



Hebden Green Community School

A member of Cheshire Academies Trust

School Business Manager

Application Pack



Woodford Lane West, Winsford, Cheshire, CW7 4EJ
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Message from the Headteacher



Hebden Green Community School is an all-age (2–19) community special school in Winsford, judged Outstanding by Ofsted. We serve around 149 pupils with complex learning, medical, sensory and physical needs, working alongside health, therapy and social care partners to build the right provision around every child.

We are part of Cheshire Academies Trust. Within the Trust's categorisation framework, Hebden Green sits at Sustain and Share, which reflects both the quality of what we do and the responsibility we carry to keep improving and to help other schools benefit from our practice.

We are looking for a School Business Manager to take strategic and operational lead on finance, HR, administration, premises and compliance. This is a role in a well-run school, with real scope to shape the resource decisions that support pupils with complex needs.

Special school finance has its own texture: high needs top-up funding, commissioned places, DSG interactions with Cheshire West and Chester, RPA at source, and a workforce weighted heavily to support staff. If you already know that world, you will find plenty to work with. If you don't, you'll be well supported by an established SBM network across the Trust and by our central resource and operations team.

If you would like an informal conversation before applying, please get in touch through the school office. I would encourage you to visit; you will get a much better sense of the school in an afternoon here than from any document.

Helen

Headteacher, Hebden Green Community School

Why join Hebden Green?



- **Flexible working arrangements:** We offer the option to work from home one day per week.
- **A supportive network:** You will join a team of School Business Professionals across our Trust who collaborate, share ideas and provide mutual support while maintaining autonomy in their own schools.
- **Professional development:** The Trust prioritises your growth, offering regular CPD opportunities, SBM days dedicated to training per year, membership with ISBL, and attendance at School Resource Management conferences annually.
- **Career progression:** As a growing Trust, we provide exciting opportunities to develop your career within a forward-thinking organisation where there is a commitment to ongoing CPD.

Post details

Post	School Business Manager
Grade	NJC Grade 11 (April 2025 pay scale) Salary range £46,142 to £51,356 Actual starting salary £46,142
Hours	37 hours per week, 52 weeks per year.
Contract	Permanent
Location	Hebden Green Community School, Woodford Lane West, Winsford, Cheshire, CW7 4EJ
Reports to	Headteacher (Mrs Helen Ashley)
Responsible for	Finance, Administration, HR, Facility & Property, and Health & Safety management of the school
Liaising with	Senior Leadership Team, Trust central team, external providers
Disclosure	Enhanced DBS
Start date	1 st October 2026 (or sooner if possible).

Job Description

Purpose

- The School Business Manager is the school's leading operations staff professional and works as part of the Senior Leadership Team (SLT) to assist the Headteacher in their duty to ensure that the school meets its educational aims and Ofsted requirements.
- To be responsible for the effective management and monitoring of the overall budget and related finance matters across the school – using the Cheshire Academies Trust Finance Handbook.
- To manage all aspects of staff recruitment, contracts and other related personnel matters, including providing Safer Recruitment checks and managing the Single Central Record (SCR).
- To manage the whole school administrative function and to manage the Administration, Finance and Premises teams.
- To proactively raise additional resources and funds for the school and develop ways to maximise income.
- To ensure all procurement, capital projects, service level agreements, IT licences and other contracted services are effectively managed and compliant with the necessary policy, best value requirements and protocols.
- To support matters concerning the management of capital projects.
- To lead on all aspects of marketing in connection with the school.

Main core duties

Leadership and strategy

- Negotiate and influence strategic decision making within the school's Senior Leadership Team.
- Contribute to the School Improvement and Development Plan and its delivery.
- Attend Senior Leadership Team meetings and relevant Governor meetings at the required times.
- In the absence of the Headteacher, provide support to the Deputy Headteacher & Assistant Headteachers and take delegated responsibility for site-related decisions.
- Contribute to the school's self-evaluation process.

