

Business Support Services Manager

Applicant Pack



Contents

The vacancy	3
Post advert	3
Role summary.....	3
Job description	5
Specific duties and responsibilities.....	5
Support for the trust/school	7
Changes to these duties	8
Person Specification	8
Job Title: Business Support & Services Manager	8
Knowledge, experience and skills	8
Qualifications	9
Other skills	9
Interpersonal skills.....	10
Child protection.....	10
Hope Valley College	11
Chorus Education Trust	12

The vacancy

Post advert

Deadline for applications:	11:59pm on 28 June 2026
Interviews to be held:	Week beginning 6 July 2026
To start:	September 2026

This is an exciting time to join Chorus Education Trust working at Hope Valley College. We are seeking an experienced manager to join our school Senior Leadership Team. Working under the Headteacher and direction of the Trust, the postholder will implement consistent operational policy and procedure at the school, be part of the leadership team, support strategic school decision-making, and line manage a variety of support staff at the school site, including the site team and administration team.

The successful candidate must have an operational management background, significant team management experience and be competent in the areas of finance, HR, and general premises health and safety. They must also be able to work collaboratively with a variety of internal and external stakeholders, including the Trust central team, the PTFA, our catering contractor and our transport providers. They must also understand the importance of working to create a successful school environment for young people. An understanding of school finances and the challenges a small rural school faces would be beneficial.

If you want to lead enthusiastic and hard-working teams, join an innovative growing Trust and school, with a forward-thinking Senior Leadership Team, and staff who are passionate about improving the life chances of young people, then please apply for further information using the details below.

Role summary

Post title:	Business Support Services Manager
Profile:	OS5A
Grade:	9
Grade spinal point range:	SCP 36 to 40
Salary:	£47,181.00 - £51,356.00
Accountable SLT post:	Headteacher and Chief Operating Officer
Line manager (if different):	N/A
Staff to be supervised or line managed by post holder:	Business support staff in the school

Post holder will work with: School Senior Leadership Team and Central Business Services Team

Holiday and sickness relief: By and for other operations support staff across the Trust

Purpose of post: To deliver an efficient and effective business operational support service to the school ensuring it achieves the Trust stated aims and objectives. To effectively lead the school business support staff team and services not managed centrally.

Version revised: July 2025

Contract: Permanent 37 hours/52 weeks

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

The successful candidate will be required to complete a Disclosure and Barring Service (DBS) check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

Job description

The post holder must at all times carry out their responsibilities within the spirit of the school and trust policies and within the framework of legislation relating to academies and education, with particular regard to the statutory responsibilities of the trust and the governing body of the school(s).

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

Key Responsibility Areas:

- To be responsible for delivering an efficient and effective business support service at the school ensuring it achieves the Trust and school's stated aims and objectives, working with the central business support team.
- A member of the school leadership team, leading an effective and professional school-based support staff team in the delivery of:
 - Budgetary control and school strategic financial management in collaboration with Finance Manager and central finance team
 - Lead role in overseeing Human Resource processes and Payroll processes in collaboration with central team
 - Responsible for planning, development, management of administration and operational services in school
 - Premises and health and safety management working with the central team

Duties will vary depending on the school but may include, but not be limited to:

Leadership and Management

- Line manage and appraise school-based business support services, team leaders and managers: e.g. administrative, exams, (if/as appropriate) premises and catering managers, including delegation of relevant activities.
- Postholder has full accountability for the whole business services team based in school (small secondary).
- Ensure effective delivery of an effective and efficient business operations service.
- Provide strategic support to the Headteacher and SLT on aspects of academy business management within the role.
- Attend meetings of the Full Local Governing Body and other bodies as appropriate to represent the interests of the Trust/School, and occasionally the Trust as required.
- Manage the School Risk Register.

Financial, Administration and Operations Management

- Implementation and oversight of agreed trust wide systems and policies which ensure the effective maintenance and control of all budgets and accounts.

- Ensure financial control and compliance within School and advise SLT on all aspects of the Academies Handbook and the Trust Finance manuals and policy at all times and advise staff on procedures, in conjunction with Finance Manager and central team.
- Assist colleagues in the collation of information required for Audit purposes.
- Oversee budget forecasting and management process with the Headteacher and budget holders, and in conjunction with the Finance Manager.
- Act as budget holder for assigned budgets, in accordance with the Trusts Financial Procedures Manual, and ensure action is taken to identify variations and take corrective action.
- Ensure effective administration systems are in place and operated to support the business operations of the school and the central team.
- Provide financial and relevant management information and appropriate reports to the Central Team, Headteacher, Leadership Team, and Local Governing Body.
- Prepare bids for supplementary external funding/ sponsorship for the academy and maximize the income generated by the school from lettings if applicable.
- Liaise with the central IT Service to oversee and ensure the systems and IT resources are fit for purpose and meet school requirements.
- Provide day-to-day support for school-based IT colleagues who will ultimately be line managed by the Trust.
- Work with the central team to ensure effective promotion and marketing materials for the school to different audiences are accurate, timely, consistent and appropriate.
- Ensure school compliance with GDPR in accordance with Trust procedures and systems, working with central MIS colleagues and the DPO.
- Take a lead role in reviewing procedures and activities within the school, relating to general matters such as administration/clerical procedures, human resources and budgetary control.

