



Candidate information pack



Aspire, Achieve and Succeed

Welcome from Mrs Victoria Saville, Principal, Manor Green Primary Academy

Dear applicant,

Thank you for taking an interest in the School Business Manager vacancy at Manor Green Primary Academy.

Due to the early retirement of the current postholder, this is an exciting opportunity for a talented business leader to join the leadership team at Manor Green Primary Academy, which is proud to be part of Focus-Trust.

The role of School Business Manager is a key role within the academy in achieving our vision, and is suited to an enthusiastic, innovative and inspirational leader who is focused on ensuring the effective use of available financial and human resources, aligned to the school's aims, objectives and development plan.

To succeed in this role you will need to be have excellent interpersonal skills with the ability to lead and develop multi-disciplinary teams; and be prepared to roll up your sleeves and lead by example.

I am proud and privileged to be the principal of Manor Green where I am fortunate enough to lead a team of professionals dedicated to ensuring that every child knows that they can achieve anything that they set their minds to. Manor Green's motto underpins all that we do; we **aspire**, we **achieve** and we **succeed**.

We are a learning community and our children, staff and parents learn and work together to live out our core values: **Care, Share, Fair, Dare** and **Happy & Healthy**. We expect all members of our learning community to be "**Ready, Respectful, Safe**" at all times.

We pride ourselves on offering a unique curriculum to meet the academic and holistic needs of all learners. Due to our context, we plan for some golden threads to run through our entire curriculum. These threads are:

- Oracy
- Diversity and culture
- Mental well-being (Thrive) and physical well-being
- Experiences and aspirations
- Life skills

Our curriculum, which is based upon the National Curriculum, is knowledge and vocabulary rich providing many opportunities to build cultural and social capital

- ☐ We want to inspire an ambition for our children and staff to deepen their curiosity about, understanding of, and respect for, the world around them. We want our children to become independent, resilient learners who are willing to take a risk and take responsibility for their own learning and we do all of this in a safe, engaging environment, promoting active learning.
- ☐ At Manor Green, it is our belief that all children have the right to be themselves and to be the best that they can be. We are inclusive of everyone, and work to ensure that our curriculum is inclusive of the nine protected characteristics. We are proud to have achieved the Educate and Celebrate gold award.
- ☐ Fostering high expectations of children's abilities in school is the core purpose of any school, and our academy is no exception. We believe that all children should be given every opportunity to

achieve their potential and to be able to achieve their dreams.

Manor Green Primary Academy is committed to safeguarding children, and this commitment is reflected in our recruitment processes.

Please return all completed documents through the My New Term platform by the closing date of Monday 21st September 2026.

Our intention is that the interview and assessment day will be held on Monday 28th September 2026.

If you have any questions about any aspect of this role, working as part of Focus-Trust, or would like to come and visit the school and see just how fantastic Manor Green is for yourself, please do not hesitate to contact me directly by email. v.saville@focustrust.co.uk or contact the academy office team who will arrange a telephone call with myself.

Kind regards,

Victoria Saville
Principal



Welcome from Mrs Angela Leach, Chair of Governors

Dear applicant,

Thank you for taking the time to consider applying for the role of School Business Manager.

The Governing Body are looking to appoint the right person to support Manor Green on its improvement journey.

Manor Green is a wonderful place to work. It offers fantastic development opportunities, a supportive leadership and staff team and the chance to have a real impact on children's lives.

I hope we have given you a flavour of Manor Green Primary Academy. We have every confidence that we will successfully recruit an effective Business Manager who will lead on all aspects of financial, HR, Health and Safety and estates management. We are a very supportive governing body with high expectations for our young people and staff, and hope that you feel encouraged to apply for the post.

We hope that you will find this information pack helpful in finding out more about this post. You are very welcome to make an appointment to visit the school.

We look forward to hearing from you.



