



School Business Manager Job Pack

Billesley Primary School & Tiverton Academy



B13 / B29

Salary: Grade 5 (£42,840 - £51,357 FTE per annum)

Contract: Permanent, Full-time, 52 weeks per year

Application deadline: 3.00pm Friday 20th Feb



Welcome from Hugh Greenway, Chief Executive Officer

The Elliot Foundation is a successful, charitable multi-academy trust specialising in primary academies. We consist of 36 schools spread across 3 different regions in the UK (London, East Anglia and the West Midlands) and a Head Office based in central London.

The simple fact that you are considering a job with the Trust makes you one of the good guys. On behalf of the thousands of children currently in Elliot Foundation schools and those children yet to join us, thank you. Without people like you, there would be no future for our society or our world. You can play a pivotal role in growing a multi academy trust which supports schools to develop not just children's skill sets but their lifelong attitudes to learning and even their moral compass.

Working with The Elliot Foundation will mean you will be given continuous opportunities to challenge and develop your skills and work with a variety of experienced and skilled colleagues. If you have the ambition for yourself and the staff and children in our care, we will take you as far and sometimes further than you believed possible. I look forward to working with you.





Welcome from Karl Rogerson, Principal, Billesley Primary School

Billesley Primary School is committed to achieving excellence in all aspects of school life. Our vision is to inspire our children to succeed, create excitement for learning and so achieve excellence.

I am proud to be the Principal here. We have a strong belief in the importance of determination, perseverance, teamwork and trust, and we are committed to challenging inequality in any form through an inclusive ethos.

We are committed to making each child's experience at school unique and for personalising everything we do to best meet the needs of our children and our community. This means that our priority is to ensure the highest possible standards of teaching, learning and achievement across the school.

Our aim is to make learning enjoyable, allowing every individual to achieve their best and to nurture their talents, as well as giving them safety, security and the skills they will need to be active, responsible citizens and happy, caring adults in the future.

The school is at the heart of the local community and we work in close partnership with local organisations, creative practitioners and local residents to ensure that our children get the highest quality education so that they will continue to enjoy learning throughout their lives.

The school is an academy within the Elliot Foundation with a common desire to learn from each other, share best practice and collaborate to ensure the highest outcomes for our children.

We know you'll enjoy finding out about Billesley Primary School and all the wonderful experiences and opportunities it offers.



Welcome from Tracey Dunn, Principal, Tiverton Academy

Tiverton Academy is part of the Elliot Foundation Academies Trust. Our school serves a vibrant, diverse community in the heart of Selly Oak, Birmingham.

We are extremely proud of our children who are resilient life long learners who absolutely love attending school.

In school we work closely together to provide a rich educational environment, which values the positive aspects of living in the culturally vibrant city of Birmingham.

We have high expectations of ourselves and each other and aim to strive to be 'the very best we can be'

One School, Many Talents



Elliot Foundation



Elliot Foundation values



Put children first



Be safe



Be kind & respect all



Be open



Forgive



Make a difference

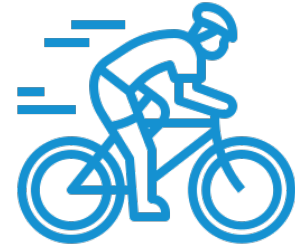
Staff benefits



Networking & collaboration opportunities



Free flu jab



Cycle and tech salary sacrifice schemes



Generous pension scheme



Free eye tests



L&D opportunities

About Billesley & Tiverton



This three-form entry school is dedicated to achieving academic excellence through a personalized and inclusive approach to learning. Driven by values of perseverance and teamwork, the school fosters a safe, community-focused environment that prepares students to be responsible and happy citizens. As part of the Elliot Foundation and EEF Research School Network, it balances high-quality teaching with a commitment to continuous improvement and collaborative professional growth.



Tiverton Academy is a one-form entry primary school in Selly Oak, Birmingham, that has been part of the Elliot Foundation since 2013. The school is dedicated to an "Achievement for All" philosophy, using a creative curriculum to inspire students and help them discover their unique talents in areas like the arts and sports. Known for its strong pastoral care and warm relationships between staff and pupils, Tiverton focuses on raising academic standards while nurturing happy, active, and successful citizens.

About the role



Job Purpose

To provide strategic professional leadership and management of the business functions across **Tiverton Academy** and **Billesley Primary School**.

You will operate as the main operations lead supporting the Senior Leadership Team (SLT) at both schools, ensuring that the distinct operational needs of a large 3-form entry academy (Billesley) and a close-knit 1-form entry academy (Tiverton) are met.

Supported by the Trust's central infrastructure, you will act as the main overseer and driver behind the operations of both academies, ensuring that financial, human, and physical resources are deployed effectively to support the educational vision while ensuring the schools remain both inviting and secure.

Key Priorities

- **Strategic Partnership:** To work with the Principals to ensure financial and operational decisions support the Academy Improvement Plan (AIP) and curriculum delivery.
- **Financial Probity:** To maintain financial control and accurate forecasting, highlighting the key risks to financial balance.
- **Operational Leadership:** To lead diverse support teams (Admin, Estates, Catering, Lunchtime Supervision) across two sites, adapting your leadership style between strategic oversight (Billesley) and more hands-on management (Tiverton).
- **Compliance:** To act as the gatekeeper for Health & Safety, Single Central Record (SCR) compliance, and GDPR.

