

# Business Services Partner

## About our Trust

Our Vision to empower and inspire children, adults and communities to be ambitious, healthy and kind, dedicated to making our world a better place. We do this through being a Trust that keeps our Values and Behaviours at the heart of all we do.



## Our Values

**D** - Harbour children deserve **joyful (delight)** schools that ignite **creativity** and learning through play. We invest in colleagues to ensure success and promote lifelong well-being for everyone.

**A** - We recruit the best colleagues and nurture talent in safe environments, inspiring our children to **strive for excellence (ambition)**. By learning from the best, we improve and give back to our communities.

**N** - Harbour schools are rooted in **care**, valuing **respect** and **empathy (nurture)**. We create supportive environments where children and colleagues thrive, preparing them for the future.

**C** - We promote **pride, inclusion, and civic responsibility**, celebrating **diversity** and **community**. Colleagues will experience belonging through collaboration, well-being, and continuous development.

**E** - Success comes when colleagues are **empowered** to innovate, take risks, and learn from failure. At Harbour, we encourage creativity and collaboration, helping both children and colleagues achieve their goals.

## Our Behaviours

- We will act with integrity, honesty and transparency in all that we do
- We will trust our fellow professionals and value their skills and knowledge
- We will work collaboratively and encourage others to do the same
- We will work inclusively, building and celebrating inclusive and diverse communities
- We will be kind to ourselves and in all our dealings with others, acting with compassion and empathy
- We will communicate regularly and with clarity with our stakeholders and with each other, welcoming and reflecting on constructive feedback from others
- We will be aspirational for all, wanting the best for ourselves and for everyone

We are looking to appoint a highly talented individual to the role of Business Services Partner.

The Business Services Partner sits at the heart of the Academies they work in, and are integral to the smooth operation and administration of the school to support the children's learning.

The role is varied, dynamic and wide ranging: providing support with Academy administration; payroll and HR; Data, information management and ICT; risk and critical

incident management, facility and property management and Health & Safety management of the academies.

Our Academies are at the centre of their communities and create inclusive, joyful and ambitious environments to support every child in receiving the very best of education which prepares them fully for the future. We seek to inspire greatness in every child through recruiting the very best staff who share this same vision.

The successful candidate will be highly organised, flexible and adaptable, with a really strong attention to detail and the highest level of integrity in everything they do. A sound understanding of how Academies work, alongside a desire to continuously improve our processes and systems is central to the role and the right person will hold both of these attributes. Most of all they will be an asset to the Trust; with a great work ethic, excellent communication skills and keen to learn and develop themselves.

### **What can we offer you?**

We value our staff as much as our students. At Harbour Learning Trust, you aren't just an employee; you're an investment.

### **As part of Harbour Learning Trust all staff have opportunity to access:**

- Local Government Pension Scheme
- Employee Benefits Scheme
- Employee Assistance Programme;
- Cycle to Work Scheme
- A dedicated team committed to achieving high standards who really care
- Extensive, outstanding training and opportunities for professional development
- A warm and welcoming ethos and a Trust committed to your well-being.
- A vibrant learning environment – for you and our children
- An experienced and supportive leadership team, who are committed to the well-being of all staff

We always offer the opportunity to discuss our roles and visit our Academy before you apply and we'd love to show you around.

Please note all applications must be received via MyNewTerm. Please take a look at the attached documents for more information about us as a Trust, along with more information on the role, and the type of person we're looking for.

Harbour Learning Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

All posts are subject to satisfactory background checks including references and enhanced DBS checks. In accordance with Keeping Children Safe in Education, the Trust carries out an online search as part of the due diligence on shortlisted candidates. References taken up upon interview.

## **Job Title: Business Services Partner**

Location: Harbour Learning Trust, to support schools in the Grimsby and Cleethorpes area

Contract: Permanent, term time +15 days, 37 hours per week

Salary Scale: SO1, Scale Point 23 – 23 (£34,434 - £36,363)

Closing date: 5pm Monday 2nd March, 2026

### **1. Planning & Co-ordination**

- Overseeing key support functions, including line management of administrative and premises staff where appropriate
- Co-ordinate Educational visits in schools

### **2. Administration and Information Management**

- Manage the school payroll database and be responsible for its effective operation.
- Oversee the Census returns for accurate completion and timely return
- Ensure maintenance of pupil records are accurate and complete
- Oversee preparation and production of all school records and publications.
- Ensure school compliance with confidentiality and the documentation requirements of GDPR.
- Take minutes at meetings as required.
- Arrange for provision, analysis and evaluation of data and detailed reports/information. When appropriate, prepare school level policies, guidance and working procedures.
- Work with the Governance Professional to manage and complete Data Subject Access and Freedom of Information requests in a timely and detailed manner, including the redaction of documents as required

### **3. Finance**

To work closely with the Principal and the Chief Finance Officer (and team) on any operational financial matters affecting the smooth running of the school in line with statutory requirements and an agreed action/development plan. This includes:

- Present timely and fully costed proposals, recommendations or bids
- Assist the Principal with providing information for future class:staff ratios to ensure appropriate levels of expertise are retained and budgeted for.
- Assist with monitoring all expenditure and income against approved budgets
- To monitor all accounting procedures and resolve any problems including:
  - The ordering, processing and receiving of all goods and services provided to the school
  - Maintaining an asset register and keep up to date
  - Preparation of invoices and collection of fees and other dues
  - To provide the CFO/ Audit with information as necessary
  - To provide school level information as required for Trust financial returns
  - To implement all financial controls in accordance with Trust procedures.
  - Ensure all orders/payments are complying with Best Value Policy, Procurement Policy and Financial Regulations
  - Ensure the processing of monthly overtime and mileage payments received are appropriately submitted, ensuring authorisation has been obtained and details are correct.