Academy details

Academy	Manor Green Primary Academy
Address	Mancunian Road, Denton, Manchester, M34 7NS.
Telephone	0161 336 5864
Email	v.saville@focus-trust.co.uk
Website	www.manorgreenprimaryacademy.co.uk

Job Description

Academy/School	Manor Green Primary Academy
Job Family	Business Management
Job Title	School Business Manager
Grade	FT Grade 7 – SCP 29-33 - Pro-Rata to reflect Term Time working pattern TTO + 2 weeks (41 weeks)
Accountable to	Headteacher
Line manager	Headteacher

Purpose of the role

To ensure all aspects of School business management are operated and developed to a high standard, ensuring:

- effectiveness;
 - efficiency; and
 - appropriate and accurate accounting of all funds.
- Provide strategic support to the Principal/Head teacher and Governing body on all aspects of school business management
 - Ensure a sustainable and effective link between the school financial plan and the school improvement plan.
 - Strategically manage all aspects of financial applications, ensuring that the school make the best possible use of their resources, using "value for monies" strategies
 - Be responsible for the management of all the major disciplines of finance, HR Management, estate management, administration and all matters of school management that underpin effective teaching and learning
 - Be responsible for effective risk management and the management of third-party service contracts.
 - Be responsible for all aspects of Data Protection and act as the DPO at school level, which involves responding to FOI, SAR's and data breaches/near misses.
 - Work as part of a team to ensure all safeguarding policies and procedures are followed and implemented.

Main duties

Academy finances

- Prepare and formulate the Academy's budget (including financial alternative) in conjunction with the Principal to enable the Trust to make accurate management decisions.
- Monitor and control the implementation and movement of funds to ensure that the budget is administered according to the agreed Academy improvement plan.

- Monitor and review the Academy's budget and advise the Principal on the strategic budgetary position to ensure over and under spending areas are identified, and proposals made, to enable prompt corrective action to be taken.
- Manage and use all aspects of the Trust's financial accounting system within the academy, including the payment of all invoices for expenditure and income collection in accordance with payment timescales and the Trusts financial procedures.
- Interpret financial regulations and provide advice to staff on the effective use of financial systems and procedures.
- Prepare, amend and submit salary reports to ensure accuracy each month.
- Comply with all aspects of the Trust's Financial Management Handbook.

Administrative Management

- Manage the whole Academy's administrative function; including telephones, email, reception, diaries, reprographics, records.
- Define responsibilities, information and support for staff and other stakeholders.
- Design, manage and maintain administrative systems that deliver outcomes based on aims and objectives of the academy and the Trust.
- Benchmark systems and information to assess trends and make appropriate recommendations.
- Prepare and produce a wide range of Academy reports/publications.
- Prepare information for returns for the DfE/EFA, The Trust and other agencies and stakeholders.
- Manage and ensure that the Evolve system is accurate and continually updated.
- Manage all necessary licenses and permissions and ensuring their relevance and timeliness.
- Educational Visits Coordinator – depending on requirements within the school this role may involve the need to be the EVC, however as School Business Manager, you would still have an oversight of all trips/visits in line with risk management/financial policies and procedures.

Management Information Systems & ICT

- Ensure resources, support and training are provided to enable staff to make the best use of available ICT including teaching, learning and assessment systems.
- Ensure that appropriate back-up arrangements are in place and actioned.
- Ensure contingency plans are in place in the case of technology failure.
- Consult with relevant parties to introduce new technology or improve existing technology for different purposes.
- Be responsible for ensuring the website is kept up to date and compliant (as required within the school setting)

Health & Safety

- Act as the School's Health & Safety Co-ordinator.
- Lead and manage First Aid throughout the school.
- Plan, instigate and maintain records of fire practices and alarm tests in liaison with the Principal.
- Ensure the School's written health & safety policy statement is clearly communicated and available to all people.
- Enable regular consultation with stakeholders on health and safety issues.
- Ensure systems are in place to enable identification of hazards and risk assessments.
- Ensure systems are in place for effective monitoring, measuring and reporting of health & safety issues to the Leadership Team, Governors and where appropriate the HSE.
- Ensure that maximum levels of security are consistent with the ethos of the School.

