



# Candidate Information Pack for **School Business Partner** at Mangotsfield C of E Primary School

**Mangotsfield C of E Primary School**

Church Farm Road, Emersons Green

Bristol BS16 7EY

<https://mangotsfieldprimary.org/>

Telephone 01454 867400





## A Message from the Chief Finance & Operations Officer

Thank you for your interest in joining us.

This is an exciting opportunity to take on a key leadership role at **Mangotsfield Church of England Primary School**—a vibrant, values-led school with a clear sense of purpose and a strong connection to its community. At Mangotsfield, children are placed at the centre of everything we do, and our staff team shares a deep commitment to helping them grow in confidence, knowledge and faith.

As **School Business Partner**, you'll join a well-established, experienced admin team, including a Senior Administrator, two Admin Assistants, a Clerical Assistant and an Attendance Officer. Together, they ensure the smooth running of day-to-day operations, and you'll provide strategic leadership across finance, HR, estates, procurement and business management to support the Headteacher and the wider leadership team. You'll have autonomy in your role but also benefit from the support of a highly capable team around you.

In addition to the strong school team, you'll be supported by The Leaf Trust—our growing family of schools working together to ensure excellence in education and sustainable, well-run school environments. Our Central Team provides professional guidance in HR, Finance and Operations, so you'll never be on your own when facing a challenge or change.

Whether you're stepping up from a smaller school or looking for a new opportunity to lead in a supportive, values-driven setting, this role offers both challenge and reward—and the chance to make a lasting difference in the life of a school.

If you would like an informal discussion about the role, please feel free to contact me on **01454 513654**

Thank you for considering a role within The Leaf Trust—we hope you will be inspired to join us on our journey as we continue to strengthen and support our schools.

**Debbie Beazer**  
**Chief Finance & Operations Officer**  
**The Leaf Trust**



## School Business Partner



Proudly, part of The Leaf Trust Family of Schools

<b>Start Date:</b>	01/09/2025 or earlier
<b>Salary:</b>	Grade 7, £35,235 – £37,938 FTE per annum <ul style="list-style-type: none"><li>(Actual Salary based on weeks worked and hours: £26,463.35 – £28,493.45 p.a.)</li></ul>
<b>Contract:</b>	Permanent
<b>Hours:</b>	30 per week <ul style="list-style-type: none"><li>term time only to include INSET days plus an additional 3 weeks (42 weeks)</li></ul>
<b>Application Closing Date</b>	30/06/25 <b><i>We recommend early application as the school reserves the right to close the advert prior to the stated deadline date.</i></b>
<b>Interview Date</b>	07/07/25

**Move and Shape Futures with us at Mangotsfield CofE Primary School!**

### The Role:

**Are you a highly organised and strategic operational leader looking to make a direct impact at school level?** As a School Business Partner, you will be a key member of the school's leadership team, ensuring the smooth and efficient management of school operations.

This is a school-based role, working closely with the Headteacher and senior leaders to provide expert guidance on finance, payroll, HR, estates, procurement, health and safety, GDPR, and business operations. Your leadership will help the school maximise resources, drive efficiency, and ensure compliance with Trust policies and legal requirements, enabling Headteachers to focus on teaching, learning, and school improvement.

This role requires someone who thrives on multitasking, problem-solving, and bringing structure to operational processes—if you love being the go-to person for keeping things running smoothly, this is the job for you!

# CANDIDATE INFORMATION PACK

On the following pages of this candidate information pack, you will find details of **how to apply**, a copy of the **person specification** and **job description**. The relevant **application form** is available to download separately on our website.

## Part of The Leaf Trust

**Mangotsfield CofE Primary School** is proud to be part of The Leaf Trust, a family of 14 schools (12 primary, 1 junior, and 1 infant school) dedicated to providing exceptional learning environments. As a leading Primary and Early Years Trust in the South-West, we prioritise educational excellence, collaboration and professional development.

