



**TAME RIVER  
EDUCATIONAL  
TRUST**

# **School Business Manager – Hyde High School**

## **Candidate Information Pack**

**Great schools in which to learn, teach and belong.  
Welcome to Tame River Educational Trust**

Dear Candidate

Thank you for your interest in the post of School Business Manager with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development, and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.



Phil Wilson  
Chief Executive Officer

## An Introduction to our Trust Schools



### **Droylsden Academy**

#### **Headteacher**

**Mr E Mayell**

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

### **Mossley Hollins High School**

#### **Headteacher**

**Mrs A Din**

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

### **Hyde High School**

#### **Headteacher**

**Ms G Arnold**

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Requires Improvement' by Ofsted and serves over 1200 students. The school is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe**.

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.



## Application Procedure

For a confidential discussion on current vacancies please contact the school at: [r.fawcett@hydehighschool.uk](mailto:r.fawcett@hydehighschool.uk)

To apply for the role please complete the application form – available to download from our website and return it to [r.fawcett@hydehighschool.uk](mailto:r.fawcett@hydehighschool.uk).

**In compliance with Safer Recruitment Guidelines, CVs will not be accepted.**

Advertised: 18<sup>th</sup> March 2025

Closing date for Applications: 1<sup>st</sup> April 2025 at noon.

Interview Date: Will be held as soon as possible following the closing date.

*Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.*

### Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

### Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

<b>Job description</b>	
The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Title</b>	School Business Manager
<b>Reporting to</b>	Headteacher
<b>Hours &amp; Salary</b>	36 hours per week, full year. The role is paid at Grade I on the support staff scale, currently £44,711 - £48,710
<b>Role Overview</b>	<p>The postholder will provide strategic leadership and development of the business and resource functions of the school and its estate, including, but not limited to: Finance, IT, school administration, health and safety and first aid, in line with overall Trust policies and procedures.</p> <p>The postholder will sit on the School's Senior Leadership Team, leading and advising on designated aspects of finance and will provide operational management of all aspects of the business services.</p> <p>This job description is written at a specific time and is subject to change as the demands of the Academy and the role develops. The role requires flexibility and adaptability and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.</p>
<b>Child Protection and Safeguarding</b>	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
<b>Main duties and responsibilities</b>	<p><b>Financial Management</b> As School Business Manager you are expected to:</p> <ol style="list-style-type: none"> <li>1. Work closely with the Trust's CFO and school Headteacher to ensure the effective delivery of financial processes within school.</li> <li>2. Work closely with the Trust's CFO to ensure the financial transactions of the school are up to date to allow accurate budget monitoring, within the financial system of the School.</li> <li>3. Work closely with the Trust's CFO and the school's Headteacher to produce accurate budget forecasts.</li> </ol>



4. Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions which are within the remit of the school.
5. Oversee and support the work of administrative staff who are responsible for ordering, receipt of goods and authorisation of payments through the school's financial system.
6. Support the Trust's CFO to ensure that adequate purchasing and payment systems and procedures are in place and implemented.
7. Support the Trust's CFO to ensure that cash systems and procedures are in place and implemented.
8. Support the Trust's CFO in reconciling all monies coming into the School and ensure that these are banked promptly.
9. Oversee processes to ensure an accurate and current asset register.

#### **Management**

As School Business Manager you are expected to:

1. Be a full member of the School's Senior Leadership Team.
2. Attend management team meetings and appropriate governor meetings.
3. Implement change as directed in accordance with the School Improvement Plan.
4. Provide outstanding operational management for all areas of responsibility.
5. Performance manage all staff with respect to all areas of responsibility; through regular meetings, setting of appropriate targets for performance, providing support and challenge, and undertaking regular reviews for feedback.
6. Maintain an up-to-date understanding of Trust policies and procedures; and incorporate the implications within the operation of your role.
7. Support the maintenance and enhancement of the school's ethos and mission through your own outstanding professional conduct and high expectations of others.

#### **Facilities and Estates Management**

As School Business Manager you are expected to:

1. Act as the School's lead for health and safety.
2. Act as the School's contact for the facilities management within the remits of the PFI contract for the School.



3. Ensure relevant planning and construction processes are undertaken in line with PFI contractual obligations and any contractors on site are properly supervised, checked and inducted.

4. Ensure the Trust's arrangements for insurance are effectively managed within the School.

5. Comply with all Trust reporting requirements in a timely manner.

**School Administration**

As School Business Manager you are expected to:

1. Manage the whole school administrative function and administrative staff.

2. Support the effective marketing of the school, including adherence to the school's agreed branding, the production of the school prospectus and general communication in print and through the website.