The School environment

- Responsible for making decisions regarding the School premises in line with budget provision and operational requirements, evaluating tenders, prioritising work and repairs and the replacement of resources.
- Deal with outside bodies or contractors planning work schedules and supervising work to ensure this is carried out to the required standards and within the appropriate timescales.

Human resources in the School

- Co-ordinate the administration of staff recruitment, ensuring new staff have DBS clearance, medical clearance and all staff have appropriate contracts of employment, issued in a timely manner.
- Ensuring all pre-employment checks are completed as appropriate in line with safer recruitment guidelines.
- Provide leadership and guidance for all staff as appropriate, including direct line management for assigned support staff including recruitment, induction, performance management and training and development. Typical direct line management support will be Site, Cleaning, Catering, Admin/Finance, and ICT but will be subject to change in order to meet the needs of the school.
- Raise awareness of any HR issues around assessment of salaries, expenses, sickness and maternity/paternity procedures, redundancy and other matters of dismissal. Seek additional advice from the Trust's HR department on HR related policies and procedures as required.
- Maintain confidential HR records, including the Single Central Record. Maintain sickness records and manage the sickness monitoring procedures, including back to work interviews where appropriate.
- Facilitate the organisation of staff development.
- Arrange supply staff, including appropriate vetting procedures and ensure the accuracy of timesheets.
- Co-ordinate and manage lunchtime supervision across school as required.

Resources management

- Pursue and maximise income and sponsorship generation opportunities including the preparation and submission of applications and bids and fundraising.
- Manage the administration and reporting on bids and other funders
- Develop business plans in consultation with other staff for possible generation of long-term incomes for the school.

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the School and the Trust.
- Develop effective professional relationships with governors, colleagues, families knowing how and when to draw on advice and specialist support.
- To be willing and able to be part of a team of first aiders/fire wardens as may be required.
- Communicate effectively with pupils, school staff and visitors.
- To participate in training and other learning activities and performance development as required.
- To 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.

Personal and professional conduct

All Focus Trust staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a career with the Trust.

All Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the School by:

- treating governors, pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in an School environment;

- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the School and the Trust, and maintain high standards in their own attendance and punctuality.

All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the School and of the Focus-Trust.

General

The postholder is expected to:

- Actively support the work and ethos of the Focus-Trust.
- Undertake such additional duties as may reasonably be requested by the Principal/Headteacher or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Proactively keep abreast of developments in relation to the post, and whenever possible and appropriate, attend professional development opportunities.
- Comply with and support all policies of the Fous-Trust and school.
- Ensure that all statutory requirements are met.

This job description is not exhaustive and may be changed at any time to meet the changing requirements of the school or the Trust. This job description details responsibilities but does not direct any particular priorities or amount of time to be spent carrying out these duties.

Signed Post holder

Signed Post holder

Date: _____

School Business Manager
Person specification

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills		
	Essential/ Desirable	How identified
Experience		
Experience of working in a school office	D	App/SP
Experience of using computer packages for word processing, spreadsheets, databases and researching information	E	App/SP
Experience of leading and managing a wide range of office based administration tasks systems to ensure continually effective and efficient service delivery	E	App/SP
Experience of leading and managing a key function of Business Manager; e.g. Finance, HR, Site Management, Health & Safety	E	App/SP
Experience of producing management and statistical information clearly in a way that can be understood by others	E	App/SP
Experience of managing a team so that they are led and empowered to work with others and meet deadlines and goals	E	App/SP
Experience in using and maintaining accurate and quality electronic and paper based systems	E	App/SP
Experience in contributing to evaluating and developing electronic and paper based systems to create more effective practices	E	App/SP
Experience of a range of financial tasks and responsibilities including handling and accurately accounting for cash, budget planning, management and monitoring, and authorizing payments from committed expenditures	E	App/SP
Experience of using Educational Software Systems; eg. HCSS/PS Financials/Integris/Evolve	D	App/SP
Skills and abilities		
Highly developed verbal communication skills to deliver key messages to a wide range of people at all levels.	E	App/SP
Highly developed interpersonal skills to build and maintain effective working relationships with colleagues, partners, contractors and pupils	E	App/SP
Analytical skills to solve difficult problems, through using judgment to interpret complex information and situations	E	App/SP
Initiative to respond to unexpected problems and to make frequent decisions.	E	App/SP
Excellent and meticulous organizational skills to work under pressure to prioritise and re-prioritise own workload, and that of the team to meet potential conflicting deadlines	E	App/SP

