



MacIntyre Academies

Compassion - Ambition - Partnership

Candidate Pack School Business Manager Quest Academy, Rugby



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Welcome

Dear Applicant

Thank you for your interest in the position of **School Business Manager** at our wonderful school.

We are an ambitious and compassionate community, where staff, learners and families work closely together to achieve the very best outcomes for every child. Our school is a truly special place – one filled with joy, warmth and aspiration. Visitors often comment on the positive atmosphere, the dedication of our staff team, and the pride our learners take in their achievements.

We are proud of our well-established and highly effective senior leadership team, who work collaboratively to drive improvement while holding firmly to our values of compassion, ambition and partnership. As our new School Business Manager, you will play a pivotal role in this team: ensuring the school remains financially stable, while also helping us to find creative, practical solutions that make our ambitions possible.

This is an exciting opportunity to contribute to a school where every decision is made with children and families at the heart. If you are someone who thrives on both challenge and collaboration, and who wants to make a tangible difference, we would be delighted to receive your application.

I look forward to the possibility of welcoming you to our team and to our school.

Warm regards,

Laura

Laura Thackaberry
Principal



Our Story So Far

MacIntyre Academies is a multi-academy special education trust for special schools and specialist alternative provision.

We are sponsored by the national charity MacIntyre and our school's benefit from 50 years experience of innovative approaches to supporting children with special educational needs and their families. Our philosophy is based on Macintyre's commitment to providing local personalised learning, support and care.

Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Please see our Safeguarding page.

Putting children and families first

As our vision suggests, our pupils and their families are at the centre of everything that we do. To achieve this we use person centred approaches and place a high value on working in Partnership with Families.

We want all pupils to achieve their full potential and to develop in a way that makes sense to them. Each school has its own bespoke curriculum framework designed with holistic, flexible and ambitious opportunities. We work in collaboration with a wide range of partners including future destination providers for our young people.

We are proud of our Compassionate Curriculum which supports pupils to become more resilient, and fosters positive relationships between pupils and staff.

Our Sponsor MacIntyre's approach has informed and shaped our Core Values.

Our Strategic Objectives

- To grow the Academy Trust in a way that supports capacity building but ensures outcomes within existing academies are not compromised
- To create a culture of challenge, support and mutual benefit so that MAT academies are schools that children, families and employees are proud to be identified with and others want to join
- To build a leadership culture that promotes the sharing of skills and expertise across academies and encourages school leaders to work in partnership and support others in their journey
- To be transformational, set and expect high standards and provide challenge/ support to improve outcomes for children in all schools joining the Trust
- To provide exceptional and differentiated interventions that support all schools to raise aspirations of children and staff
- To provide outstanding governance and leadership that has high expectations and a rigorous process of scrutiny at every level
- To operate robust management systems and controls that support individual schools and promote efficient data analysis and sharing
- To use evidence based practice to continuously improve the offer, delivery and outcomes

Our people are at the heart of our success

- A competitive salary
- Generous Annual Leave Entitlement (Plus Bank Holidays)
- A loyalty scheme which rewards you with an extra day of annual leave each September with length of service over 12 months (up to 5 additional days)
- Excellent local government pension scheme
- Family Friendly policies
- Wellbeing, Bereavement and Menopause policies
- Enhanced Sick Pay
- Wellbeing initiatives in your setting
- Full induction
- Training and development and the support of a trained line manager and dedicated senior leaders
- Access to further professional development
- Cycle to Work Scheme
- Annual MAT Life Day to take for that special occasion
- Annual Flu Jabs
- Free eye tests through Specsavers
- An Employee Assistance Programme to Support your health and wellbeing an access to various perks including discounts Tesco, Cineworld, Go Ape and many more
- Death in Service
- Long Service Recognition
- Recommend a Friend Scheme - £100 Voucher
- Trained Mental Health First Aiders
- Enhanced DBS Certificate (Paid for by MacIntyre Academies)
- Self service portal to facilitate leave and amend personal information
- We have an active employee engagement programme which includes Termly 'You are Awesome' awards, an annual Employee Big Thank you Day, Annual CPD Trust wide conference.
- Access to Blue Light Card/ Discounts for Teachers which offers thousands of amazing discounts online and on the high street for social care staff/ Teachers and support staff

Our Core Values

Our vision is for all young people to have confidence and belief in their potential, be ready for a successful adult life and connected where they live.