About the role



Duties and Responsibilities

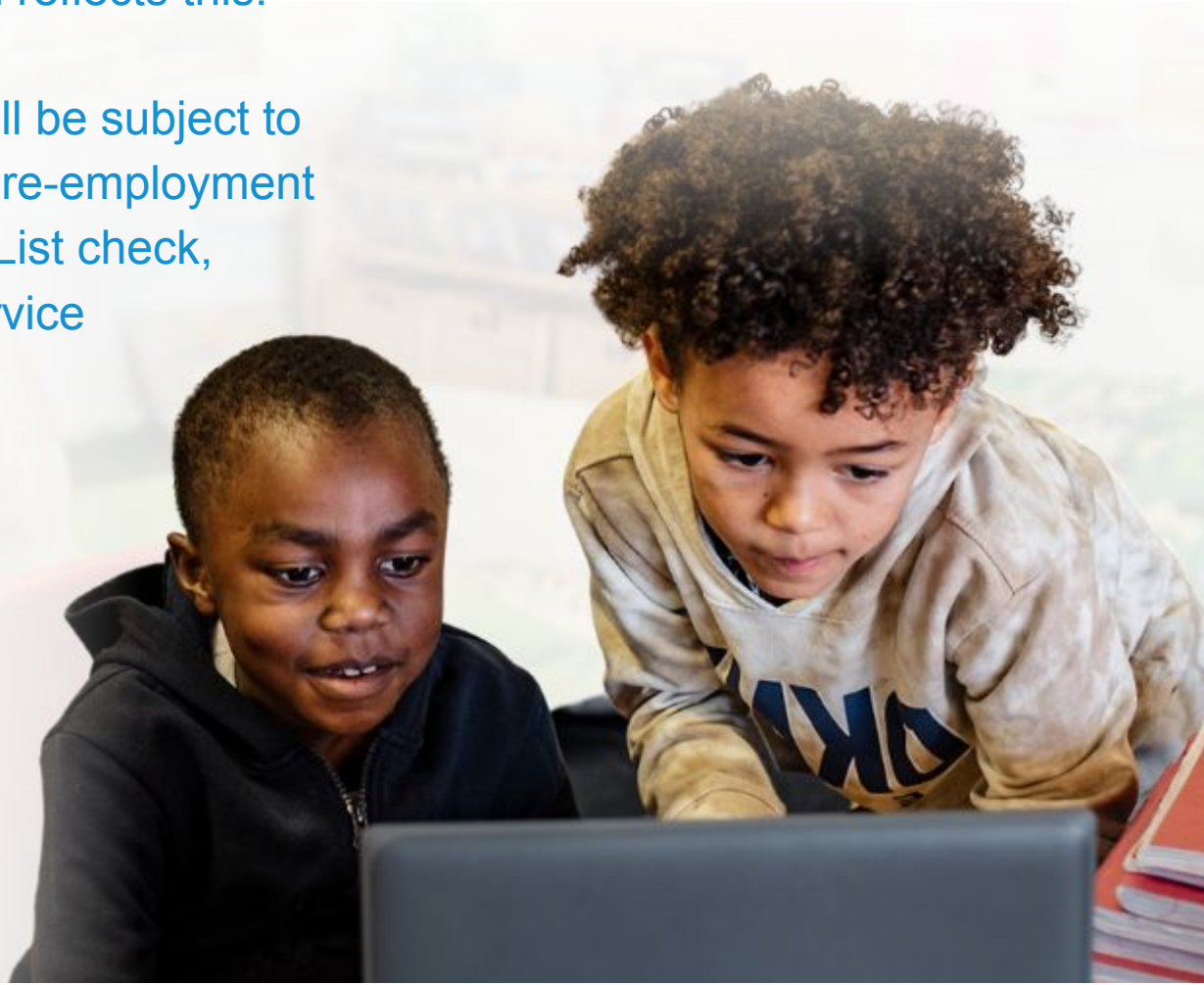
- **Strategy & Financial Management:** Lead annual zero-based budgeting and income generation for both schools. Ensure resource efficiency and "Value for Money" through Trust contracts, while providing accurate monthly forecasts and maintaining audit compliance.
- **Operational Leadership:** Provide strategic oversight for Billesley's teams and hands-on leadership for Tiverton's staff and catering contracts. Support the Trust's "Google First" ICT strategy, managing hardware refreshes and local data protection (GDPR).
- **HR, Payroll & Administration:** Manage all HR administration, ensuring the iTrent system is the accurate source for staff data and contract changes. Act as the payroll gatekeeper to prevent errors and oversee the Single Central Record (SCR) to ensure rigorous safeguarding compliance.
- **Estates, Health & Safety:** Maintain "Safe, Warm, Dry" facilities by managing local H&S compliance and capital spending. Drive the Trust's sustainability agenda through local energy-saving behaviors and decarbonization efforts.
- **Leadership & Collaboration:** Directly lead and appraise support staff across both schools to foster professional development. Collaborate with Trust Business Partners (HR, Finance, Estates) to resolve complex issues through the central support network.

Safeguarding checks

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this.

Appointment to this post will be subject to satisfactory safeguarding pre-employment checks including a Barred List check, Disclosure and Barring Service check, and references.

Please note, it is a criminal offence to apply for this post of employment if you are barred from working with children and young people.



Application

Before you apply:

Read the job description: [Please click here.](#)

Visit the Elliot Foundation website: www.elliottfoundation.co.uk

Visit the school websites: www.billesley.bham.sch.uk /
www.tivertonacademy.org

Important dates:

Application deadline: 3.00pm Friday 20th February

Interview day: Friday 27th February 2026

How to apply:

Please complete the [application form](#) and send this, along with a covering letter of no more than 2 sides of A4 setting out why you would like to join us, to Rida Begum, HR Administrator at recruitment@elliottfoundation.co.uk