Excellent literacy and written communication skills to be able to compose letters, reports and other documents as required	E	App/SP
Effective financial skills to allow you to undertake a range of financial tasks, including strategically setting the budget, monitoring of budgets and accounting for expenditure and following financial procedures	E	App/SP
Ability to absorb and understand a wide and varied range of information and deliver key messages	E	App/SP
Training and motivation skills to support the ongoing development of the wider team	E	App/SP
The ability to write and verbal communication skills appropriate for a range of different audiences, including skills where appropriate in being persuasive, encouraging and negotiating, in order to further the objectives of the school	E	App/SP
Knowledge		
Knowledge of key areas of legislation affecting personnel, estate management and Health and safety	E	App/SP
Good working knowledge of financial codes of practice/regulations/relevant policies relating to educational finances	D	App/SP
Knowledge of data protection and information security and a good understanding of the importance of information protection	E	App/SP
Knowledge and understanding of equality and diversity issues within a school community	D	App/SP
Knowledge of maintaining accurate databases with confidentiality and Data Protection in mind.	E	App/SP
Knowledge of data protection, dealing with FOI requests and information security and an understanding of why it is important to keep information confidential and secure within the work environment	E	App/SP
Child protection		
Understands why safeguarding is important when working with children. Able to apply CP policies and procedures	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Qualifications and training		
Minimum of NVQ Level 4 (or equivalent) in business administration or accounting or another professional recognised qualification covering Leadership, HR, Estates	E	App
Certificate in School Business Management (CSBM or equivalent or willingness to work towards)	E	
Diploma in School Business Management (CSBM or equivalent or willingness to work towards)	E	
Willingness to gain a first aid certificate as required	E	App
IOSH Certificate or willingness to undertake	E	
Literacy and Numeracy skills (A-C/4-9 GCSE level or equivalent)	E	App
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	SP/Ref
Excellent communicator (Listening, putting a message across)	E	SP/Ref
Child centered	E	SP/Ref

Resilient	E	SP/Ref
Integrity	E	SP/Ref
Self motivated and able to motivate other members of the team	E	SP/Ref
Enjoys challenge	E	SP/Ref

Enthusiastic and optimistic	E	SP/Ref
Excellent problem solving/analytical skills	E	SP/Ref
Self awareness, knowledge of strengths and limitations	E	SP/Ref
Works to deadlines and deals effectively with multiple tasks and competing priorities	E	SP/Ref
Ability to work effectively as part of/leader of a team, understanding school roles and responsibilities.	E	SP/Ref
Working accurately and with attention to detail	E	SP/Ref

About our Academy

Academy vision

'Achieve, Aspire, Succeed'

Our Core Values

Care, Share, Fair, Dare, Happy & Healthy

At Manor Green we care through trust, respect, and empathy.

We share through teamwork.

We dare through resilience and trust.

We are fair through equality and integrity.

With happiness at the heart.

Our pupils

Our pupils are polite, well-mannered and very welcoming and are very proud of their school.

We pride ourselves on being "Ready, Respectful and Safe" at all times and see the role of Classroom Teacher at Manor Green Primary Academy as crucial to this.

Our staff

We have a very proactive and enthusiastic staff who work well as a team. They encourage the children to be responsible for their own behaviour and learning in a relaxed, happy and purposeful environment.