Financial duties

The School Business Manager will promote the highest standards of business ethos within the administrative function of the school and support the Headteacher to strategically ensure the most effective use of resources in support of the school's learning objectives. They will:

- Take a strategic lead in ensuring systems, policies and procedures are carried out effectively.
- Support the Headteacher to produce and review a three-year budget plan, incorporating funding and staffing costs, ensuring that it is balanced, realistic and represents an effective use of public funds.
- Ensure the school provides good value for money through appropriate procurement activities and report on how this is achieved.
- Develop, improve and implement the financial management and control systems within the school, ensuring that no aspect of school finance, policy and procedure is below satisfactory. Provide training and guidance to budget holders as necessary.
- Draw up and monitor financial elements of Service Level Agreements.
- Review monthly expenditure, dealing with banking procedures and liaising with the Headteacher and school budget holders as appropriate.
- Secure best value for the school in the areas of service contracts, capital projects and insurance policies through appropriate procurement activities.

- Investigate budget anomalies with relevant persons, external and internal, and take appropriate corrective action.
- Ensure tight budgetary control, challenging budget holders where necessary, keeping the Headteacher informed of possible over- or under-spend and producing recommendations for effective remedial action. This will be managed via the trust finance system – IMP.
- Ensure the school achieves all standards in relation to Financial Regulations and put together required evidence in relation to this, following the CAT finance handbook.
- Manage the school's compliance with statutory obligations and advise others on the relevant legal, regulatory and ethical requirements.
- Work in partnership with the Headteacher to monitor the staffing budget and any spend in relation to this and advise the SLT on any issues and potential areas of better value.
- Recommend any potential savings or value-added investments in terms of staffing to the SLT on a regular basis.
- Monitor the assets process, including the purchase of new assets and the depreciation of current ones, to feed into the assets renewal document and enable the forecast and budget for replacement assets in the future.
- Be responsible for all income generation for the school, including the organisation of, bid writing and grant claims.
- Manage the school's lettings offer, increasing this to aid income generation.
- Lead finance review meetings.

Administration management

- Develop process measures that will enable budget holders to make value for money decisions.
- Establish and use effective methods to review and improve administrative systems.
- Line manage operational teams, including the Office/Finance Administration team and the Premises team.

HR management

- Provide professional leadership and management of school support staff, including the administration team and premises team, to enhance their effectiveness and improve standards of learning and achievement in the school.
- Support the Headteacher with any specific wellbeing or HR cases as required, advising on issues within school and liaising with the trust and external HR provider as necessary.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.
- Support the monthly pay roll process.
- Ensure the school's Business Continuity Plan and Accessibility Policy are kept up to date and clearly communicated to all staff in school.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
- Support all school recruitment, ensuring correct procedure is followed.
- Manage recruitment, performance management, appraisal and development for all the Administration, Finance team and Premises team.
- Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on the school and staff.
- Support the development, promotion and booking of all CPD events and twilights across the school, liaising directly with the SLT and school staff to ensure the school is providing the correct level of CPD opportunities.

- Maintain accurate and up-to-date training records, personnel files and pupil files to assist with efficient management of the school.
- Oversee and manage the policy review process within the school, taking into account the legal requirements on schools in connection with policy creation and review.

GDPR

- Oversee the implementation of the trust data protection strategy to ensure compliance with GDPR requirements.
- Keep records in accordance with the trust record retention schedule and UK data protection law, ensuring information security and confidentiality at all times.
- Provide advice and guidance to school staff and governors on the requirements of GDPR, ensuring any necessary training is provided, including in the school's induction process.
- Ensure the school's compliance level is monitored and its impact assessed.
- Support with ensuring data protection compliance and advising the school community on data protection issues.

Facility and property management

- Line management of the premises team.
- Risk assessment management.
- Ensure the safe maintenance and security operation of all school premises.
- Manage the maintenance of the school site, including the purchase and repair of all furniture and fittings.
- Monitor, assess and review contractual obligations for outsourced school services.
- Ensure ancillary services (for example catering and cleaning) are monitored and managed effectively.
- Manage the letting of school premises to external organisations, for the development of extended services and local community requirements.
- Ensure all fleet vehicles are maintained to the legal standards required and that any staff drivers have appropriate insurance and licence in place to drive either their own vehicle or a school vehicle.
- Implement risk assessments and loss prevention strategies, including producing a comprehensive disaster and recovery plan.
- Take a leading role in the project management of all school building projects.

