



# Etonbury Academy Application Pack School Business Manager





# Welcome to Etonbury Academy

## Our Vision

Etonbury is dedicated to delivering excellence in education. Our staff nurture well rounded, confident and responsible young people of whom we can all be proud. Individuals who have been inspired to achieve more than they ever believed possible. In partnership with families and the community, our goal is to create relevant learning opportunities for pupils- both inside and outside the classroom - that help learners develop knowledge and skills that enable them to become critical thinkers, who are prepared to make meaningful contributions to their local, national and global communities.

We do this by providing a welcoming, happy, safe and supportive environment in which everyone is equal and all achievements are celebrated. All staff members at Etonbury are fully committed to this vision.

## The ETA Way

Everyone is respectful

Together we care

Always Aim Higher



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## INTRODUCTION

Welcome to Etonbury Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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Etonbury Academy

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# ABOUT ETONBURY ACADEMY

Etonbury Academy is an extended secondary school with over 1150 pupils, located on the edge of the town of Arlesey, close to the Bedfordshire/Hertfordshire border and excellent train links to London. We provide a broad and extensive curriculum for children aged 9 to 18 years, including Sixth Form. **We are delighted to achieve consistently high GCSE results and have just celebrated an outstanding set of A-Level results in our Sixth-Form.**

We are a local school with a global outlook, preparing young people for the future. Our facilities, resources and specialist teaching are second-to-none. So too is our commitment to pastoral care.

This is a place where every child is safe, secure and supported. Every single member of our learning community – students, staff and parents – are part of our success story.

Our younger students join us in year 5 at Etonbury Juniors, and move up to our secondary school in year 7. With separate buildings for junior, secondary and Sixth Form, we provide a nurturing environment for all pupils to receive an excellent Etonbury Experience. We know our children, and together we make Etonbury Academy a school to be proud of.

We provide professional development for aspirational staff and access the teaching school, colleges and Apprenticeship Levy to make this happen. Our proven track record gives you every reason to consider Etonbury as the right school for you.

In our most recent Ofsted report (April 2025) inspectors said the following:

*“Etonbury Academy is a welcoming and nurturing place to learn. Pupils enjoy coming to school and attend regularly. They value the warm, supportive relationships they build with staff. This helps them to feel safe, cared for and known as individuals. Pupils behave with great courtesy and respect. They hold doors open, listen carefully to each other in conversations and demonstrate consistently high levels of kindness towards others.”*



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire.

We now educate more than 8,000 children across the area, from nursery age to advanced level study, and have over 700 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



# HOW TO APPLY

We use an application form, rather than asking for CVs, for all vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:** Sunday 8th March 2026 - Midnight

**Interview date:** Thursday 12th March 2026 - timings TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

**We look forward to receiving your application.**



## JOB DESCRIPTION AND PERSON SPECIFICATION

<b>JOB TITLE:</b>	School Business Manager
<b>BASED AT:</b>	Etonbury Academy
<b>RESPONSIBLE TO:</b>	Principal
<b>SALARY:</b>	CBG 10 (points 28-30) - £39,152 to £40,777
<b>HOURS:</b>	37 hours a week, full time 52 weeks
<b>RESPONSIBLE FOR:</b>	Provide overall strategic leadership and line manager at school level for the academy site and support services
<b>LIAISING WITH:</b>	<b>Principal, Senior Leadership Team, BEST Schools, external stakeholders, teaching &amp; support staff.</b>

### JOB PURPOSE

The School Business Manager is the academy's lead support professional and a key member of the Senior Leadership Team, providing strategic and operational leadership across all business and support functions.

As a member of the Senior Leadership Team this role will provide overall strategic and operational leadership for the business functions in the academy including administration, HR, marketing, contract management, data protection lead, and facilities, as well as providing support to the Principal for health and safety and new projects to enhance the effectiveness of teaching and learning.

### MAIN DUTIES AND RESPONSIBILITIES

- Will promote the highest standards of business practice to ensure the effective use of resources in support of the school's improvement plans.
- Attend weekly senior leadership team meetings and wider events, contributing to the strategic planning, self-evaluations and school improvement processes.
- Contribute to and respond to the Trust's business improvement work co-ordinated at Trust level.
- Provide strategic oversight of the academy's HR function, line managing the HR Lead to ensure effective delivery of recruitment, performance management, appraisal and professional development procedures for all support staff. Support and advise the Principal on workforce matters, ensuring compliance with employment legislation, Trust policies and safer recruitment requirements.
- Manage and submit the School Workforce Census within timeframes using current MIS.
- Ensure the academy maintains a fully compliant Single Central Record in line with statutory safeguarding guidance, including Keeping Children Safe in Education, and quality assure safer recruitment processes.
- Lead the school's administrative teams to ensure systems and processes are efficient.
- Data Protection Lead - supporting academy with training and updates, managing subject access requests and processing freedom of information requests within policy guidelines. Investigate and report all data breaches and near misses to the Principal.
- Co-ordinate with Local Governing Body as required and co-ordinate school policies and reviews, ensuring these are reviewed in a timely manner and include statutory guidance.
- Lead, manage and quality assure school to home and community communication. Including appropriate social media guidance.
- Support community events and manage school facilities hire, generating income for the school.
- Manage allocated budgets working alongside the Finance Manager to monitor.
- Manage first aid and co-ordinate medical support.
- Liaise and project manage external suppliers, contractors including catering and cleaning and school improvement projects where required. Following the tender process with BEST Governance Handbook.