## About Mangotsfield CofE Primary School

With 21 classes and 630 children, we foster an inclusive and welcoming school culture rooted in our school, Christian and British values. Our evidence-informed teaching approach ensures a broad and enriching curriculum that inspires curiosity and a lifelong love of learning. We are committed to nurturing the whole child—academically, emotionally, socially and spiritually—so that every learner flourishes.

## Our Vision and Values

We have a strong vision for our community, "**We are the Movers and Shapers of Our Future, Living Life in all its Fullness,**" which guides everything we do. Our vision represents our highest aspirations for our learners and all adults who support their learning journey. Our core values support us to learn, work and live together to achieve our vision:

- **Belonging**
- **Resilience**
- **Aspiration**
- **Virtue**
- **Empathy**

If you are passionate about high-quality education in a values-driven environment, we would love to hear from you.

## What We Can Offer You:

### As a Trust:

- **Professional Growth:** Access tailored CPD opportunities, apprenticeship programmes, and opportunities for coaching and mentoring. We are committed to providing meaningful experiences that support your development and help you flourish.
- **Pathways for Progression:** As part of a network of 14 schools, you will have opportunities for career growth and exciting challenges.
- **Employee Wellbeing:** Staff benefit from a Wellbeing Day each year, Wellbeing Committees, and access to medical insurance services including physiotherapy, nursing support, surgical



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assistance, mental health services, stress coaching, counselling, and Mental Health First Aid training. We are committed to promoting a healthy work-life balance and listening to staff through our annual wellbeing survey.

- **Financial Benefits:** Enjoy excellent pension packages, a Cycle to Work Scheme and a retail discount platform to help you make savings.

## As a School:

- **A Supportive Christian Ethos:** Thrive on the benefits of working in a school with a strong set of Christian values that promote care for each other and excellence for all.
- **Collaboration and Shared Learning:** Be part of a family of schools that promotes the exchange of ideas, mutual support, and shared expertise across the Trust in the central team and at school level.
- **Bespoke Curriculum:** Shape and deliver a bespoke curriculum that supports the unique needs and interests of our learners.
- **A Great Team & Supportive Environment:** Join a skilled, hard-working, and collaborative school/central team with a positive, good-humoured ethos, where your contributions will be truly valued.
- **A Warm, Supportive Community:** Be part of a friendly school with strong links to the church and wider community.

## 📍 Come and See Us and Learn More About Us

Visits to the school are encouraged. Please contact the school office at [admin@mangoschool.org](mailto:admin@mangoschool.org) to arrange a visit. We also invite you to browse our respective websites for more information about our school and Trust:

👉 [Headteacher Welcome Message – Mangotsfield C of E Primary School](#)

👉 [The Leaf Trust](#)

## Safeguarding Statement

***The Leaf Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Suitability to work with children and young people will form part of the selection process. All appointments will be subject to vetting, including an enhanced DBS check.***

*This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974, and all convictions or cautions must be declared.*

## Equal Opportunities Statement



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*We are also committed to creating a diverse and inclusive workplace and welcome applications from all suitably qualified candidates, particularly those from underrepresented groups.*





## The Leaf Trust People Pledge

At The Leaf Trust, we are committed to supporting the wellbeing, professional development, and success of every member of our staff team. Our People Pledge sets out six core commitments to ensure that all staff feel valued, supported, and empowered in their roles. These pledges reflect our dedication to creating a positive, inclusive, and enriching working environment where every individual can **belong, grow, and succeed**.



### We are recognised and rewarded



Long service awards

We say 'Thank you and Well done.'

Complimentary lunch with the children



### We each have a voice that counts



School and trust well-being committee

Regular staff surveys and shared actions

Open door policy for SLTs and the Trust executive team



### We value family



A flexible and supportive approach to attending appointments and family events

A supportive and flexible approach for those with dependants

Communications policy to protect staff



### We are always learning



Opportunities for career development encouraged and supported

Career pathways for all job types

Professional growth approach to performance management



### We communicate well



Annual calendar: consulted and well-publicised

Single point of access for all information. Support and resources: Leaf Portal

Regular briefing sessions and staff bulletins



### We are happy and healthy



Complimentary tea, coffee and squash in the staffrooms

Gym discounts, mental health support and private healthcare discounts.