3. Deliver systems and structures for the effective management and administration of all areas of responsibility that deliver outstanding outcomes.

4. Work in collaboration with admissions and attendance leads to support the effective management of these processes, including the in-year admissions process.

5. Ensure the provision of effective office and reception services as the school's main public front.

6. Ensure front line enquiries from staff, students, parents and visitors are dealt with promptly.

7. Ensure all student records and documents are properly maintained, filed and manually/electronically transferred when students leave.

8. Advise parents of grants, school meals, school journey, income support, admissions applications.

9. Undertake the administration of educational visits and trips.

10. Lead first aid.

**Governance and Regulatory**

As School Business Manager you are expected to:

1. As part of the Senior Leadership Team ensure that effective Governance and Regulatory systems within the school are adhered to.



2. Undertake the role of Data Protection Lead for the Establishment to support the Trust in ensuring compliance as Data Controller under the Data Protection Act.

3. In acting as the Data Protection Lead ensure that the School is supported in complying with Trust Data Protection Policies and Procedures, including the safe storage of Personal Data and the reporting of any breaches.

4. Support compliance with Policy and mandatory training requirements by ensuring staff access and follow up of any issues that are identified.

5. Work alongside the school's HR Officer to ensure all members of the Governing Body have a valid DBS and the Single Central Record is kept updated.

6. Provide a suitable meeting environment for the physical meetings of the Local Governing Body.

7. As a member of the Senior Leadership Team support in managing the admissions and appeals arrangements.

#### **ICT**

As School Business Manager you are expected to:

Manage the school's ICT team on a day-to-day basis, liaising with the Trust Director of ICT.

#### **HR**

As School Business Manager you are expected to:

1. Manage the school's HR/Payroll Officer on a day-to-day basis, liaising with the Trust COO.

2. Manage the administration of the school's Single Central Record, ensuring it is up to date and accurate.

#### **Relationships**

As School Business Manager you are expected to:

1. Ensure excellent relationships with students, staff, parents and the wider Trust community to ensure that an effective service is provided to each of these stakeholders.

2. Liaise with the ESFA/DfE and other external stakeholders as may be necessary to oversee compliance within the school.

3. Liaise effectively with the Trust Central Team to foster working relationships and share good practice across all TRET schools.

**As a member of staff, you are expected:**

	<ol style="list-style-type: none"> <li>1. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.</li> <li>2. To follow and uphold all school policies and be an excellent ambassador for the Trust and Hyde High School.</li> <li>3. To have a responsible and diplomatic approach to matters of a confidential nature.</li> <li>4. To ensure awareness of what is happening in and around the school; checking and responding to school emails regularly and at least once every school day.</li> <li>5. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems.</li> <li>6. To undertake any other duties that might be reasonably requested, by the Trust CFO, the Headteacher, and any other member of the Trust Executive Team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.</li> </ol>
<p><b>Health and Safety</b></p>	<p>The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues.</p> <p>All Trust schools are non-smoking sites.</p>
<p><b>General</b></p>	<p>This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.</p>

<b>Person Specification</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A professional School Business Manager Qualification (or working towards this qualification), or equivalent experience</li> <li>• Evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level in an appropriate subject</li> <li>• Middle or senior management qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the applicant's original certificates</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Management within a public/private sector setting</li> <li>• Experience in financial, HR, business and/or premises operations</li> <li>• Experience of managing administrative systems and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of school business management</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form.</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of financial procedures and regulations</li> <li>• Knowledge of Data Protection legislative requirements and how to effectively manage a professional office in line with these</li> <li>• Working knowledge of policy and practice regarding health and safety and human resources</li> <li>• Ability to manage people effectively</li> <li>• Ability to prioritise conflicting demands and thrive under pressure</li> <li>• Ability to take a problem-solving approach to tasks and develop valid and financially sound solutions</li> <li>• Ability to use management information systems and be able to transfer the experience of using one system to another similar system if the need arises</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to be flexible and able to respond to the unexpected in a calm, reassuring manner</li> <li>• Ability to maintain strict confidentiality at all times and in all matters</li> <li>• Passion for helping children and young people learn</li> <li>• Trustworthiness and integrity</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Ability to engender confidence in young people</li> <li>• A warm, friendly, and patient manner</li> <li>• Ability to build positive relationships with all students that allow them to achieve to their highest potential</li> <li>• Discipline and time management skills</li> <li>• A belief in the value of others</li> <li>• A willingness to learn new skills and approaches and to share experiences with others</li> <li>• A sense of humour</li> </ul>		<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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**Employee Acknowledgement**

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of School Business Manager

Signed: .....

Date: .....