our belief in the potential of every child.

If you are enthusiastic, motivated, and ready to contribute to a vibrant and caring school community, we would be delighted to hear from you.

We hope this pack gives you a sense of what makes Walmsley CE Primary School such a special place to work and learn. I warmly invite you to apply and look forward to the possibility of welcoming you to our team.

Ms Atherton
Headteacher

WHY WORK FOR THE BISHOP FRASER TRUST?

PERFORMANCE DEVELOPMENT

At The Bishop Fraser Trust, we focus on **growth and supporting your professional development**. That's why we've replaced traditional appraisals with a more supportive approach:

No Formal Appraisals – Say goodbye to rigid performance reviews.

Performance Development – Ongoing support to help you succeed, not just a once-a-year check-in.

Touchbase Opportunities – Regular, informal check-ins during your workday to discuss progress, goals, and support needs.

We believe in continuous development and real-time feedback to help you thrive.

AUTOMATIC PAY PROGRESSION FOR ALL

We believe in recognising and rewarding your hard work. That's why we offer **automatic pay progression** for all employees. As you grow with us, your reward grows too—without the need for negotiations or uncertainty.

Clear and Fair Growth – Your pay increases automatically at set milestones.

No Unnecessary Hassle – No need to request raises; they're built into your journey.

Commitment to Your Success – We value long-term dedication and make sure it's reflected in your earnings.

LEADERSHIP DEVELOPMENT OPPORTUNITIES

At The Bishop Fraser Trust, we invest in your future. Our **Leadership Professional Development Programmes** are designed to help you grow, lead, and succeed.

Tailored Leadership Training – Develop the skills to take your career to the next level, with our Into SLT, Aspiring Leaders Programme, Into Deputy and Into Headship programmes.

Real Growth Opportunities – Clear pathways to leadership roles within the Trust.

Ongoing Support & Mentorship – Learn from experienced leaders and gain valuable insights.

Whether you're aspiring to lead or looking to enhance your leadership skills, we provide the tools and support to help you **reach your full potential!**

EQUALITY, DIVERSITY, AND INCLUSION

Our strategy underscores the importance of **weaving equality, diversity and inclusion** throughout all our work. While we acknowledge that there is more to be done in this area, we are committed to the process of inclusion, and the continuing focus on removing barriers to participation and access, alongside the focus on recruitment and support of a diverse workforce.

Become a more diverse organisation at senior levels - We welcome applications from black and ethnic minority candidates who are currently underrepresented.

We always hire on merit – We welcome discussions around flexible working. We believe in the power of our people and their potential to make a positive impact on the lives of our pupils.

Join us in shaping a brighter future for education, where **everyone is valued and empowered** to succeed.

WELLBEING AND SUPPORT

We understand the **importance of taking care of our employees' wellbeing**. We know that the thing that has the biggest impact on people's wellbeing is their leadership, and with that in mind we are focussed on developing our leadership capability across the trust. In addition, we also offer a range of services that are designed to support your health and wellbeing:

Employee assistance programme - A counselling service and legal helplines, fitness and wellbeing support, to gym and retail discounts for you and your family. We strive to ensure your happiness and health in your role. Additionally, our academies have the freedom to offer workload support tailored to their local preferences, which may vary slightly from one location to another.



ABOUT OUR TRUST

The Bishop Fraser Trust was established in December 2017. We came together to support one another and enhance our schools' communities to enable all of our young people to experience **'LIFE IN ALL ITS FULLNESS'** through an excellent education based on our Christian values.

We are dedicated to the Bolton and Bury areas. All our schools can be reached within 20 mins from our Central Office, which is based at Bolton St Catherine's Academy.

Our strategic growth plan aims to expand our primary sector to around 4 / 5 schools in the next few years and establish the primary trust offer. We would also consider further growth in our secondary sector.

Our vision is: allow all young people to experience **'LIFE IN ALL ITS FULLNESS'** (John 10:10), no matter what their starting point. Our Trustees' work focuses on how we operate as a Christian Trust through our four values of:

WISDOM

COMMUNITY

HOPE

DIGNITY

These values are the basis of all decision making and are woven through each of the schools' personal core values. We work collaboratively at all levels: Executive Team, Strategic Leadership Group, Senior Leader Teams, Departmental Hubs and with our large body of associate support staff. What is clear is that together we are stronger. Our teams now share best practice at all levels, benefitting our young people's education, both academically, spiritually and culturally and their own professional development.