A sensible approach to workload and a growth model of observations

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## How to Apply

### Completing the Application Form:

Applications must be made on an appropriate official **Leaf Trust** application form which is available from our website. There are two available to download: one for teaching posts and one for support staff vacancies.

The whole of your application form and any additional information may be photocopied for the short-listing panel. Your form should therefore be typed or clearly written in black ink. Whilst additional sheets or supplementary information may accompany your application form, please note that CVs alone will not be considered.

**The short-listing/appointments panel will assess applications against the criteria set out in the person specification for the post you have applied for. When completing the application form please ensure that you address these areas in your application, particularly the essential criteria, giving examples to demonstrate how you meet the criteria.**

**Our preferred method of application is via the Eteach portal** ➡ Click [here](#). Alternatively, download a copy of the application form from our website to complete and email it back by the closing date specified to: [HR@Leaftrust.co.uk](mailto:HR@Leaftrust.co.uk)

### References, Health and DBS Clearance:

**All offers of employment with The Leaf Trust are made subject to receipt of two satisfactory employment references, health clearance and an enhanced DBS clearance.**

*References:* Please note that references will be taken up prior to interview. If for any reason you do not wish us to contact a referee prior to interview or a job offer, please indicate this clearly on the appropriate section of the application form.

*Health Clearance:* If you are offered a post with us, you will be asked to complete an on-line medical questionnaire. An offer of employment will only be confirmed by the Leaf Trust once this assessment has been completed and confirmation of health clearance is received in respect of the role offered to you. Please note that the Health Questionnaires are confidential.

*Disclosure and Barring Service:* The Leaf Trust is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers are expected to share this commitment. The post is subject to appropriate vetting including an enhanced DBS disclosure check before the successful applicant can take up post.

### Equal Opportunities Monitoring Form

We hope very much that you will complete and return the Equal Opportunities Monitoring Form, which will be detached from your application upon receipt in the office. We would wish to assure you that the form will be used purely for monitoring purposes.





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## Mangotsfield CofE Primary School

### Job Description

<b>Job title:</b>	<b>School Business Partner</b>
<b>Grade:</b>	Grade 7 (Currently £35,235 - £37,938 FTE)
<b>Hours of work:</b>	30
<b>Contract Type:</b>	Permanent
<b>Location:</b>	Your primary place of work will be Mangotsfield CofE Primary School. However, there may be instances where you are required to attend other establishments within The Leaf Trust for training purposes. Such arrangements will be made on an ad hoc basis, with appropriate notice provided.
<b>Responsible to:</b>	Chief Finance & Operations Officer
<b>Responsible for - People:</b>	Admin team, Site Manager, Cleaning/Catering team (where required)
<b>Responsible for - Budget:</b>	Responsible for the School's Budget with authority to approve up to £2,500 of goods
<b>Date JD Last Reviewed:</b>	16/05/2025

<b>Main Purpose of the Role</b>	<p>The School Business Partner is a key strategic and operational leader, ensuring schools maximise resources effectively while maintaining compliance with legal, financial, and Trust-wide policies. As a key advisor to school leadership teams, this role enables Headteachers and senior leaders to focus on teaching, learning, and school improvement by providing expert guidance across finance, payroll, HR, estates, procurement, health and safety, GDPR, and business operations.</p> <p>The School Business Partner is responsible for embedding a high standard of business and financial management, ensuring all operational activities align with The Leaf Trust's strategic priorities, statutory obligations, and school improvement plans.</p> <p>The role involves developing and leading a high-performing support team, fostering a culture of excellence, efficiency, and compliance. Additionally, the School Business Partner will act as the school's Data Controller ensuring GDPR policies, processes, and documentation are effectively implemented.</p> <p>As a key member of the school's Senior Leadership Team, the School Business Partner actively contributes to strategic decision-making and operational planning. They model and promote the values and ethos of</p>
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	The Leaf Trust, working in collaboration with Headteachers, school leaders, local Governors and the Trust Central Team to provide a solution-focused environment that enables schools to thrive.
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## MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the Chief Finance & Operations Officer and in collaboration with the Headteacher and Trust central team:

