Watergrove Trust

Providing more

School Business Manager

November 2026
Grade 9 - Term Time Only + 3 weeks

Sandbrook Community Primary School, Hartley Ln, Rochdale, OL11 2LR

THE CHURCH OF ENGLAND
Diocese of Manchester

Contents

Page 3. Advertisement & Application Details

Page 4 - 6. Job Description: School Business Manager

Page 7. Person Specification

Page 8. Staff Wellbeing, Benefits & Life at Watergrove

Advertisement & Application Details

School Business Manager (Level 3)

Grade & Band: Grade 9
Hours: 36.25 hours per week, working TTO + 3 weeks
Location: Initially based at Sandbrook Community Primary School, Rochdale
Accountable to: Headteacher
Accountable for: Support Staff Teams (Admin, Finance, Premises, Technicians, Catering, Medical, Pastoral)
Special conditions: Enhanced DBS clearance; full driving licence with business insurance; requirement to attend out-of-hours events and governing board meetings.

Welcome & School Culture

Thank you for your interest in the position of School Business Manager (Level 3) at Sandbrook Community Primary School, part of the Watergrove Trust family.

Sandbrook community is a warm, ambitious and inclusive primary school serving families in the Rochdale Borough. We are intentional about culture and about enabling our staff to flourish.

Our school principles guide all that we do:

- **The Motto:** *"A place for everyone to grow and achieve."*
- **Three Pillars:** The school's foundational principles are built upon three core values: **Respect, Honesty, and Love**.
- **Individual Focus:** Staff maintain high expectations for all children, intentionally treating each student as a unique individual to cultivate self-belief and long-term relationships.

Values and Behaviours

Our mission is to be ever **"Providing more"** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependency within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

How to Apply?

To apply, please complete our online application form using the person specification to help guide you to demonstrate how you meet the criteria for the post.

Application Deadline: Monday 2nd November at 11.59pm.
Interviews: Monday 9th November

Job Description: School Business Manager Level 3

Main purpose of the Role:

The postholder must:

- Be responsible for the strategic planning, development, and delivery of the overarching support functions of the school. The School Business Manager leads business functions—including financial management, people (HR), estates, health and safety, compliance, and administration—enabling senior leadership to focus on teaching and learning while ensuring operational efficiency and financial probity.
- Perform his/her duties in accordance with the Equal Opportunities Policy.
- Ensure that the Trust's commitment to public service orientation and care of our customers is provided.
- Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties

1. Strategic Leadership, Governance & School Improvement

- SLT Contribution: Act as a proactive member of the Senior Leadership Team (SLT), contributing to whole-school strategy, operational planning, school improvement priorities (SIP), and organisational development.
- Governance Advisory: Attend Governing Board and committee meetings to present strategic reports, provide expert advice on statutory legislation (finance, HR, H&S, data protection).
- Data Analysis & Benchmarking: Analyse, benchmark, and present financial, operational, and administrative data to SLT and Governors to drive informed decision-making.
- Marketing & Communications: Implement a cohesive marketing strategy utilising the school website, open events, signage, and community communications to promote pupil admissions and stakeholder engagement.

2. Financial Resource Management & Procurement

- Trust Financial Collaboration: Collaborate closely with the Watergrove Trust central team on accounting policies, financial strategies, and regulatory reporting.
- Budgeting & Strategic Forecasting: Formulate realistic, balanced annual budgets and a strategic 3 year financial plan aligned with the School Improvement Plan and headcount projections.
- Budgetary Control & Accounting: Manage the school accounting function, monitor spend against budgets, identify variances, implement prompt corrective action, and work with the central team to provide regular management accounts.
- Internal Controls & Statutory Returns: Implement and financial control procedures (cash handling, ordering, payments) and ensure timely submission of monthly returns.
- Payroll Oversight: Oversee central payment systems and monthly salary reconciliations against established pay scales and overtime claims.
- Income Generation & Grants: Maximise income through lettings, sponsorships, and fundraising; lead external grant and funding bid applications.
- Procurement, Best Value & Due Diligence: Secure Best Value across all procurement; work with the central team to manage the estate and capital projects.

3. People & Associate Staff Leadership:

- Trust HR Alignment: Partner with the central Trust People team regarding employment law compliance, HR policy implementation, union liaison, and complex staffing issues.
- Support Staff Leadership & Structure Review: Strategically lead, deploy, and line manage associate staff teams (admin, finance, premises, catering, and pastoral staff). Periodically review the associate staffing structure to ensure effective deployment and financial efficiency.
- Performance Management & Development: Act as an appraisal Team Leader, conducting review, identifying skill development needs, and supporting profession al wellbeing.
- Recruitment & Onboarding: Lead end-to-end recruitment administration for teaching and associate staff, from vacancy posting to issuing contracts and conducting inductions.
- People (HR) Compliance & SCR: Ensure Trust policies are followed . Verify pre-employment checks and collaborate with the central team to maintain a fully compliant Single Central Record (SCR).