Developing our workforce is so important to us. We have a legacy teaching school which we have retained, the Train Teach Lead Partnership (TTLP), a standalone centre based at St James's CE High School with a Director to oversee all aspects. The Director of Teaching and Learning works closely with TTLP. Through TTLP, we support the Trust with:

- Support the training and development of new teachers through our Initial Teacher Training Programme and will continue in partnership with local universities. The Trust successfully appoints ITT candidates, who have completed their training through the TTLP.
- NPQs & Apprenticeships.
- SLT, Trustee, Governor, Middle Leader & Support Staff Training.
- School to school support, both in the Trust and the local area, where we have 50+ SLEs registered.

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton is relatively affordable.

Convenient transportation: Bolton has good transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre.

LIVING AND WORKING IN BOLTON

Affordable cost of living: compared to some of the bigger cities in the UK, the cost of living in Bolton is relatively affordable.

Convenient transportation: Bolton has good transportation links, with easy access to the M60, M61 and M62 motorways and regular train services into Manchester City Centre.



Beautiful green spaces: Bolton has a range of beautiful parks and green spaces, such as Heaton Park, Jumbles Country Park and Rivington and Moses Gate Country Park. These offer an opportunity to escape from the hustle and bustle of daily life, and enjoy nature walks, picnics, or outdoor activities. The local moorland is exceptional.

Cultural attractions: Bolton is rich in industrial history and has several museums, galleries and historical landmarks that showcase this proud heritage. Bolton has an excellent theatre, The Octagon. Manchester offers a huge array of culture and arts programmes. There is also a plethora of eating places, country pubs and activities. Bolton runs the UK Iron Man competitions in July and there is the Food Festival in August.



Academic institutions: There are great links with universities in the area, such as Manchester University, MMU and Salford.

Job Description

Job Title:	Primary Business Support Manager	Department/Group:	Support Staff
Level/Salary Range:	Grade F SCP 17 - 23	Reporting to:	Headteacher and CFO
Contract term:	Permanent Term Time plus 10 days	Hours per week:	37 hours
Safer Recruitment Statement:			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
Vision Statement:			
<i>“To allow all children to experience ‘life in all its fullness’ no matter what their starting point” by:</i>			
<ul style="list-style-type: none"> • Offering a high quality, inclusive and distinctive education • A caring and nurturing environment based on our Christian values • Recognising the unique nature of each child. 			
All staff employed by the Bishop Fraser Trust are required to:			
<ul style="list-style-type: none"> • Uphold and promote the Trust’s vision. • Uphold and promote the Christian ethos of all schools within the Trust. • Support and contribute to the achievement of all students academically and pastorally. • Support and contribute to the Trust’s responsibility for safeguarding all students. • Undertake professional training to enhance personal development and job performance. • Comply with all Trust and individual school policies and procedures, including safeguarding, child protection, health, safety and security, confidentiality and data protection. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members, treating everyone with dignity and respect. • Share best practice, expertise and skills with others. 			
Main Objectives of Role:			
Responsible for the day-to-day management of the school's business operations, including the management of non-centralised finance and HR functions, school administration, and support for estate management; ensuring staff conform to any central policies and procedures and systems as directed by the central trust team.			
Line management of:			
<ul style="list-style-type: none"> • Admin Officer 			
Job Description:			
In carrying out the responsibilities set out below, the Primary Business Support Manager will ensure that there is strict adherence to financial propriety and employment law and support the Headteacher to deliver a financially secure school with a workforce which feels valued and which meets the needs of the school partners and stakeholders.			
Professional judgement and decision-making, including but not limited to:			
<ul style="list-style-type: none"> • Representing the school, being a senior colleague and part of the ‘public face’ of the school team. • Being equipped to exercise considerable initiative with wisdom and minimum guidance in performing all duties of the post, seeking necessary advice where appropriate. • Continuously reviewing, improving or designing key processes, procedures and systems within your role. • Applying a strong sense of vision and commitment to customer service provision and quality assurance. 			

- Undertaking tasks below your paygrade when necessary to role model the desired teamwork ethic, both when urgent or unexpected tasks need to be completed and also when there is a shortfall in staff cover.
- Contributing to and sharing in the corporate life of the school.
- Dealing effectively and calmly with emergencies, should they arise.
- To be available, as required, to access school systems remotely in the event of a school closure or emergency.