### Organisation and Administration

- Design, review and manage efficient administrative systems and processes that meet the needs of the school
- Line manage the workload and deployment of the school office staff to ensure the provision of effective school office support services including reception, customer services, administration and communications.
- Work closely with the Headteacher and Senior Leadership Team to ensure effective operation of the school day.
- Provide required data, reports, and information for decision-making.
- Manage the administration of lettings and ensure all records comply with the lettings policy.
- Drive efficiencies and improvements in operational functions including Finance, HR, procurement, estates management and IT services.

### Finance and Resources

- Work with the Headteacher and the Trust Finance team in preparing and agreeing a balanced budget and ongoing monthly budget monitoring.
- Build strong relationships across our Trust schools to facilitate collaboration and consistency in business operations.
- Provide financial reports and forecasts to Headteachers offering strategic advice on income generation and expenditure.
- Ensure accurate budgetary control and financial management, overseeing reconciliations and financial transactions.
- Oversee financial monitoring and compliance, ensuring adherence to the Financial Regulations.
- Support the Central Team with the internal audit process and respond to audit action plan requirements in a timely manner where relevant



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- School Business Partners have their own Corporate Card. You will be responsible for the purchasing, administration and reconciliation of this card in line with the Trust's policy.
- Supervise the recording and reconciliation of pupil related income
- Oversee the input of approved purchase requisitions for a range of school resources, equipment, contracts and services to meet required timescales. Obtain comparison quotes to ensure best value.
- Ensure goods and deliveries received are recorded accurately. Raise any discrepancies with the Supplier and advise the Trust Finance Team.
- Ensure invoices are raised as required i.e. lettings payments etc.
- Contact debtors as required regarding outstanding debts. Report ongoing issues to the Headteacher to be dealt with as set out in the Charging & Remissions Policy.
- Manage office resources expenditure in line with an agreed budget.
- Attend Local Governing Body Meetings to report on the position of the budget, informing them on the causes of significant variances and what corrective action is being taken.
- All finance processes must be undertaken in line with the Trust financial policies and procedures using the relevant financial management software.

## Procurement

- Lead local procurement processes, ensuring cost-effective purchasing decisions.
- Support the Head of Operations with information for larger procurement projects
- Conduct benchmarking, due diligence, and negotiations to achieve value for money.
- Manage supplier contracts and monitor service quality.

## Payroll

- Ensure accurate and timely entry of all payroll-related information into the Payroll and HR system, ensuring the database reflects current staff conditions, salaries, and contractual details.
- Ensure staff absence claims are undertaken in a timely manner. Monitor and reconcile reimbursement claims.
- Oversee monthly payroll processes, ensuring accuracy in salary calculations, deductions, and additional payments.
- Manage and process staff pay progression, ensuring compliance with pay policies.
- Ensure timely preparation and distribution of teacher and support staff salary statements in line with pay policies.



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- Provide guidance to staff on payroll-related queries, working closely with the Trust payroll provider to resolve discrepancies.
- Ensure payroll processes comply with statutory requirements, pension schemes, and Trust financial policies.
- Monitor and reconcile payroll data, ensuring alignment with HR and finance records.

## Human Resources

- Lead workforce planning, ensuring that staffing structures align with school needs, budgets, and long-term strategic priorities.
- Be accountable for line-managing administration, finance, and site staff, ensuring performance management, professional development, and adherence to job descriptions.
- Provide expert HR advice to the school's senior leadership team and staff on HR policies, employment law, and best practices.
- Assist the Headteacher with employee relations matters, including grievances, disciplinaries, and well-being support, liaising with the central HR team where necessary.
- Prepare standard HR documents, including offer letters, employment contracts, and routine correspondence, ensuring consistency with Trust templates.
- Administer annual declaration processes, ensuring compliance with professional standards, and track mandatory training completion.
- Ensure compliance with all Trust HR policies, national employment regulations, and safer recruitment practices.
- Communicate HR policy updates to staff and ensure implementation across the school.
- Administer recruitment processes, including preparing adverts and candidate information packs, application collation, interview arrangements, and pre-employment checks (DBS, medical clearance, references) in line with KCSIE.
- Maintain and update the Single Central Record to ensure full compliance with safer recruitment standards.
- Oversee the induction process, ensuring all new staff complete mandatory training and receive appropriate onboarding.
- Ensure all monthly HR returns, contractual paperwork, and payroll-related submissions are completed ahead of deadlines.
- Contribute to the continuous improvement of HRIS systems, ensuring accurate and up-to-date staff records.
- Ensure the effective maintenance and confidentiality of all staff records in compliance with data protection regulations (GDPR).
- Monitor staff absence, identify trends, arrange absence management meetings, and support return-to-work processes.

