



School Business Manager

Candidate Pack

October 2025

Our Schools

Asterdale Primary School
Beaufort Primary School
Borrow Wood Primary School
Cherry Tree Hill Primary School
Oakwood Junior School
Portway Junior School
Springfield Primary School

October 2025

Dear Applicant,

Thank you for your interest in the position of School Business Manager (SBM). This is an important role. As a Trust, we value the work of SBMs. While some MATs have removed, or reduced the SBM role, in Odyssey the role is considered a vital part of each school's leadership as well as having an influence on schools across the Trust.

Following the promotion of the School Business Manager at Asterdale and Oakwood Juniors to the role of Chief Finance Officer, we are looking to appoint either:

- **One School Business Manager** (4 or 5 days a week) to work across both schools, or
- **Two Business Managers** (2 or 2.5 days per week each) to support one school each

We welcome applications from both full-time and part-time candidates and those interested in working in one school, or both. The successful candidate will work closely with the Headteacher, Central Team, and other SBMs across Odyssey Collaborative Trust to ensure our schools operate efficiently, remain compliant, and maintain a clear focus on delivering the best possible educational experiences for our pupils. This is an exciting time to join us, as we continue to build on the success of our existing schools while welcoming new opportunities for growth.

Odyssey Collaborative Trust was established to foster collaboration, support, and challenge among Derby's schools, while allowing each to retain its unique identity and strong ties to its local community. From the outset, collaboration has been at the heart of our ethos—sharing expertise and learning from one another to strengthen outcomes for all. Our aim is to ensure our children, colleagues and community thrives.

We are the largest Derby-only Trust in the city of Derby, comprising seven schools: Asterdale, Beaufort, Borrow Wood, Cherry Tree Hill, Oakwood Juniors, Portway Juniors and Springfield. All schools are located close to one another enabling strong partnerships and shared working practices.

We are committed to promoting diversity and inclusion and warmly welcome applications from candidates whose personal qualities and values align with our person specification, and whose experience equips them to meet the requirements of the role. We encourage applications from all backgrounds, regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

To learn more about our vision, ethos, and values, please visit our website at www.odysseyct.org.uk.

Yours sincerely
Ian Dewes
CEO

Odyssey Collaborative Trust is registered with Companies House: 11697576
Registered Head Office: The Hub | Borrowash Road | Spondon | Derby | DE21 7PH 01332 929295

CEO | Ian Dewes CFO | Nicola Duckworth COO | Anita Breeze
Chair of Trustees | Philip Storer

Advert

Position	School Business Manager
Starting Date	December 2025 (or as soon as possible)
Annual Salary	Grade J - Scale 30-34, £39,513 - £43,693 per year (pro rata)
Contract Type	Permanent
Hours & Contract Type	Full Time or part-time (minimum of two days a week) 41 weeks (Term-time + 2 weeks)
Location	Asterdale Primary School and Oakwood Junior School
Closing date	Monday 10 th November 12pm (midday)
Interview date	W/C Monday 17 th November

Odyssey Collaborative Trust is seeking to appoint a highly motivated and experienced School Business Manager to support two of its schools: Asterdale Primary School and Oakwood Junior School.

This role offers flexibility, with the option to work:

- Full-time (37 hours per week) across both schools, or
- Part-time (2 or 2.5 days per week) supporting one school.

Odyssey Collaborative Trust is a locally focused and proactive organisation comprising seven primary schools, all situated to the north and east of Derby. The schools are located close to one another, enabling strong collaboration and shared values across the Trust.

You can find out more about what makes us unique [here](#).

Key Responsibilities:

- Lead and manage the school's administrative team, promoting a collaborative and accountable working environment
- Provide administrative and strategic oversight across key operational areas: Finance, HR, IT, Health & Safety, Premises, Facilities, and GDPR
- Ensure smooth and efficient office operations aligned with the school's values and priorities
- Drive continuous improvement and build team capacity to support school effectiveness
- Maximise the use of resources to support the school's development plan
- Ensure compliance with statutory regulations and deliver high standards of customer service

If you'd like to discuss the role in more detail or have any questions please contact our Chief Operations Officer Anita Breeze on 07563025205 or email a.breeze@odysseyct.org.uk. Or Ian Dewes, Chief Executive Officer on 07708 475638 or email i.dewes@odysseyct.org.uk.

To apply, please complete the attached Application form and return to enquiries@odysseyct.org.uk

The Odyssey Collaborative Trust and its schools are committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education.

We are committed to equality of opportunity in employment and services

Job Description

Job Title:	School Business Manager
Grade:	J
Contract / Hours:	Full or part-time to be negotiated with candidate Term time plus 10 days (41 weeks per annum)
Responsible to:	Headteachers, Senior Leaders and the Central Team
Responsible for:	Administrative staff, Site Manager, Mid-day Supervisors, Cleaning Staff (where applicable)
Manager:	Headteacher

PURPOSE:

The Business Manager will provide strategic and operational leadership across the school's administrative and business functions, ensuring that all systems run efficiently and align with the school's values and priorities.