You will be joining our academy during an exciting phase in its development with a newly established SLT and a journey to revise our curriculum in order for it to fully meet the needs of our children.

Our facilities

We have extensive grounds which include three linked playgrounds one of these includes a sports court, playing fields including a football pitch and open grassed areas. Our playgrounds have all undergone recent redevelopment including a new KS1 trim trail and a completely new Early Years area where children are encouraged to develop their imagination through various activities. The junior department is on two floors with eight classes plus a dedicated, fully stocked library. The infant department is single story with six classrooms, a nursery and a phonics library.

Our school organisation

Our academy is two form entry with fourteen classes plus a morning nursery offering 15 hours provision. We run a breakfast club from 7.30 am daily which is managed and led by Manor Green staff.

Our curriculum

Our curriculum is lively and inspiring, providing many opportunities for the children to develop socially, emotionally, spiritually and academically. We have exciting cross-curricular themes which include the requirements of the national curriculum. They also contain the other dimensions of learning such as citizenship, multicultural education, personal, social and health education (PSHCE) and environmental awareness. We take every opportunity to invite in visitors and go on school trips. and provide a wide range of clubs including sports, music and art activities. Children also have the chance to undertake responsibilities such as class monitors, year 6 play leaders, school council, eco-committee and digital leaders.

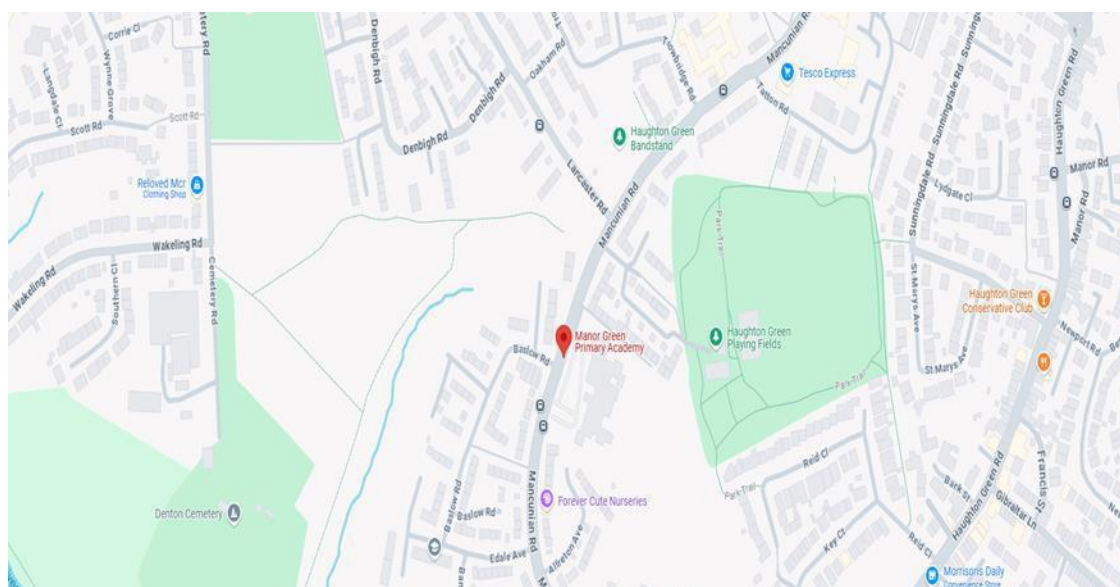
Our extra-curricular activities

We offer a wide range of after school clubs including sports, for example girls' and boys' football, rugby, cross country, dance, multi sports and choir.