Health and safety

- Support the Safeguarding team to ensure all aspects of safeguarding administration, including the Single Central Record, are compliant.
- Lead and work in collaboration with the SLT and Site Manager to coordinate all aspects of the school Health & Safety compliance.
- Manage the school's compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in the school.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Governors and, where appropriate, the Health & Safety Executive.
- Organise Health and Safety training for staff as necessary.

Communications

- Communicate effectively with staff, pupils and parents or carers of pupils as appropriate.
- Where appropriate, communicate and cooperate with persons or bodies outside of school.
- Follow agreed policies for communications in the school.

- Participate in regular meetings with the Headteacher and SLT as necessary.
- Implement a marketing plan for the school which uses the school website, signage, the prospectus and communications with current and prospective parents and carers.

General

- The duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.
- The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required.
- Take responsibility for keeping own CPD up to date.
- Promote the school's Equal Opportunity Employment Policy.
- The Health and Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. It is therefore the postholder's responsibility to undertake reasonable care for the Health, Safety and Welfare for themselves and other employees in accordance with legislation.

Person Specification

Shortlisting will be based on the evidence in your application against the criteria below.

Criteria	Essential	Desirable
Qualifications and training		
A degree, or other relevant qualification, ideally in accountancy, business management or a related discipline; or a school business management qualification (Level 4 Diploma, Level 5 or Level 6); or demonstrable evidence of carrying out a similar role in a similar organisation over a significant timescale	Y	
Evidence of undertaking regular CPD		Y
Experience		
Successful leadership and management experience in a school, or in a relevant field outside education	Y	
Proven project management skills	Y	
Sound financial management skills	Y	
Experience of fundraising or bid writing	Y	
Proven ability to manage teams effectively	Y	
Involvement in school self-evaluation and improvement planning		Y
Contributing to staff professional development and line management		Y
Experience of working within a school setting		Y
Skills and knowledge		
Expert knowledge of financial management	Y	
Excellent attention to detail	Y	
Effective communication and interpersonal skills	Y	
Highly numerate, with experience of working with high-value budgets	Y	
Ability to use technology to create efficiency in the workplace		Y
Computer literate	Y	
Previous use of budget planning software (IMP) and an MIS (e.g. Arbor)		Y
An understanding of GDPR		Y
An understanding of Health and Safety responsibilities in a school setting		Y
Personal qualities		
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	Y	
A commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	Y	
An ability to work under pressure and prioritise effectively	Y	

Criteria	Essential	Desirable
A commitment to maintaining confidentiality	Y	
A commitment to safeguarding and equality	Y	
The ability to deal with difficult situations effectively	Y	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description. Staff are expected to be courteous and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current as at today's date, but following consultation with the postholder may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

How to apply

Read the job description and person specification carefully. Applications are submitted through MyNewTerm (link on the school and Trust websites), including a supporting statement setting out how you meet the criteria and what you would bring to the role.

We warmly welcome informal enquiries and visits. To arrange either:

- **School office:** 01606 594221 · admin@hebdengreen.cheshire.sch.uk
- **Trust central team:** Kier Glover, kierglover@cheshireacademiestrust.co.uk

Key dates

Closing date	1 st September 2026 – applications close at 12.00pm.
Start date	1 st October 2026 – or sooner if possible.

We reserve the right to close the advertisement early if a strong field of candidates is received.

Safeguarding and pre-employment checks

Cheshire Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, volunteers and third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. This includes references (requested prior to interview), evidence of qualifications, an enhanced DBS check and, in line with KCSIE 2026, online and social media checks on shortlisted candidates.

We welcome applications from every part of our local community. We regret that we cannot provide individual feedback at shortlisting stage. If you have not heard from us within two weeks of the closing date, please assume your application has not been successful on this occasion.

Cheshire Academies Trust, Kelsall Primary School, Flat Lane, Kelsall, Cheshire, CW6 0PU
Hebden Green Community School, Woodford Lane West, Winsford, Cheshire, CW7 4EJ