This role involves leading the administrative team by setting clear expectations, delegating responsibilities effectively, and fostering a collaborative, supportive, and accountable working environment. A key focus will be on building team capacity, driving continuous improvement, and ensuring that administrative services contribute positively to the school's overall effectiveness.

The Business Manager will have administrative and strategic oversight of key operational areas including:

- **Finance**
- **Information Technology**
- **Human Resources**
- **Data Protection (GDPR)**
- **Premises and Facilities Management**
- **Health & Safety**

They will ensure the optimal use of resources to support the school's development plan and will be responsible for ensuring that all business management functions operate in compliance with statutory regulations, while maintaining high standards of customer service.

MAIN DUTIES AND RESPONSIBILITIES

FINANCIAL MANAGEMENT

- To prepare school annual budgets, in liaison with headteachers, for submission to the Governing Boards and to provide specific expertise and advice in long-term financial planning.
- To prepare and present financial statements and reports in accordance with requirements, including clear and informative presentations to the Governing Boards, committees and the School Leadership Teams.
- To advise school budget holders and ensure that budgets are monitored and managed effectively.
- To investigate and report reasons for significant variances of actual income and expenditure to budgets, producing monthly reports for the headteacher and CFO.

- To identify and pursue sources of funding, sponsorship and grants and, in conjunction with the CFO, to write bids for funding as required by outside bodies.
- To benchmark financial spending and report to governors.
- To support the administration team within school to ensure all audit requirements are complied with and month-end/year-end financial routines and deadlines are adhered to.
- Attend meetings of the full governing boards relating to budget setting or other key functions of the school business manager role.
- **Oversee the procurement of goods and services**, including obtaining quotations, negotiating prices, and ensuring all orders, deliveries, and payments comply with the management of financial practices and resources effectively (SRMA).
- **Work with the Headteacher and CFO to forecast future-year budgets**, ensuring the staffing structure aligns with projected pupil numbers to support financial sustainability and minimise any risk of redundancy.
- Monitoring of all expenditure to ensure it's used for the purpose intended, including use of credit card expenditure, ensuring timely reconciliations and that spending decisions represent value for money in line with the requirements of Academy Trust Handbook.

IT

- To assist in the implementation of the Trust IT Strategy, liaising with IT contractors and SLT, to co-ordinate planning for the effective provision of ICT resources including hardware, software, the website, learning platforms, reprographics and telephone systems.
- To ensure the inventory of equipment is maintained and that processes are in place to add/remove items.
- Ensure staff are informed of the Trusts IT Acceptable Use policy and that measures are in place to promote awareness and best practice in cyber security.
- Work in conjunction with IT Technician/support to ensure filtering and monitoring audits are undertaken at school level.

HUMAN RESOURCES

- To ensure all relevant HR policies, legal and regulatory procedures are in place and read and understood by the relevant members of staff.
- To take advice from and liaise with the Trust Central Team and HR Support provider to ensure HR issues are managed effectively and are compliant with Trust policies and relevant statutory/regulatory guidance.
- To support the Headteacher in the recruitment, performance management, discipline and development of staff as required.
- To support the Headteacher to ensure safer recruitment policies and practices are implemented, monitored and reviewed, and responsibilities including, SCR, DBS checks and personnel files compliance.
- To ensure appropriate procedures and arrangements are in place for successful induction of new staff and effective well managed exit processes for staff that are leaving, including the completion of exit surveys.
- To ensure that all staff records are accurate and that contract changes, absence information and any other HR related details are processed, recorded and reported correctly, with supporting documentation where relevant.
- Approve the school payroll on a monthly basis, ensuring that all contract changes, starters/leavers and pay increments are accounted for.

GDPR
• Implement the advice and guidance from the Trust Data Protection Officer to ensure compliance with data protection legislation and to support the school community in understanding its responsibilities. • Attend regular GDPR sessions to remain up to date with statutory requirements and ensure school-level processes are effectively implemented and kept up-to-date. • Manage and maintain the GDPR portal to provide accurate evidence of the school's compliance.
PREMISES & FACILITIES MANAGEMENT
• To consult with the Headteacher, COO & CFO ensuring that an appropriate programme of capital improvements, of planned maintenance and decoration, and of security and cleaning is in place and is being carried out in line with GEMs Strategy. • To oversee premises related projects, ensuring that all necessary paperwork is in order and permissions granted. • To deal with all external contractors delivering services to the school and provide the necessary information required for all aspects of tendering. • Serve as the primary point of contact for all school and trust contracts, including cleaning, catering, and IT services—representing the school at review meetings as required to ensure contracts are delivered effectively, meet agreed standards, and remain financially and operationally viable. • Oversee the management of school lettings, ensuring that they comply with legal obligations, including Health & Safety and safeguarding legislation and that all required documentation such as first aid certification and insurance certificates are provided and kept up to date. • Oversee the operation and effectiveness of the Business Management Every system, ensuring that all school property maintenance and compliance checks are accurately scheduled, recorded and monitored and fully meet statutory and best-practice standards • Work collaboratively with the school's Sustainability Lead to develop and review a school climate action plan. Manage the school's environmental impact, monitor and reduce wastage and consumption, utilising the Energy Sparks software to align with and support the DfE's Sustainability and Climate Change Strategy.
HEALTH AND SAFETY
• Keep all school Health and Safety policies under regular review, ensuring that required procedures are in place, clearly communicated, and consistently observed. • Attend and contribute to termly meetings with the Health and Safety Advisor, supporting the Headteacher, Site Manager, and administrative staff in implementing any recommended actions or remedial measures. • Support the Headteacher in managing asbestos within the school, ensuring contractors are fully informed of any asbestos-related risks when attending the site. • Regularly maintain and update the School Asbestos Management Plan in collaboration with the Site Manager.
OTHER
• Provide flexible and collaborative support to the Trust Central Team, Headteacher, and Senior Leadership Team, contributing to projects and ad-hoc work as required. Work closely