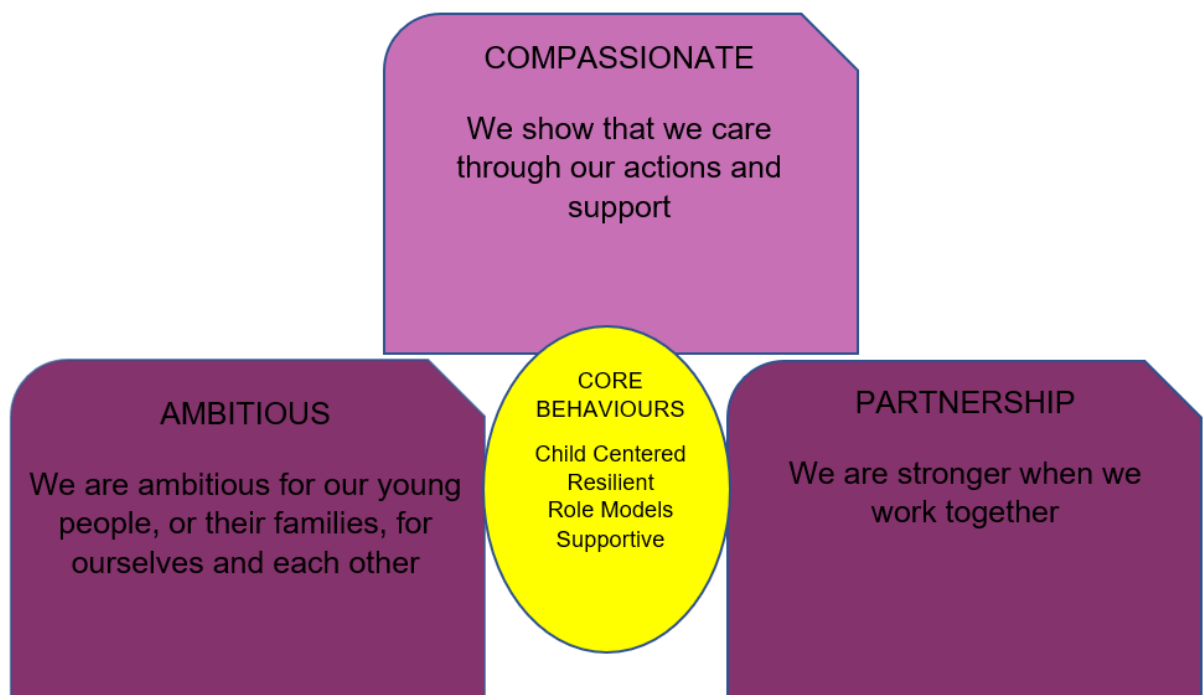
What is our DNA? Why is it important?

We don't just value what you do, but also how you do it. Our DNA defines who we are as individuals and as an organisation. It provides a defined way of working: how we do things around here, how we treat others and how we should expect to be treated.

Adhering to our DNA is also the key to delivering our vision, making MacIntyre Academies a great place to work and ensuring we provide high quality education and care to young people and their families.

What does the DNA mean for me?

Every colleague is expected to demonstrate behaviors which are consistent with our DNA. Whether you are applying for a job, you are a new employee or have been a colleague for many years, you will need to demonstrate our DNA in everything you do. This will be a key part in our recruitment, training and development and the appraisal processes.



Our Core Values

Our value: Compassion

- We are better together
- We will deliver success through teamwork and in
- partnership with families and other key stakeholders



Our value: Ambition

- We are ambitious for young people, for their families, for ourselves and each other
- We will set ambitious goals, seize every opportunity for young people to thrive and take personal accountability for everything we do.