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- Submit statutory HR reports, including the School Workforce Census and other required employment-related submissions.

## **Premises and Health and Safety**

- Oversee estate management, premises maintenance and contract management.
- Ensure health and safety compliance, conducting risk assessments and reporting issues to the Headteacher and Governors, escalating to Head of Operations as required.
- Negotiate, manage, and monitor contracts for support services and utilities to achieve best value for the school's). Maintain an accurate inventory and oversee the upkeep of the school estate.
- Manage effective and efficient operation of the premises staff including regular monitoring of:
  - school site to ensure standards are being maintained.
  - the school's compliance with health and safety regulations.
  - the school's compliance with statutory obligations, advising others on the relevant legal, regulatory and ethical requirements.
- Co-ordinate the use of school facilities both during after the school day to ensure the needs are met for the school events calendar, lettings and extended services.

## **Supplementary Responsibilities**

Providing business support to any additional services provided in-house by the school. This could include catering, school nursery, extended schools and special resource provision. In conjunction with the headteacher responsibilities could include:

- Marketing the provision and encouraging take-up.
- Involvement in the set-up of the provision.
- Liaison with parents.
- Overseeing staffing levels, ensuring ratios are met.
- Carrying out school meal administration ensuring payments are made and accounted for.
- Manage nursery admissions and the nursery portal ensuring funding is received and accounted for (where applicable).
- Co-ordinating food provisions.
- Work with the Trust regarding aged debtors.



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- Attending to minor medical needs of pupils, such as administering first aid, ice packs etc as required, and look after pupils who feel ill. To inform the Head Teacher in the event of more serious medical concerns and make the necessary arrangements for parents to be contacted.

## Other

- Ensure that the aims, priorities and policies of the Trust are adhered to, including Safeguarding, Behaviour, Code of Conduct, Confidentiality and Data Protection
- To be aware of, and respond appropriately to, issues of data confidentiality
- Contribute to the overall ethos/work/aims of the Trust
- Maintain respectful and effective communication with pupils, staff and visitors
- Act as a positive representative and advocate of the Trust in all circumstances and at all times
- Attend relevant meetings and participate in training opportunities and professional development as appropriate
- Host regular office team meetings
- Undertake performance management of school office staff, identify training needs and seek appropriate training.
- Work closely and collaboratively with the Trust Central Team and other school SBP's.
- Attend relevant network meetings and information sessions and share good practice with colleagues across the trust.
- Be responsible for own professional development.
- Be willing to travel to the Trust's schools and other sites as needed
- Undertake other duties which may from time to time be reasonably assigned by the Trust which are commensurate with the post.
- Undertake general office duties as required.

## SPECIAL NOTES OR CONDITIONS

### Safeguarding

- The Leaf Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- This role is subject to Safer Recruitment checks, in line with the Keeping Children Safe in Education guidance document, including an enhanced DBS check and two satisfactory references.
- The post holder is responsible for ensuring they adhere to the Child Protection Policy and that any concerns are raised in accordance with this policy.





**Other**

- This job description is not exhaustive and serves only to highlight the main requirements of the post holder.
- This job description is current at the date shown but may be subject to change following consultation to reflect or anticipate changes in the role commensurate with the salary and job title.
- The post holder may be required to undertake other duties of a similar level not specified in this job description as reasonably assigned by the Trust.
- The Trust will make reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled applicants or continued employment for staff who develop a disabling condition.

