Post title	**School Resource Business Partner**
Salary and grade:	NJC36 to NJC39
FTE	Full time (term time only considered)
Line manager/s:	Operations Service Manager

Main purpose of the job:

The post holder will provide strategic oversight, guidance and practical support across a cluster of schools to strengthen operational resilience, build capacity, and ensure consistency in business services.

This role will work collaboratively with Headteachers, the Central Trust team and School Resource Managers to deliver high-quality business operations in line with Trust policies and standards. The postholder will play a key role in developing staff, supporting succession planning, and embedding procedures that enable schools to focus fully on educational priorities.

Key duties and responsibilities

Leadership

- Provide strategic oversight of business services across allocated schools, supporting consistent delivery of operations in finance, HR, estates, procurement, projects and transformation administration.
- Act as the first point of contact for operational advice and guidance within the cluster.
- Support Headteachers and School Resource Managers to plan and deliver business functions effectively and efficiently.
- Lead the implementation of Trust-wide systems, processes and policies, adapting approaches to meet each school's context.
- Maintain a clear understanding of operational strengths, risks and priorities within each school, providing regular updates.

Operational Support and Resilience

- Provide hands-on operational support during periods of transition, vacancy, or increased demand, ensuring continuity of business services.
- Oversee and quality assure compliance with statutory and Trust requirements, including the preparation of key returns, records and reports.
- Support schools to prepare for audits, inspections and compliance reviews, coordinating responses to recommendations.
- Develop systems and processes across all service areas to ensure operational efficiency across all schools.
- Support the project team in the delivery of projects across the Trust.

Financial Management

- Support school staff to comply with the requirements of the Trust finance team, ensuring robust financial stewardship within schools.
- Promote effective financial controls and compliance with Trust policies and public sector regulations.

Procurement and Contract Management

- Support schools to deliver procurement activities that achieve best value and comply with regulations.
- Oversee contract management processes, including monitoring supplier performance and supporting tender processes where needed.
- Promote the use of Trust-wide procurement solutions and approved frameworks.

Human Resources

- Support schools to maintain accurate HR records and meet statutory requirements.
- Contribute to workforce planning and professional development of business support staff.

Infrastructure and Estates

- Support monitoring and delivery of asset management plans, risk assessments and business continuity arrangements.
- Escalate any areas of concern to the appropriate leaders.
- Embed best practice, procedures and policies across the Trust.

Communications and Engagement

- Support schools in developing effective communication with parents, carers and the wider community.
- Ensure business services contribute positively to the school's reputation and stakeholder relationships.

Staff Development and Professional Support

- Coach, mentor, and support School Resource Managers and administrative staff to build skills and confidence.
- Identify training needs and create, contribute to the professional development of business services teams.
- Support effective succession planning, career development & pathways for business services across the Trust
- Support recruitment, induction, and onboarding of business support colleagues as required.

General

- Act as an ambassador for the Trust's business services, modelling professionalism, integrity, and high standards.
- Maintain confidentiality and the highest standards of conduct at all times.
- Undertake any other duties commensurate with the role and grade, as required by management.

Safeguarding

- Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the Trust and member schools.

Person Specification

		Essential	Desirable
Qualifications	Relevant professional qualification in business management, finance, or equivalent experience	•	
Experience	Strong knowledge of operational leadership across finance, HR, estates, procurement, and compliance	•	
	Understanding of Academy Trust Handbook regulations	•	
	Substantial experience in a senior business management role	•	
	A proven track record of improving systems, processes, and operational outcomes	•	
	Experience of coaching and developing staff	•	
	Evidence of working effectively with senior leaders and stakeholders	•	
	Experience within a Multi-Academy Trust or similar education environment		•
Thinking Ability	An analytical thinker who can process complex information quickly and rigorously in order to recommend effective decision making	•	
	Can demonstrate sound judgement to undertake complex tasks in a systematic way	•	
	Ability to analyse financial issues and interpret complex information	•	
	Thinks creatively and imaginatively to solve problems and identify opportunities	•	
	Able to demonstrate having planned appropriately for future success	•	
Personal Effectiveness	High ethical standards and influencing skills with the ability to engage effectively with all stakeholders across the Trust	•	
	Self-confident with the ability to transmit appropriate messages to appropriate audiences	•	
	Excellent communication and interpersonal skills, with the ability to build credibility and positive relationships	•	
	Works reliably under pressure to produce timely, accurate information and is willing to do whatever necessary to bring about results	•	
	Willingness to travel regularly between schools	•	