4. Behaviour, Pastoral Alignment & Community:

- Pastoral Alignment: Support wider pastoral and pupil behaviour frameworks, ensuring operational structures maintain a calm, orderly, and nurturing school environment.
- Stakeholder Engagement: Work collaboratively with staff, pupils, parents/carers, and external agencies to cultivate an inclusive, welcoming school community.

5. Administration, ICT & Data Governance:

- Administrative Function Design: Design, maintain, and continuously review the administrative function to optimise whole-school operational efficiency.
- Statutory Returns & Census: Oversee statutory data collection and submissions, including the School Census.
- ICT Strategy & Technology Integration: Monitor technology developments to enhance business efficiency, digital learning, and staff wellbeing.
- Digital Presence & Compliance: Oversee the school website and digital platforms, ensuring statutory information and disclosures are accurate and routinely updated.

6. Estates, Health & Safety, Risk and Compliance:

- Estates & Facilities Management: Oversee management of the school site, grounds, boundaries, and buildings, including planned maintenance, capital works & energy sustainability.
- Health & Safety Leadership & Staff Training: Develop, implement, and review written H&S policies; oversee hazard risk assessments; organise mandatory H&S training for staff; report safety metrics to SLT, Governors, and the HSE.
- Fire Safety & CCTV Compliance: Cooperate with Fire Services, maintain escape equipment, log regular drills, and ensure legal compliance of site CCTV systems.
- Risk Register & Business Continuity: Maintain and update the formal Risk Register; lead loss prevention strategies; maintain Critical Incident and Business Continuity plans.
- Data Protection (GDPR): Lead operational GDPR compliance, managing Subject Access Requests (SARs), ensuring data security, and liaising with the Data Protection Officer (DPO).
- Safeguarding & Site Control: Cultivate a proactive safeguarding culture across operations, ensuring strict visitor/contractor site access controls and inspection readiness.

Secondary & Trust-Wide Responsibilities:

- Professional Standards: Uphold professional standards and ethical principles in all interactions with colleagues, pupils, families, and community partners.
- Cross-Trust Collaboration: Work collaboratively across Trust schools, participating in professional development networks, sharing best practice, and supporting cross-Trust initiatives.
- Professional Development: Actively participate in training programmes as both trainee and facilitator.
- Mobility & Transport: Maintain a valid driving licence and business vehicle insurance for occasional cross-site duties.
- General Duties: Undertake duties of an equivalent nature as determined periodically by the Headteacher.

Postholder Signature: _____ Date: _____

Person Specification

Essential:

- GCSE English and Mathematics at Grade A*-C / 9-4, or Level 2 equivalent in Literacy & Numeracy
- A relevant qualification (e.g. Business & Admin, AAT Diploma, CIPD HR Diploma, NCSL SBM Diploma)
- Experience of financial management, budget compilation, cash handling, and account preparation
- Experience of designing, operating, evaluating, and developing administrative systems
- Experience of line managing, motivating, and developing multi-disciplinary teams
- Experience of handling people processes, recruitment administration, and statutory staffing compliance (SCR)
- Competence in ICT systems (e.g. Google Suite, financial software, MIS)
- Strong analytical skills to interpret complex data and solve problems creatively within policy guidelines
- Ability to plan strategically while efficiently managing competing operational demands under pressure
- Excellent communication and interpersonal skills, with the ability to influence and negotiate
- Understanding of safeguarding principles, child protection, and confidentiality / GDPR compliance
- Ability to develop, implement, and review school policies in light of statutory advice
- Commitment to the vision, values, ethos, and inclusion standards of Sandbrook and Watergrove Trust
- High level of personal integrity, discretion, loyalty, and ethical standards
- Compassionate, approachable, and student-focused mindset (“heart for supporting children”)
- Ability to converse at ease with stakeholders and deliver advice in accurate spoken English
- Willingness to attend out-of-hours events, governor meetings, and participate in ongoing CPD

Desirable:

- Degree or Diploma in School Business Management (or specific SBM Level 4/6 qualification)
- Direct experience working within a school, academy, or Multi-Academy Trust (MAT) environment
- Experience using school Management Information Systems (Arbor) or education finance systems
- Experience overseeing premises maintenance, facilities, H&S compliance, and external contractors
- Working knowledge of relevant legislation across Finance, Personnel, Estates, H&S, and Building Control

Staff Wellbeing, Benefits & Safeguarding

What We Offer You

At Watergrove Trust, we take pride in supporting our workforce and creating an environment where staff thrive:

- Pension: Local Government Pension Scheme (LGPS) with attractive employer contribution rates (up to 21.4%).
- Healthcare Support: Access to SmartClinic occupational health services and wellbeing support.
- Cycle to Work Scheme: Tax-efficient transport options.
- Family Friendly: Generous approach to flexible working policies (#Happytotalkflex).
- Professional Development: Continuous access to funded training, certifications, and career progression across our multi-academy trust.

Safeguarding & Equal Opportunities

- Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Clearances: Appointment to this post is subject to an Enhanced Disclosure and Barring Service (DBS) check and satisfactory pre-employment references.
- Diversity: We value diversity and ensure that no candidate or employee receives less favourable treatment on the grounds of age, sex, race, disability, sexual orientation, religion, or belief.