

Job Description

School Business Partner (Trust and School Operations)

- **Scale/Grade:** 11 (£55940 - £59715, 3.3% pay award pending £57786 - £61686)
 - **Hours:** Full-time (35 hours per week) All Year Round
 - **Location:** 4 days Beaver Road Primary School (Across two sites), 1 day Connect Alliance Trust Central Team, Bazley Road Central Office - or any trust school.
 - **Reporting:** Day-to-day line managed by the Headteacher (school based) and the Senior School Business Partner (Trust).
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Main Purpose of the Role

This is a dual-aspect leadership role bridging high-level Trust strategy with daily operations. For four days per week, the post-holder will be the School Business Manager (SBM), a key member of the Senior Leadership team, strategically leading the operational, financial, and administrative success of Beaver Road Primary (1,100+ pupils). For one day per week, they will work as a School Business Partner, providing oversight of delegated financial management and strategic projects across allocated schools within the trust to ensure sound risk management and operational excellence.

Key Responsibilities: School Business Manager (4 Days)

1. Strategic Leadership & Management

- Provide professional leadership and management of all school business support and estates staff, developing and leading a highly motivated team of support staff delivering effective support services across the school.
- Be the lead support staff professional negotiating and influencing strategic decision making on the Senior Leadership Team to allow academic leaders to focus on teaching and learning while working within Trust parameters
- Advise, attend and present at stakeholder meetings e.g. SLT, governing board. parents, community
- Communicate with all stakeholders in a variety of ways adapting style to suit the audience e.g. reports, business cases, proposals, preparing bids for projects etc

- Take responsibility for Financial, Operational and HR decisions in consultation with Headteacher/SLT and the Trust Central Team.
- Plan and manage change in accordance with the school improvement plan.
- Ensure communication of Trust and school policies, monitoring compliance with the Academy Trust Handbook and DfE regulations.

2. Financial Resource Management

- Lead, with the Headteacher a robust 3-to-5-year financial plan aligning school development plans with schools priorities within budget constraints.
- Monitor the budget against actuals every month; identify causes of significant variances and take prompt corrective action reporting findings to the Headteacher.
- Oversee payroll, complete bank reconciliations, and prepare accruals and prepayments for Trust management reports.
- Negotiate and monitor contracts and Service Level Agreements (SLAs) in liaison with the Central team to ensure value for money and maximise resources.
- Lead the development of income generation, maximising revenue through lettings and trading activities.
- Implement all financial policies and procedures in line with the Trust and the Academies Financial Handbook

3. People Strategy & Leadership

- Ensure all Trust recruitment procedures are followed, with strict regard to Safer Recruitment, KCSIE, and safeguarding obligations.
- Take responsibility for Single Central Record (SCR) compliance for all employees, volunteers, and contractors.
- Lead personal development reviews for all business support staff and school estates staff, engage with the Trust People Strategy using HR Information System (SAM) , CPD, and absence management procedures.

4. Estates, Health & Safety, and Operations

- Lead on day to day operations with regard to estates management liaising with the Trust Estates manager to ensure sound practices in estate management and grounds maintenance.
- Lead on first aid and medical procedures for the school.
- Lead and monitor school premises and facilities, inclusive of catering, cleaning and extended school services in collaboration with the school and Central Team.
- Work with the Estates manager and lead projects to develop building improvements and supervise relevant planning and construction processes.

5. Administration & ICT

- Manage and maintain administrative systems and processes that deliver outcomes based on school aims while avoiding duplication.
- Manage MIS systems in conjunction with the Central team to align systems and processes.
- Ensure the school has a strategy for using technology aligned to the overall vision and the Trust ICT strategy.
- Lead and prepare information/data required for returns for the DfE, Trust, LA, and other stakeholders.
- Be the link between the outsourced IT provider and the school.

Key Responsibilities: School Business Partner - Trust (1 Day)

1. Strategic Financial Leadership

- Be the strategic lead and internal advisor providing high-level financial and operational oversight to allocated schools within the Trust.
- Lead with the Headteacher and develop a robust 3-to-5-year financial plan aligning school development plans with schools priorities within budget constraints providing benchmarking, advice and challenge.
- Support the Financial Controller with the preparation of monthly management accounts.
- Present monthly management reports to the Headteachers providing narrative on variances and recovery plans where necessary analysing and monitoring academy performance.

2. Operational Leadership

- Ensure communication of Trust and school policies, monitoring compliance with the Academy Trust Handbook and DfE regulations.
 - Serve as the link between the central Trust executive team and school leaders.
 - Identify procurement opportunities and monitor service level agreements ensuring 'best value'.
 - Oversee the school's Risk Register ensuring business continuity plans are in place.
 - Support the Trust's expansion by assisting with due diligence for new schools looking to join the organisation.
 - As the Trust expands, the remit is designed to scale, with the post-holder supporting different allocated schools over time.
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Safeguarding

Connect Alliance Trust is committed to safeguarding children; all posts are subject to a safer recruitment process, including an enhanced DBS check. The post-holder must promote and safeguard the welfare of all children and adhere to the "Keeping Children Safe in Education" statutory guidance.

Person Specification

Job Title: School Business Partner (Dual-Aspect Role)

Scale/Grade: Grade 11, NJC scale points 44 - 47

Key criteria	Essential	Desirable
Qualifications & training	<p>Professional qualification - Minimum Level 4 in School Business Management or Accounting. or working towards.</p> <p>Evidence of continuous and relevant professional development.</p>	<p>Relevant Degree - Level 5 or working towards.</p> <p>Completed another recognised professional qualification – e.g. CSBM, DSBM, ADSBM. AAT</p>
Skills & Experience	<p>Minimum of 3 years' experience in a business function within education or the public sector</p> <p>Experience in resource/financial management, formulating budgets, and rigorous monitoring.</p> <p>Experience of leading and managing support staff.</p> <p>Advanced excel skills and data analysis.</p> <p>Effective verbal and written communication skills and able to adapt communication style to suit different audiences.</p>	<p>Experience of working with a variety of teams within a Multi Academy Trust</p> <p>Experience of working with DfE and other agencies.</p>



<p>Knowledge & Understanding</p>	<p>Demonstrate a willingness to seek specialist advice and awareness of where to seek it.</p> <p>Understanding of school budgeting</p> <p>Understanding of school operations and processes and reporting requirements.</p> <p>Full understanding of the legislative framework of schools and/or education. Ability to interpret complex statutes and devise policy.</p> <p>Committed to the importance of confidentiality and the requirements of GDPR.</p>	<p>Knowledge of school specific software e.g. Access Education, SIMS, Arbor, SAM</p> <p>Knowledge and understanding of the Academies Financial Handbook.</p>
<p>Personal Qualities</p>	<p>Ability to influence senior leaders and challenge effectively and in a professional manner</p> <p>Be self-motivated and passionate about the delivery of quality service.</p> <p>Demonstrate commitment to the highest standards of child protection.</p> <p>Recognise the importance of personal responsibility for health and safety.</p> <p>Committed to the school's ethos, aims and its whole community.</p> <p>Have a commitment to own and team members' continuing professional development.</p> <p>Believe in equality and celebrate diversity.</p> <p>Willing to embrace change.</p> <p>Demonstrate professional and personal integrity.</p> <p>Display resilience and the ability to manage in high pressure environments.</p>	

	<p>Work flexibly, adopt a 'hands on' approach, and respond to unplanned situations.</p> <p>Ability to travel between sites.</p>	
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Additional requirements of the post include:

Connect Alliance Trust is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check. Please be aware that we will be contacting referees for a reference before the interview.