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## Mangotsfield CofE Primary School

### Person Specification

The Person Specification sets out the skills, knowledge and experience that are considered to be necessary to carry out the duties of the post effectively. It will be used in the short-listing and interview process for this post. You should demonstrate on your application form how you meet these criteria as you will only be shortlisted if you meet all of the essential criteria (and desirable criteria where applicable).

(C = Certificate, A = Application, R = Reference, I = Interview)

Criteria	Essential	Desirable	Method of Assessment
<b>Education and Qualifications</b>			
Degree or higher-level qualification in a relevant subject	✓		Application/Certificate
Accountancy qualifications e.g., ICAEW, ACCA, CIMA, CIPFA, or CIPFA Diploma in School Financial Operational Leadership (or willingness to complete the diploma in post)		✓	Application/Certificate
Certificate in School Business Management or equivalent qualification or experience in relevant discipline.	✓		Application/Certificate
Diploma of school Business Management		✓	Application/Certificate
Evidence of recent professional development; attendance on courses, INSET, personal study, relevant to the post	✓		Application
<b>Knowledge, understanding and experience:</b>			
Recent and relevant experience in a school business leadership role	✓		Application/Interview
Experience of change and of shaping and developing new processes and systems	✓		Application/Interview
Skilled in the use of Microsoft Office 365 including Teams	✓		
Extensive experience in budget setting, financial planning, and reporting, including preparation of monthly accounts	✓		Application/Interview



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Strong knowledge of the Academy Trust Handbook, public sector financial regulations, and compliance requirements	✓		Application/Interview
Experience in income generation, including marketing school services and managing lettings to maximize revenue		✓	
Experience of managing staff development, delegation, and capacity building within a team	✓		Application/Interview
Experience of implementing and optimising financial, HR, and administrative systems to drive operational efficiency	✓		Application/Interview
Knowledge and experience of contract management, procurement, and compliance with public sector financial regulations	✓		Application/Interview
Experience of managing HR processes, payroll administration, and compliance with employment law	✓		Application/Interview
Strong understanding of safer recruitment, Single Central Record management, and safeguarding responsibilities	✓		
Strong knowledge of premises management, health and safety, and GDPR compliance		✓	Application/Interview
Experience of working in a primary school with extended services		✓	Application/Interview
Experience working within a Multi-Academy Trust or across multiple sites, ensuring consistency and compliance with central policies		✓	
Working knowledge of BPS, Arbor, Edupay, or similar systems		✓	Application/Interview
<b>Personal and Professional qualities:</b>			
Commitment to safeguarding and promoting the welfare of children and young people	✓		Interview
Commitment to equality and diversity	✓		Interview
Takes personal responsibility and pride in quality of work	✓		Interview/References

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Ability to maintain confidentiality at all times and handle sensitive information with discretion	✓		Interview/References
Excellent oral and written communication skills, with the ability to present information clearly to different audiences	✓		Interview/References
Ability to prioritise workload, manage multiple deadlines, and work well under pressure	✓		Interview/References
Creative as well as logical and methodical approach to problem solving	✓		Interview/References
Strong leadership skills, including the ability to motivate, manage, and develop staff effectively	✓		Interview/References
Ability to establish constructive relationships with a range of professionals and agencies	✓		Interview/References
Demonstrates strategic thinking and ability to drive improvements in operational efficiency	✓		Interview/References
Proactive and solution-focused, with the ability to embrace change and support others through change positively	✓		Interview/References
High level of personal integrity, honesty, and professionalism	✓		Interview/References
Friendly, cheerful, patient, and calm under pressure	✓		Interview/References
Reflective, open to constructive feedback, and committed to continuous professional development	✓		Interview/References
A willingness to contribute to and support the overall ethos of the Trust and support the high service aims of the Senior Leadership Team as set out in the School Development Plan	✓		Interview/References
A positive approach to collaborative working across multiple schools	✓		Interview/References
Flexible in terms of working pattern and evolution of role	✓		Interview/References