- o Manage the checking of staff salaries/wages against financial planning figures, in particular checking for omissions, allowances, correct values and correct profiled expenditure
  - o Respond to pension queries TPS or LGPS
  - o Produce financial reports at month end where requested by the CFO (and team)
- Implement any changes to salaries for support staff and teachers on an annual basis, as necessary
- To ensure good value for money is achieved in procurement of goods and service e.g. monitoring the on-going effectiveness of the services procured
- Participate in trust wide procurement projects, acting as stakeholder for their school
- To be responsible for seeking insurance and advising the Principals on appropriate insurances for the school and handling any claims that may arise
- Support the Principal with Statutory requirements for Pupil Premium, Sports Premium and other associated funding.

#### **4. Facilities Management/Health & Safety**

- To implement risk management and loss prevention strategies.
- Ensure all accidents and incidents are reported, investigated and documented thoroughly, taking appropriate action to prevent recurrence. Oversee completion of all required paperwork, carry out RIDDOR reporting, and liaise with the CFO and/or Trust H&S partner as needed. Maintain strong knowledge of key school-specific health and safety risks affecting pupils and staff.
- To consult with Principal to monitor a rolling programme of refurbishment works within budget constraints using the condition survey and including new developments.
- To ensure the HLT site activity compliance system (EVERY) is fully compliant at all times.
- To oversee the effective management and upkeep of the school site and buildings, checking maintenance schedules and record keeping is updated, overseeing all aspects of statutory safety checking and testing across the schools, including all activities related to fire safety, legionella and asbestos.
- Ensuring the security of the sites is managed effectively
- To maximise use of the school's facilities to generate income.
- Oversee and ensure the Health & Safety Compliance of the school/s is meeting the requirements of the Trust and the Health & Safety Law.
- To prepare and review risk assessments, ensuring there is a system of annual review for all staff.
- To undertake a termly site review and a reciprocal site review of another school

#### **5. HR**

- To support all of the recruitment and appointment administrative duties related to the school's personnel responsibilities, ensuring all relevant personnel documentation is maintained and kept up-to-date.
- Ensure that the School has an up to date and accurate Single Central Record.
- Support the Sickness Absence policy, ensure chronological documentation is maintained in all staff files in order that policy meetings and hearings can be undertaken effectively. It is expected that this post holder will ensure all elements of the HLT Sickness Absence policy are followed in line with advice and guidance from the Head of HR including Risk Assessments with medical needs.

- Manage all other Absence and Leave policies and procedures in accordance with advice taken from the Head of HR. Decisions requiring discretion with reference to the Principal.
- Ensure all HR policies and procedures are followed effectively, liaising with the Head of HR at all times for advice and support.
- Ensure the SLT is rigorous in reviewing the HR data available to them and addressing areas of concern or continuous improvement, including staff absence statistics and trends.
- Oversee the deployment, motivation and development of admin and premises staff, this will include the introduction of a cycle of performance management for line reports.
- Ensuring all statutory staff training is completed on time as part of a trust rolling programme and maintain bookings for staff courses and ensure CPD files are kept up to date.
- Responsible for co-ordinating the probation meetings for relevant line managers and be responsible for ensuring all aspects of the induction checklist are carried out.

## **6. Marketing**

- To support the development of the school's website, updating, and maintaining the administrative areas of the site. To assist in ensuring that the school's image is enhanced through the involvement of stakeholders in decision-making and the development of a professional corporate image
- To promote the school positively to the students, parents and the community.

## **7. Other**

- Act as a mentor for newly inducted Business Support Partners and/or aspiring Business Support Partners
- Support other schools in the short term absence of their Business Support Partner under the direction of the central trust.
- Appropriate duties as directed by the line manager or central trust staff.

Person Specification		
Qualifications & Training	E	D
5 GCSE's (incl. Maths and English Grade C or above) or equivalent	√	
Evidence of continuous professional development and training	√	
Hold or are working towards a relevant qualification i.e. NASBM, AAT, CIPD		√
Other related qualifications i.e. Prince2, IOSH, Risk Management, HR related etc.		√
Experience	E	D
Experience of working within an educational environment		√
Experience of managing academy administration, systems and processes		√
Experience of VfM decision making and procurement	√	
Experience of data management / information system reporting and benchmarking		√
Implementing and embedding policies, ensuring their compliance	√	
Experience of a broad range of related academy Business Services	√	
Experience of ensuring full compliance with property management and all aspects of academy Health and Safety		√
Knowledge and skills	E	D
Excellent written and oral communication skills, including presentation skills	√	
Ability to build effective working relationships with colleagues and external partners at all levels	√	
Understanding of relevant legislation and regulatory requirements underpinning the education and academies sector		√
Understanding of Education, Funding, Policy, Regulation and Compliance requirements		√
Ability to use a full range of office equipment and information processing technology to produce, amend and update information and documents, correspondence and reports	√	
Ability to work under pressure, with accuracy, unsupervised and on own initiative	√	
Ability to maintain strict confidentiality in all matters	√	
Attributes	E	D
A strong commitment to the Trust vision, values and ethos	√	
Commitment to support the Trust's agenda for safeguarding and equality and diversity	√	
A flexible approach and a strong work ethic	√	
Excellent time management and organisational skills	√	
Attention to detail	√	
High integrity with an ethically sound approach to building internal and external relationships	√	
<b>Other Duties</b> - The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.		