

Job Pack

Business Manager

East London Teaching School Hub (ELTSH) and
Mulberry College of Teaching (MCoT)

Mulberry School for Girls
(Part of the Mulberry Schools Trust)



East London Teaching School Hub:



Mulberry School for Girls was delighted to be designated by the Department of Education as the lead school for Hackney and Tower Hamlets Teaching School Hub (TSH) in February 2021 and has been redesignated for a further 4 years (2024-2028). We are one of 87 TSHs across the country each responsible for its own geographical area.

There are no great schools without great teachers, and it is the role of Teaching School Hubs to provide the best quality professional development so teachers can be their very best.

Teaching School Hubs have the following core responsibilities:

1. Delivery of Initial teacher training (ITT)
2. Delivery of the Early Career Framework (ECF)
3. Providing Appropriate Body (AB) services for Early Career Teachers
4. Delivery of the full suite of National Professional Qualifications (NPQs)

For the first designation period (2021 – 2024), we embarked upon an exciting start-up and rapid growth phase to ensure that we realised our ambition to create a collegiate professional learning community. We are now in our second designation period (2024-2028) and, to date, we have supported over 1700 Early Career Teachers and their mentors training on our Early Career Framework Provider-led Programme and over 1200 teachers and leaders on our National Professional Qualification programmes. We have teachers and leaders from 88% of Tower Hamlets and Hackney schools learning with us and colleagues from a further 238 schools outside our designated region engaging with our programmes. We are working in partnership with four strategic local partners to deliver our ECF Led-Provider Programme and have over 35 facilitators from a range of local Hackney and Tower Hamlets schools collaborating with us to deliver our programmes. We also are the Appropriate Body for over 580 ECTs supporting them with their two-year induction. We are really excited about what the next three years holds.

ELTSH has a strong and deep partnership with University College London (UCL) who are our Lead Provider partner for the ECF and NPQs we offer. Our shared commitment to inclusive education and innovative educational research means that our values and visions are tightly aligned. ELTSH colleagues' expertise and opinions are highly valued by UCL often affording our central team unique and enriching personal professional learning opportunities.

It's a really exciting and rewarding time to join our team and to contribute to the strategic direction of the hub.

Our vision

We believe that we can change young people's lives because of the outstanding professional development we offer. Our mission is to deliver world-class professional development programmes for teachers at every stage of their career, which are expertly contextualised for colleagues working in the schools in our hub area and neighbouring boroughs who choose to learn with us.

Our vision is underpinned by the Mulberry Schools Trust's commitment to 'outstanding achievement for all' and is driven by Mulberry School for Girls' moral purpose – a desire to do more to improve the quality of education for all children and young people – and a commitment to schools working together to secure an inclusive, ambitious, collegiate and high-quality offer.

Drawing on the passion, expertise and capacity from across Tower Hamlets and Hackney, we equip teachers with the techniques, motivation and confidence they need to make a difference for every pupil in our region.

Using a place-based approach, we bring together experts from across East London who understand first-hand what the teachers and pupils throughout our community really need, ensuring our young people receive the best education possible.

We are dedicated to being better together through this collective approach, harnessing the best ideas, expertise and talent from across the area to continue improving outcomes for every pupil through exceptional teaching.

Our programmes enable every teacher to access excellent training and development opportunities to further build their skills, practice and understanding of teaching.

To find out more about East London Teaching School Hub, [click here](#).

You can also visit our website www.eastlondontsh.org and follow us on Twitter @EastLondonTSH

Mulberry College of Teaching:



Transforming
lives **together**



Transforming Lives Together

Mulberry College of Teaching (MCoT) is the Mulberry Schools Trust's new accredited Initial Teacher Training provision. We are deliberately small and are specialising in secondary English teacher training to begin with. Our aim is to offer a route into teaching to graduates who share our commitment to inclusive education and whom want to learn their craft in our vibrant inner-city schools. We welcomed our first cohort of trainee teachers in September 2024 and we are really delighted by the progress they are making as beginning teachers.

Mulberry College of Teaching (MCoT) is a new growth project and will require careful financial, business and operational management. The postholder will work in partnership with finance and HR colleagues in the Trust to ensure a high-quality and sustainable accredited ITE provision for the Trust can be maintained.

To find out more about Mulberry College of Teaching, click [here](#).

You can also visit our website www.mulberrycollegeofteaching.org and follow us on [LinkedIn](#).

Job Description

Job Title: ELTSH and MCoT Business Manager

Reports to: Director of ELTSH/MCoT

Responsible for: East London Teaching School Hub (ELTSH) - lead school MSFG
Mulberry College of Teaching (MCoT) – MST’s accredited ITT provider (SCITT)
Line management of ELTSH/MCoT central services team

Contracted hours: 28 hours per week, all year round

Salary scale: NJC PO6, Points 41-44 (0.8 FTE)

Duration: 18 months fixed term (with scope for extension depending on external funding)

Job Purpose:

The ELTSH and MCoT Business Manager will provide strategic operational leadership, and excellent team leadership of the central team, ensuring effective internal communications and efficient project management. The postholder will support the Directors of ELTSH/MCoT by ensuring effective financial, business and operations management of ELTSH and MCoT. This role involves overseeing and implementing financial operations, ensuring compliance with all relevant regulations, and developing sustainable business models to support growth. The post holder may also have responsibility for the strategic leadership of one of our programme strands of work. The post holder will receive support from MST’s Financial Controller, liaise closely with MSFG’s Finance Manager and will line manage the ELTSH/MCoT central services team to provide an exceptional customer-focused service. The post holder will report to the Directors of ELTSH/MCoT to ensure the professional learning programmes offered are of the highest quality with high levels of engagement.