Human Resources & Payroll

- Liaise with the Headteacher and central HR Advisors on HR issues and ensure the implementation of Trust HR policies and procedures in the academy.
- Liaise with the Headteacher and central team with regard to job descriptions, person specifications and the application of job evaluations as required.
- Oversight of HR matters and the implementation of Trust HR systems for the school.
- Ensure Trust procedures regarding contracts, salaries, pensions, absence management etc (as appropriate) are implemented.
- Oversee the monitoring and reporting of staff attendance to meet the academy and Trust reporting requirements.
- Ensure the Trust absence management policy is implemented, and the return-to-work interview process is coordinated and undertaken.
- Oversight of school recruitment in line with Trust process and procedures.

- Provide school level information as required for Trust payroll system ensuring that all statutory responsibilities can be met by the Trust, including assisting with completion of pension returns if required.
- Participate in meetings with Trade Union representatives as required where related to the post and areas of responsibility.
- Implement systems for support staff school induction, professional reviews and CPD (Continued Professional Development) derived from developmental appraisal.

Premises and Health & Safety Management

- Assist with Health & Safety requirements across the school in order to support the Headteacher and central team in meeting statutory duties and ensuring a safe environment of all.
- Play a leading role in the management of critical incidents at the school as part of the leadership team, in conjunction with the central team.
- Liaise with the central team and onsite Facilities Manager (or equivalent) to ensure the security, cleaning, maintenance and provision of all services to the school are met and comply with Health & Safety requirements. Support the central team to manage contractual issues in relation to any PFI contract.
- Maximise opportunities for the use of the school's assets and resources.
- Contribute to income generation schemes and manage and monitor such projects as required.
- Support the Headteacher and central team, with onsite premises projects, leading and managing them as/if required.
- Ensure the provision of an efficient and effective meals service within the school in conjunction with the central team.

Support for the trust/school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. Trust will give you as much

notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the governing body or board of trustees and/or senior leadership team as required. Trade union representation will be welcomed in any such discussions.

Person Specification

Job Title: Business Support & Services Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Experience of working in a school or education environment		✓	A / I
Knowledge and experience of dealing with a wide range of HR issues	✓		A / I
Knowledge of financial management and control, including budget setting and monitoring	✓		A / I
Experience of contributing to the senior management team of an organisation	✓		A / I
Ability to interpret policy/ advice/statute and consistently follow Trust procedures	✓		A / I
Ability to persuade, motivate, negotiate and influence	✓		A / I
Ability to demonstrate innovate thinking and continuous improvement focus	✓		A / I
Effectively prioritise, plan, organise, direct and co-ordinate the work of others	✓		A / I

Knowledge of Health & Safety legislation and risk management		✓	A / I
Knowledge of relevant policies, codes of practise and legislation	✓		A / I
Delegate appropriate tasks and monitor practice to see that they are being carried out, set standards and provide a role model for pupils and staff	✓		A / I
Demonstrates the capacity to make sound judgements consistently	✓		A / I
Experience of managing on site premises/facilities management teams as part of a large organisation		✓	A / I
Experience of managing on site IT teams as part of a large organisation		✓	A / I
Qualifications			
Good level of literacy and numeracy e.g. GCSE Math's and English at grade 4 or above.	✓		A
Educated to degree level or equivalent	✓		A
School Business Management qualification or equivalent		✓	A
Experience of leading & managing and supporting a large diverse team to achieve goals	✓		A / I
Evidence of well-developed ICT skills	✓		A / I
Excellent written and verbal communication skills	✓		A / R
Other skills			
Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I

Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I
Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
A professional role model	✓		A / I
Be resilient, enthusiastic and determined	✓		I
Be flexible, committed, reliable and approachable	✓		A / I
High levels of honesty, integrity and an awareness of the importance of confidentiality	✓		I
Strong commitment to personal development for self and staff	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

Hope Valley College

Hope Valley College is an 11-18 comprehensive school set in a beautiful location in the village of Hope in the heart of the Peak District. The school was originally modelled on the lines of the successful village colleges originated by Henry Morris to provide community education. Hope Valley College now welcomes 500 students from a wide area including Derbyshire, Sheffield and Greater Manchester. On our site, housed in a purpose-built facility, we also run a post-16 SEND provision; Hope Valley Pathways prepares young adults with SEND for life and work and has up to 20 young people on roll.

At Hope Valley College, we offer an ambitious curriculum that is supported by a wide range of enrichment activities. We have high expectations of our students, who achieve well and who are encouraged to embrace the opportunities that our beautiful location offers.



In addition to trust-wide benefits for all staff, those at Hope Valley College also have access to:

- Supportive and friendly staff and leadership team.
- Free staff parking.
- Opportunity to be part of the varied extracurricular offering, including Duke of Edinburgh's Award programme, and many outdoor adventure activities.
- Internationally renowned rural landscape on the doorstep.

You can view the school website at: www.hopevalley.chorustrust.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is ‘Outstanding Achievement for All’. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:



An ethos of being a **force for good**; of being part of a team that enables ‘outstanding achievement for all’.



Leading edge **training and development** through the South Yorkshire Teaching Hub.



Competitive **pension schemes**: Teacher’s Pension Scheme (teaching staff) and local government pension scheme (support staff).



Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes, plus **free annual flu jabs** with Boots Corporate Health and **free eye tests** with Specsavers.



A **collaborative environment** encouraging knowledge sharing and support.



Term-time only contract postholders have the freedom of having **school holidays off**.



Career progression opportunities within a growing, local trust.



Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.