with the Central Team and other School Business Managers to ensure the efficient delivery of services across the Trust.

- **Commit to continuous professional growth** by participating in relevant training, performance reviews, and development activities, ensuring skills and knowledge remain current and contribute to the effectiveness of the role and the wider Trust.
- **Play an active role in the marketing and promotion of the School and Trust**, contributing to initiatives that enhance their reputation, showcase achievements, and strengthen engagement with parents, prospective families, and the wider community.
- **Lead by example as a positive and collaborative team member**, demonstrating integrity, mutual respect, and a commitment to high professional standards. Foster an inclusive and supportive working environment, maintaining open and effective communication with colleagues at all levels within the school.
- Other duties agreed from time to time as agreed with the Headteacher/Central Team
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal
- Responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

ADDITIONAL SECTION - FOR AN SBM WORKING ACROSS MORE THAN ONE SITE

- Provide strategic leadership of business and operational functions across both schools, ensuring consistency, efficiency, and compliance.
- Delegate day-to-day administrative tasks to the Office Manager, reducing operational workload while maintaining oversight and accountability.
- Monitor and support the Office Manager to ensure delegated duties are carried out effectively, addressing issues promptly where required.
- Balance priorities between both schools, ensuring equitable allocation of time, resources, and support.
- Establish clear communication and reporting structures across both sites to maintain strong operational management.
- Oversee the development and performance of administrative teams in both schools, ensuring staff are well supported, trained, and managed.
- Drive collaboration between both schools' support staff to share best practice and streamline processes.

GENERAL

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the schools and Trust are met. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times

Person Specification

	Essential	Desirable
Qualifications and Training	The successful candidate will have: • A Diploma/Level 5 in School Business Management or equivalent/higher business qualification - Or alternatively, substantial Business Manager experience in a school setting.	The successful candidate may have: • A degree in a relevant subject • A financial qualification • IOSH Managing Safely Certificate* • Safer Recruitment Training*
Experience	The successful candidate will have recent experience of: • Working in a school/trust setting • Working as a School Office or Business Manager for at least two years • Leading and managing school budgets • Implementing financial management processes and controls • Managing procurement and contracts within a school • Experience of supervising, training and line managing office and support staff •	The successful candidate may have experience of: • Working with external auditors and agencies. • Working in an academy trust • Working in a primary school setting • Successful experience of identifying and applying for grants / funding
Knowledge and skills	The successful candidate will have: • Awareness and understanding of financial processes and procedures within school and the regulatory framework that governs them. • Awareness and understanding of health and safety regulations and good practice within the school environment. • Understanding of routine HR processes and procedures and the ability to understand and apply HR policy to address non-complex issues. • Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act.	The successful candidate may have: • Working knowledge of: ➢ Arbor ➢ Access in Education ➢ Every – Business Management • Ability to think strategically, in order to support the long-term development of your own areas of work and to inform whole school planning.

	• The confidence to challenge opposing views by presenting robust arguments and reasons for the contrary view. • The ability to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail. • Excellent written and verbal communication skills. • Good working knowledge of school MIS, finance, budget setting and cashless catering systems • Understanding of safeguarding procedures - KCSIE The successful candidate will be able to: • Work as part of a team as well as work independently • Work effectively with colleagues in their school setting and the Central Team, local governors, trustees and parents • Manage projects • Efficiently collate and analyse data. • Effectively demonstrate a high level of IT skills • Ability to use own initiative to identify issues, problem solve and implement solutions, working quickly and efficiently with minimum supervision	
Personal qualities	The successful candidate will have: • Excellent analytical and problem-solving skills • Excellent time management and organisational skills • High expectations of self and professional standards • The ability to maintain successful working relationships with colleagues and stakeholders • High levels of drive, commitment and integrity. • Able to persuade, motivate, negotiate and influence. • The ability to see tasks through to completion. The successful candidate will be: • Able to plan and take control of situations.	Motivation and interest in, enhancing further personal development

	• Able to work flexibly and respond positively to change	
--	--	--

* If qualifications/training is not held this must be undertaken within 6 months of starting the role