Our value: Partnership

- By building safe, trusting, honest, kind and meaningful relationships
- We will focus on positives, create a safe environment and building trusting relationships to help young people overcome challenges day practices



Our Academies

Endeavour Academy, Oxfordshire

MacIntyre Academies' first school which opened in September 2014. Th provide 32 places for children and young people (aged 8 to 19) with autism and learning difficulties who are in need of specialist education, care and support.

In addition, the academy offers flexible residential opportunities including 52-week, term time, weekly and shorter placements in the onsite Children's Home, Endeavour House. An extended curriculum enables children to take part in after school activities as well as during the weekend, and the school holiday periods.



Discovery Academy, Nuneaton

Discovery Academy opened in September 2015 in Nuneaton, Warwickshire for children and young people, aged 9 – 19 years who have an Education, Health and Care Plan for autism or a social, emotional or mental health need.

Quest Academy, Rugby

Quest Academy is for children and young people, aged 7 – 19 years who have additional needs associated with an autistic spectrum condition (ASC) or social, emotional and mental health (SEMH) difficulties.



Venture Academy, Henley-in-Arden

Venture Academy is a specialist school for children and young people aged 9 -16 years with autism and/or a social, emotional or mental health diagnosis. The school has capacity for 50 students and is based in Henley-in-Arden, Warwickshire

Safeguarding

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to children and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK (www.gov.uk) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2022 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.



School Business Manager January 2026 start or sooner

At Quest Academy, we are dedicated to providing a nurturing and inclusive educational environment for learners with Autism Spectrum Conditions (ASC) and those with Social, Emotional and Mental Health (SEMH) difficulties. We cater for children between the ages of 7 and 19 (learners currently transition at 16).

We are committed to working together, nurturing individuals, celebrating uniqueness, unlocking potential, friendships and memories. *Ready for Adulthood!*

Our mission is to create a supportive and inclusive school community where every individual, regardless of their unique abilities and needs, is encouraged to embrace their true self and is empowered to become the best version of themselves. We are committed to providing a safe, supportive, and nurturing environment that prioritises the well-being of each learner, tailored to their strengths and challenges. This commitment extends to parents, carers, staff, and all who visit. By fostering an atmosphere of support, collaboration, and well-being, we aim to enable learners to reach their fullest potential and grow into confident, compassionate, and positive members of society.

Quest is a place where everyone belongs - a space where learners are nurtured, empowered, and protected, both physically and emotionally. It is a place where each learner's true self is embraced, allowing authenticity to flourish. In this supportive environment, creativity is inspired, and resilience is cultivated, enabling every student to grow, learn, and thrive.

The Principal wishes to appoint an enthusiastic and dedicated School Business Manager to work closely alongside an excellent Senior Leadership Team. This is an exciting opportunity to be part of a team that will enhance the school experience for all. You will need to be reliable, committed and have experience. You should also be caring, trustworthy and an excellent role model for both our staff and learners with clear motivation to work in a school that seeks to be the best that it can be, amongst staff, learners, parents and governors who are all dedicated to learning and continual improvement.

Quest Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to Enhanced Disclosure and Barring Service check.

The Principal encourages candidates to visit Quest Academy.

School visits can be arranged via email to laura.thackaberry@macintyreacademies.org

Closing Date: Tuesday 14th October 2025 @ 09:00

Interviews: Tuesday 21st October 2025 – All day selection process

Job Title: Business Manager

Reference No: QA SBM 092025

Salary: £42,515.93 - £49,804.95 FTE (MAT Pay Scale H-I, points 41-48)

Location: Quest Academy, Rugby

Hours of Work: 38 hours per week, all year round

Start Date: 01st January 2026 or sooner

Job Description

Reporting to

Academy Principal

Purpose:

As the **School Business Manager**, you will be responsible for the effective management of a number of key support functions based in the School and for the contribution to and production of business information more generally, working closely and cohesively with the Central team within MacIntyre Academies Trust

Reporting to the Principal of the School, the School Business Manager will contribute to the strategic direction of the School as part of the Senior Leadership Team, working closely with the Deputy Principal and the Assistant Principals as a team supporting the Principal. In addition, the School Business Manager will effectively lead and manage the administration, IT and facilities teams to achieve their objectives and ensure continuous development and improvement.