Finance Responsibilities:

- To support the management of school expenditure, revenue budgets in accordance with the Trust Handbook, the trust Scheme of Delegation and Financial Procedures Manual.
- To complete finance tasks in relation to month end processes (i.e bank rec, journals, petty cash rec)
- To be confident in the use of accounting systems and payment software.
- To suggest and research opportunities to create budget efficiency savings, working across the trust and in line with trust strategy.
- To ensure orders and invoices are appropriately authorised and completed before forwarding to the central finance team for processing; and undertaking such communications and preparatory work to implement and improve this process.
- The reconciliation of school bank account, ensuring that a reconciliation is undertaken at least once per month in line with the financial procedure's manual.
- Undertaking month end duties in line with the trust timetable.
- Maintaining an assets register of "desirable" assets and feeding information into the central trust asset register (i.e. disposals and year end reconciliation).
- Directing the creation of sales invoices as required by the school.
- Maintaining the petty cash systems for school site and ensuring full disclosure to central team in required format.
- Be a main point of contact for staff and SLT for finance matters on a day-to-day basis.
- To administer the free school meals / pupil premium system so that all identified students are monitored and receive their due entitlement.
- To organise school trips, coaches, minibuses and educational visits (following any central trust policies/procedures).
- To be responsible for the supervision of receipt, balancing and banking of all school meal monies and the administration of the school's cashless catering and on-line payment systems.
- To liaise and provide all information required by the Trust's the finance.
- To support any school claims for insurance and offer advice to staff on the school's insurance policies where necessary.

HR Responsibilities:

- Ensure that staff absence and induction policies and processes are administered in accordance with employment law and with advice from the Trust Central HR team.
- Act as the link person for HR issues within school, seeking advice from the Trust Central HR team as required.
- Ensure the appropriate requisitions and paperwork for adverts for vacancies, appointments and contractual changes are submitted to the central HR team in stated timescales.
- Ensure staff absences are accurately recorded in HR System and that line managers complete return to work interviews.
- Oversight and administration of staff training records.
- Support with the organisation of recruitment interview processes in your school, including, arrangement of rooms and refreshments, and employment checks.
- Ensure annual safeguarding and other self-declaration forms/ staff privacy notices etc. are issued, completed, returned and filed on personal files.
- Ensure the single central record is maintained and kept updated for any new staff, leavers, governors, supply and agency staff and other regular visitors.

- Ensure the correct authorisation and processing of any staff additional hour claim forms and liaise with payroll to resolve any staff payroll queries.
- Assist in the completion of annual school workforce census.

Catering:

Premise's Responsibilities: -

Liaise with the Site Manager regarding: -

- Letting of school premises with particular regard to value, income generation, health and safety requirements, effective use of the school buildings and its grounds and impact on the organisation of the school.

Health and Safety Responsibilities:

(In liaison with the site manager)

- To support with the health and safety issues specific to the school and know how they relate to students, staff, visitors and contractors, complying with requirements for Health & Safety at Work Act and other legislation.
- To report health and safety concerns to the headteacher.
- Act as the school's Health & Safety Co-ordinator and Fire Officer and lead on the fire evacuation and emergency invacuation procedures.
- Take responsibility for the induction of new staff on health and safety matters.
- Work within trust systems or procedures as directed.
- Act as a fire warden in the event of an evacuation; co-ordinate all evacuation reports; liaise with external monitoring parties and the fire brigade where necessary. Including playing a lead role in the invacuation procedure.
- Coordinate school events.

Other Responsibilities:

- Establish good working relationships with outside agencies as necessary.
- Attend SLT meetings as required to report on matters pertaining to your areas of responsibility.
- Attend relevant LGB meetings providing reports as required.
- To support with morning, break and lunchtime duties as directed by the Headteacher.
- Support the headteacher with attendance management by processing necessary paperwork.

Administration:

- Line management of the admin officer.
- Participate in the recruitment of administration colleagues.
- Ensure regular team briefings take place.
- Take a lead role in the development and maintenance of records and information systems.
- Be responsible for completion and submission of forms, returns etc. including those to outside agencies e.g., DfE
- Manage MIS usage from an administrative perspective.
- Be responsible for the selection, purchasing and management of resources.
- Administratively, with the support of the Trust finance team, manage service contracts.

Communications:

- Play a key role in the communication of finance procedures and protocols to the staff body.
- Be responsible for ensuring staff have the relevant training on finance systems to be confident and proficient in its use.
- Ensure that contact with a wide range of people is courteous, supportive and professional, and that complex queries and potential conflict situations are well-handled.

- Oversee and deal with staff queries, deciding on what action needs to be taken and seeking advice from the CFO/Head of HR as required.
- Foster effective and developing relationships with the wider community, other schools and external organisations.

General responsibilities:

- Meet regularly with the Trust Finance Team and Headteacher
- Any other duties as reasonably required by the CFO/Headteacher.