- Liaise and organise school transport to bus company and parents. Manage communications, charges, waiting lists, terms & conditions and logistics providing out of catchment transport where viable.
- Liaise with relevant third party service providers.
- Ensure the staff are regularly informed of staff expectations in line with school policies through the staff bulletin.
- Manage on site school house rental, reviewing Service Occupancy Agreement and manage letting.
- Liaise with uniform suppliers, arranging sizing events, nearly new sales and ensuring value for money adhering to the Education (Guidance about Costs of School Uniforms) Act 2021.
- Support SLT lunchtime duties by managing the secondary lunch queue for years 7 through to 11.
- Provide support and leadership of ad-hoc projects on behalf of the Principal.
- Provide whole school training on GDPR, Health & Safety and operations of the school.

## **LINE MANAGEMENT RESPONSIBILITY**

- Reception team
- Principal's PA and SLT Support
- Communications and marketing
- Site Team
- HR Lead
- First Aid

## **CONTRIBUTION TO THE WIDER LIFE OF THE ACADEMY**

- Developing the aspirations and self-belief of all students, securing high-quality learning, progress and outcomes.
- Building and sustaining positive partnerships with families and external stakeholders to support student development.
- Contributing to effective planning for academy improvement.
- Supporting the efficient and effective use of resources.
- Developing strong, productive working relationships with a wide range of stakeholders.

## **SAFEGUARDING**

The postholder will safeguard and promote the welfare of children and young people and work in accordance with the academy's safeguarding and child protection policies at all times.

The postholder is expected to uphold a culture of vigilance and ensure that statutory safeguarding requirements, including safer recruitment practices and maintenance of the Single Central Record, are rigorously applied.

This post is subject to enhanced DBS clearance and satisfactory pre-employment checks.

*Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from the BEST*

*Principals to undertake work of a similar level that is not specified in this job description.*



## PERSONAL SPECIFICATION

### School Business Manager

	Essential	Desirable
Education/ Qualifications	<p>Educated to GCSE level (or equivalent) with five or more GCSE's including English and Maths at grades A*-C</p> <p>Evidence of Professional Development and further management training</p>	<p>Certificate in School Business Administration</p> <p>A Level or NVQ equivalent level 3</p> <p>Safer recruitment</p>
Experience	<p>Successful business management role in a school setting</p> <p>Track record of improving school systems and processes</p> <p>Experience managing contracts and budgets</p> <p>Experience of managing effective teams</p> <p>Experience of having led a collaborative initiative between teaching and/or support staff to improve standards</p> <p>Experience of working with staff and governors to ensure whole school understanding of staff performance</p> <p>Experience of school HR &amp; Marketing</p>	<p>Experience in a multi-academy Trust educational setting</p> <p>Experience in tendering process for catering and cleaning service providers</p>
Skills and Knowledge	<p>Strong understanding of the Education Inspection Framework and the role of operational leadership in supporting educational quality and safeguarding.</p> <p>Ability to use school MIS to make efficiencies in the administration services of the school</p> <p>Knowledge of the Data Protection Act and UK GDPR</p>	<p>Up-to-date knowledge of relevant education legislation and statutory guidance</p> <p>Awareness of health &amp; safety in an education context</p> <p>Understanding of how Multi-Academy Trusts function</p>
Personal Qualities	<p>Self-motivation and self reliance</p> <p>Commitment to the post, your own professional development and continuous academy improvement</p> <p>Commitment to our local community and improving the life chances of our community</p> <p>Ability to work cooperatively as a positive team member and leader</p> <p>Willingness to embrace change and new ideas in an evolving team.</p> <p>Ability to find innovative solutions to problems/issues</p> <p>Committed to the wellbeing of both pupils and staff</p> <p>Commitment to inclusion</p> <p>Ability to manage own work-life balance and that of others in the senior team</p> <p>An appreciation of the need to handle staff sensitively, whilst motivating them.</p> <p>Flexible approach to adapt to a changing environment</p>	
Physical	<p>Prepared to travel between BEST academies</p> <p>Able to attend/support evening events at the academy (e.g Open Evenings, inset day preparations and parents evenings)</p>	



Other	<p>Enhanced DBS clearance, references and checks are essential prior to taking up the post</p> <p>Committed to promoting diversity and equality for all</p> <p>Holiday allocation to be taken in school holiday times and around capital projects and events e.g. examination results day.</p> <p>Support the academies school development plan and the BEST vision, values and beliefs</p> <p>First aid qualification or committed to obtaining</p>	
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BEST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is, therefore, subject to a satisfactory enhanced Disclosure and Barring Service application.