Key responsibilities:

To set up and implement the MacIntyre Academies systems and procedures ensuring compliance to the Trust's policies and procedures

To provide a significant contribution to the strategic direction of the Academy as a member of the Senior Leadership Team in respect of all non-academic areas of the school.

To provide successful management and administration within the Academy, contributing as a member of the Senior Leadership Team to its continuous development in accordance with MacIntyre Academies Trust's strategies.

To work closely with Principal to make the best use of the physical, financial and human resources available.

To produce regular reports for the Local Advisory Board and report to the MacIntyre Academies Trust Leadership Group and the Trust board as required

To develop mutually beneficial links between the Trusts' Academies, the MacIntyre Academies Trust, the sponsor MacIntyre and the wider community.

To liaise proactively and productively with the EFA, Auditors, Solicitor, and other professional regulatory organisations as required.

To effectively manage the key support areas; additional detail is as follows;

The key support areas are;

Health and Safety; strategically and operationally supporting the Academy to adhere to all internal and external regulation, systems and processes.

Finance; taking overall responsibility for accurate financial information to inform decision making, strategically connecting the school operation to its finances

HR: managing day to day people processes to ensure compliance to internal and external regulation

Admin/Other: managing all other business administration within the school, working closely with the Central Team

Job Description

Health and Safety Responsibilities

Strategic Health and Safety Management such as co-ordinating audits and maintaining policies and risk assessment procedures

Operational Safety Leadership such as conducting regular site inspections and overseeing the accident and investigation process including RIDDORs

Staff and Learner Safety: facilitating ongoing training and ensuring compliance with Trust policies and procedures, including medication and infectious disease protocols

Facilities and Risk Management such as managing CCTV systems and conducting risk assessments

Finance Responsibilities

Strategic Financial Planning: ensuring that long term financial planning is aligned with strategic education objectives, including preparing 5 year budgets

Financial Management and Compliance: ensuring adherence to all internal and external legislation, policies and protocols, managing processes and providing any reporting required

Budget Monitoring and Control: monitoring and reporting on performance against budget, managing processes such as purchasing and debt recovery, tracking income

Miscellaneous items such as maintaining the risk register, managing insurance claims, developing fundraising and grant opportunities

Human Resources Responsibilities

Strategic Workforce Planning; developing strategies to ensure effective recruitment, induction, retention and development of staff

Recruitment and Induction including maintenance of the Single Central Record

Staff Wellbeing and Performance Management such as supporting line managers to effectively manage absences

Employee Relations and Support: liaising with the MAT central team to support with complex people matters, supporting managers and staff

Administration and Operations Responsibilities

Strategic Planning and Development; working with the Principal, SLT and Central teams to ensure the effective implementation and monitoring of key items such as the School Development Plan and the Business Development Plan

Information Management and Compliance; acting as key liaison to the Compliance Manager and external support to ensure the effective and compliant flow of information in the Academy including writing Data Protection Impact assessments and monitoring GDPR compliance

Technology and Systems Management; coordinating and overseeing technology and systems within the academy ensuring they are up to date and performing well

Student and Family Services such as overseeing examination session delivery and maintaining eligibility records for free school meals

Environmental and Community Leadership; representing the academy for programmes such as community engagement and sustainability

Other Key Responsibilities and Duties:

To be a member of the School Senior Leadership Team.

To implement the MacIntyre Academies financial policy and procedures in the School

To liaise with external service suppliers, building effective and beneficial relationships.

To prepare all management information in the statutory format for the external and internal reporting processes.

To work collaboratively with the Academy Principal to ensure that the School is meeting all its statutory obligations in relation to Health & Safety, financial regulation, exams and staff employment.

To liaise with statutory authorities, MacIntyre Academies Trust, relevant trade unions, teaching staff representatives and outside contractors.

To be responsible for your professional development and keeping your skills up to date and relevant to your role.

To strictly adhere to the School's Safeguarding Policies and Procedures.

Job Description

Additional Duties:

To safeguard and promote the welfare of all children and young people in the school by being familiar with and aware of the School's Safeguarding and protection issues, procedures and guidelines and to adhere to them at all times.