Duties and Responsibilities:

Business Management:

- Provide strategic leadership and advice to the Directors of ELTSH/MCoT on business, operations and finance functions to drive growth and secure a sustainable model.
- Liaise closely with leaders in other support service areas (HR, Finance, IT, Premises) to coordinate all business activities across ELTSH and MCoT to achieve ELTSH and MCoT’s goals and objectives
- Ensure that MCoT is legally compliant and Ofsted ready, working alongside the MSFG Finance Manager and Director of MCoT.
- Conduct horizon scanning to identify and respond to market opportunities and challenges, ensuring the organization remains proactive and financially viable.
- Manage and execute both high-level strategic initiatives as well as demonstrating a hands-on approach.

- Uphold and integrate the vision and values-led approach of ELTSH and MCoT into all business, operations and financial strategies.

Operations Management:

- Lead and manage the ELTSH/MCoT central services team to deliver high-quality customer service in a time-sensitive environment.
- Optimize processes and procedures to enhance customer engagement, internal capacity, and communication.
- Maintain and report accurate data for DFE KPI reporting.
- Act as strategic and operational lead for a programme strand, shaping high-quality, context-responsive provision.
- Maintain an accurate operations calendar, ensuring activities are on time and within budget.
- Oversee recruitment for Mulberry College of Teaching, ensuring compliance with MST policies and DFE statutory requirements
- Ensure MCoT meets all regulatory standards and maintains high-quality training and outcomes.
- Collaborate with ELTSH Directors, strategic leads, and administrators.
- Provide Personal Assistance services to the Directors of ELTSH/MCoT.
- Attend operational and governance meetings as required.

Financial Management:

- Lead on financial planning, budgeting, tracking, and reporting, in liaison with the MSFG Financial Manager, to ensure stability and regulatory compliance.
- Oversee accurate data collection (e.g., participant engagement and trainee attendance) to secure income streams.
- Develop and maintain purchase orders, financial records, and systems in line with Trust policies and protocols.
- Conduct regular budget reviews and reports to senior leaders, the Trust's Financial Controller, and the MSFG Finance Manager to monitor cash flow and inform financial planning.
- Manage and administer all contracts, including Service Level Agreements, ensuring best value practices in procurement.
- Manage Appropriate Body Services financials and customer support to ensure high engagement and satisfaction.
- Ensure accurate administration of MCoT bursary and tuition fee payments, liaising with stakeholders.
- Work with the Trust Financial Controller and MSFG Finance Manager in preparing annual budgets and attending budget meetings.
- Liaise with internal and external auditors for periodic and annual audits, gathering necessary evidence.

Person Specification:

Qualifications and Experience

- Qualified to degree level in a relevant area
- Proven experience of project management and leading a team with enthusiasm
- Proven experience in strategic operational leadership
- Strong analytical skills with the ability to conduct comprehensive market analysis and apply findings to business strategy.
- Ability to balance strategic oversight with hands-on operational responsibilities effectively.
- Proven ability to ensure that targets and deadlines are met in a pressurized work environment
- Excellent ability to delegate and train team members while maintaining organizational control and holding team members to account
- Management of a significant budget
- Proven track record of contributing to organizational growth and sustainability through strategic operations.
- Strong skills in budget development and oversight
- Strong IT skills, including database development and an aptitude for learning new applications
- Familiarity with educational and teacher training sector regulations and standards (desirable but not essential)
- This post requires a satisfactory DBS Enhanced Disclosure on appointment
- Experience in financial management is not essential but a desire to learn is required.

Personal Qualities

- Proactive strategic and operational thinker with excellent problem-solving abilities.
- Excellent communication and interpersonal skills, with the ability to influence and collaborate at all levels
- A people-person who thrives in leading a team and supporting colleagues to grow
- Exceptional organizational skills and attention to detail.
- Ability to thrive in a dynamic, fast-paced environment, adapting to changing conditions.
- Desire to learn specialist knowledge and expertise at speed
- Commitment to continuous professional development and lifelong learning of self and others.
- Willing to work flexibly and outside normal office hours to attend meetings and achieve deadlines
- Deep understanding of and commitment to the vision and values of ELTSH and MCoT.

Other Duties:

Play a full part in the life of the school community, supporting the aims and ethos of Mulberry Schools Trust, and encourage all staff and students to follow this example.

Equality, Diversity, and Inclusion:

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Leadership responsibility for ensuring compliance with equality legislation.

Safeguarding:

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust. Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

Health and Safety:

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work.
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation.
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare.
- To assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post.

This job description is correct at the date of publication and may alter over time as the needs of the Trust change.

How can I apply?

You will need to complete the application form on the online TES application form which includes your letter of application explaining why you are the perfect person for this rare and exciting opportunity. Please be aware that we can't accept any CVs for this post.

Please complete your application directly online via TES. If you have any questions about the role or the process, please get in touch with us at hr@mulberryschoolforgirls.org

Closing Date: 10th June 2025, or earlier if a successful appointment is made

Interviews: Successfully shortlisted candidates will be invited as and when applications are reviewed

Start Date: 1st September 2025, or as soon as possible

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided. If you do not hear from us unfortunately, you have been unsuccessful on this occasion.

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