Academy Quick Facts	
Type of school	Primary
Age range	3-11
Location/LA	Tameside
Number of children	280
Number of teaching staff	16
Number of support staff	27
% FSM	45%
% SEN	27.8%
% EAL	17.5%

Our geographical area

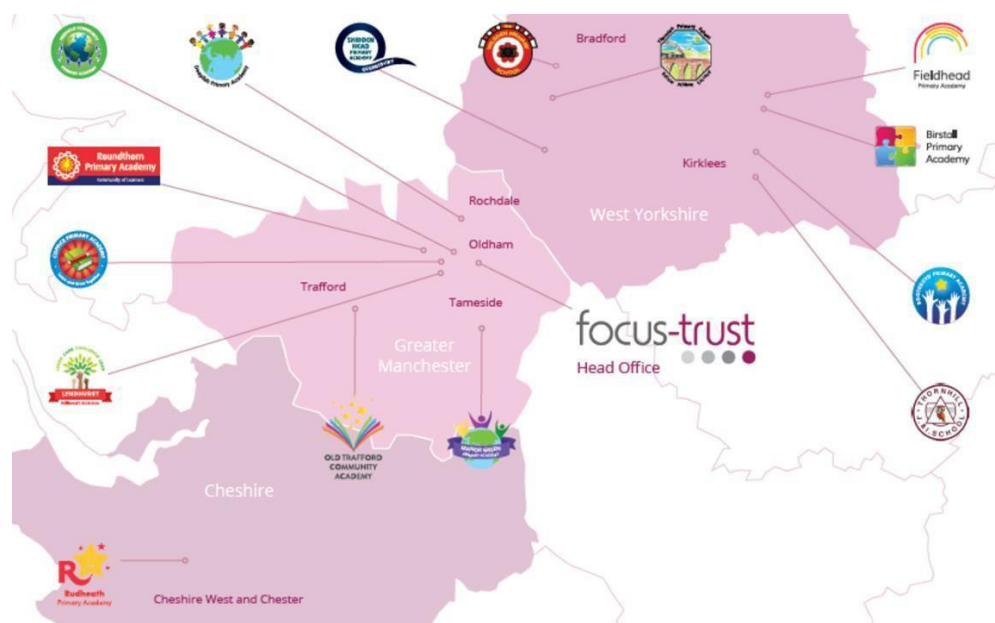
Manor Green Primary is a popular community academy located in the heart of Haughton Green, Denton, Manchester.



What you might want to know about Focus-Trust?

Who are we?

Focus-Trust was incorporated in May 2012 as a primary trust. The Trust continues to have links with the original sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust's offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.



The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

Equality of opportunity

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

Safeguarding

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

Right to work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Validation of qualifications and identity

All shortlisted candidates will be asked to bring original certificates or relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies of the successful candidate will be retained on their personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

References and Social Media Checks

If you are shortlisted, we will take up references before the interview date, unless you state otherwise on your application form. However, two satisfactory references must be received before we can confirm any offer of an appointment. One of your referees must be your current or most recent employer. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record, and suitability to work with children. Copies of references or open references will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies, or relevant issues as part of the recruitment verification process.

In line with our safer recruitment policy, on-line presence checks will be undertaken if you are shortlisted. This check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence, which potentially could damage the organisation's reputation.

Disability

To comply with the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the named person on the advert, if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Disclosure of a criminal record

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

Dress code

We expect all staff to dress professionally and appropriately for the roles undertaken. We pride ourselves on the high standards of dress of both our pupils and staff; these standards are led by our staff who we expect to set an example.

Knowledge and skills profile

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate, using no more than 2000 characters, your skills, knowledge and experience and give short examples. Describe how you match the requirements of the role; include experience gained from previous jobs, community, or voluntary work. Ensure that the information you give is well organised, relevant, and brief. You may find it helpful to use sub-headings to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

Policies

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website www.focus-trust.co.uk and school websites. Applicants should also be aware that Focus-Trust does not tolerate harassment of any kind and will take the strongest possible action should we need to. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Preventing sexual harassment, Acceptable use of IT.

Pensions

Focus-Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

Employer Relations

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Thank you for taking the time to read this information pack.

There is further information about Focus-Trust within the Join our Team booklet.

We wish you every success with any application you may make.