To bring to the attention of a senior colleague any matter of concern over the wellbeing, safety or safeguarding of a person we support.

To be aware of your responsibilities in accordance with the current Health and Safety at Work Act.

To be aware of your responsibilities in accordance with the General Data Protection Regulations (GDPR) and be familiar with the content of the MAT Data Protection Policy, Acceptable use of ICT Policy, Password Policy and any other associated policies and procedures.

Training Required:

Prevent

Safeguarding – Children & young people, Adults & Children, Safeguarding Vulnerable Adults.

Code of conduct

Accident Reporting

GDPR – Data protection Essentials 2019

GDPR – Information & Security

KCSIE (Not working directly with children)

KCSIE annual update

Health & safety Essentials & Basics

Equality & Diversity

Fire Awareness in Education

Mental Health Awareness

Stress Awareness

Slips, Trips & Falls

Display Screen Equipment

Risk Assessment

Manual Handling

Conflict resolution

Team Teach

Infection prevention and Control

Safer Recruitment

Appointing Officer

H&S for Managers and Supervisors

Fire Marshall

Autism

Positive Behaviour Support

Exams Officer

Invigilator

Medication

COSHH

Food Safety Awareness

Legionella

Working at Heights

H&S for homeworkers

Cyber Security

DSL training



Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education, knowledge and experience	<ul style="list-style-type: none"> Degree level qualification or equivalent A member of a senior management team in a complex and sizeable organisation preferably within a similar role Leadership and Management of a multi-disciplinary team Demonstrative experience of P&L accounts and cash flow forecasts in a commercial environment. Demonstrative experience in the contribution to the development of strategy and leadership and implementation of strategic change. Experience of working successfully with a diverse range of stakeholders. General management and specialist experience in at least one bursarial function. Demonstrative experience of effective delegations and management within a team of functional specialists Demonstrative professional communication skills, both written and verbal. 	<ul style="list-style-type: none"> An additional qualification in a relevant field, such as an MBA, CSBM or an accountancy qualification Track record of working successfully with a diverse range of stakeholders, preferably within a similar role Experience in school finances using SIMS / FMS or equivalent. Demonstrative experience of P&L accounts and cash flow forecasts in a commercial environment.
Personal Attributes	<ul style="list-style-type: none"> Able to develop and maintain strong, positive relationships with the Academy Principal, other staff and parents and wider MacIntyre Academies executive. Able to disseminate autonomy and responsibility to senior leaders, whilst maintaining knowledge of activities across the team, giving support and guidance where needed. Has the ability to translate strategic objectives into clear priorities for their team. Demonstrate the highest level of personal integrity. Demonstrative professional, fair judgement. Ability to work flexibly to meet the needs of the Academy. Enjoys working as part of a senior leadership team, is focussed on solutions and is commercially minded. Ability to work with the Senior Leadership Team to motivate and work with others to create a shared culture and positive climate. Proactively develops capability within a team to address current and future needs of the school. Has meticulous attention to detail, Ability to reflect prioritise, plan and work to deadlines. High level of resilience and determination. Calm and organised approach to work under pressure and the ability to inspire this in others. Is able to create an ethos of collaborative working across all school functions. <p>Strategy</p> <ul style="list-style-type: none"> Able to contribute to the development of strategy and is able to think beyond the current timeframes or business plan to influence the long term strategic direction of the school. Can balance a range of influences and demands to help to develop comprehensive plans and has proven ability to put processes and systems in place to deliver those plans. <p>Delivering Results</p> <ul style="list-style-type: none"> Understands that the ultimate aim of MacIntyre Academy is to deliver outstanding education and best outcomes for the children, young people and their families. Has managed complex projects and led multi-disciplinary teams to successful outcomes on time and on budget. 	

How To Apply

Come join us!

Please visit:

<https://careers.macintyreacademies.org/vacancies/>

Or contact:

hr@macintyreacademies.org



macintyreacademies.org
endeavour-academy.org
thediscoveryacademy.org
thequestacademy.org
ventureacademy.org.uk



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