All staff at the Bishop Fraser Trust will:

- Seek to be positive and build up the common good through their own individual contribution to the life of their school.
- Offer ideas and suggestions for making things better.
- Engage actively in the appraisal and performance review process.
- Seek to develop a better work/life balance.
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

If appointed, the successful applicant must be aware that the principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required.

This job description is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

Last Updated: April 2026

Person Specification

Categories	Essential / Desirable
Professional values and practices of The Bishop Fraser Trust	
Ability to build and maintain successful relationships with students, treat them consistently with respect and consideration and demonstrate concern for their development as learners.	E
High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.	E
Commitment to the Trust's Christian ethos and educational purpose, demonstrating and promoting the positive values, attitudes and behaviour they expect from the students with whom they work.	E
Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.	E
Able to liaise sensitively and effectively with parents and carers, recognising their role in student learning.	E
Able to improve their own practice through evaluations and discussions with colleagues.	E
Flexible, with an ability to be able to embrace and generate change.	E
Personal Qualities	
Strongly self-motivated and personal resilience, persistence and perseverance.	E
High levels of personal integrity, discretion, honesty, reliability and self-awareness.	E
Presence, dynamism, good sense of humour and approachability.	E
Conscientious and diligent work ethic.	E
Strong intellect underpinned by a clear moral compass, instinct and intuition.	E
High standard of personal presentation with an excellent attendance and time-keeping record.	E
Exacting standards, with high levels of attention to detail and accuracy.	E
Patience, kindness and understanding.	E
Professional Dispositions	
Pro-active in using initiative.	E
The ability to meet and greet visitors, staff and students warmly, confidently and professionally, focusing on meeting customer needs and satisfaction.	E
Maintains a positive outlook at work.	E
Willingness to take a hands-on approach as necessary.	E
Flexibility, on occasions and within reason, in approach to working hours.	E
Qualifications	
5 GCSEs or equivalent A*-C, including Maths and English at C grade or higher.	E
Finance experience in a work environment.	E
Willingness to train as a Fire Warden and First Aider if required.	E
Relevant Finance or Business Qualification at Level 4 (e.g., fully AAT qualified or diploma for school business managers) or part qualified and willing to work towards qualification or qualified by experience.	D
An awareness and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding.	E
Leadership and Management	
Ability to develop others and motivate staff to drive outcomes for all learners.	D
Experience of being involved in curriculum design that meets the needs of all learners.	D

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Categories	Essential / Desirable
Evidence of helping to produce development plans.	D
Evidence of improving and sustaining achievement and progress for all.	D
Experience	
Of working in a financial background (ability to set significant budgets, monitor and forecast spend, and highlight variances from budget).	D
Working within a Scheme of Delegation/ Financial Procedures Manual; challenging spending plans; being able to raise concerns to the CFO.	D
Working to HR procedures and knowing when to involve more senior staff/central HR teams.	D
Experience within a similar role in the education/business sector.	E
Good IT skills including the use of intermediate level functions of Microsoft Excel and ability to use finance system (e.g. PS Finance), to be able to interrogate data, produce reports and present to a wide range of audiences.	E
Skills and Knowledge	
Strong initiative, analytical, problem-solving and strategic thinking skills; able to think laterally and to accurately anticipate intended (and potential unintended) consequences of differing courses of actions.	E
Excellent organisational and planning skills, demonstrated flexibility in order to achieve targets.	E
Be able to produce information required centrally for month and year end financial returns.	E
Be aware of Audit demands and the necessity for financial compliance to the organisation's financial regulations.	E
Be able to produce accurate management reports and statistical analysis suitable for a range of stakeholders including non-financial managers.	E
To understand how to operate under agreed financial systems and procedures especially relating to procurement, order processing, sales invoices, inventory, external grant funding, bank accounts, cashless catering, budgeting and cash flow monitoring, lettings and income generation (although many of these activities are controlled by the central team).	D
Be able to streamline processes and identify and implement continuous improvement.	E
Excellent communication and interpersonal skills to engage colleagues at all levels, including those without financial expertise.	E
Able to work constructively as part of a team, understanding school and trust roles and responsibilities and your own position within these.	E
Able to manage staff and having the ability to persuade, motivate, negotiate and influence.	E
General knowledge and understanding of operational business management including finance, HR, Health and Safety and Site Management.	D
A good understanding and ability to work within the rules of relevant policies, legislation and good practice relating to schools, particularly Data Protection, Child Protection and Safeguarding.	E
Safeguarding of Children and Young People	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E