



VACANCY

School Business Manager

APPLICATION INFORMATION PACK



Welcome

Dear Applicant,

Thank you for your interest in the currently advertised position of School Business Manager at North Huddersfield Trust School. It is a wonderful opportunity for the right person to play a key strategic role in the continuing growth, development and improvement of a truly unique community based educational establishment. Our ethos is to provide a challenging, ambitious, inclusive education designed to create engaged, critical and resilient learners equipped to become the people who define, shape and transform society.

The advertised role carries considerable strategic and operational significance to the day-to-day and long-term effectiveness of the school. If successful, you will be working closely with me and the business leads across the school to ensure we continue to run smoothly, efficiently and with a clear focus on providing the students of North Huddersfield Trust School with the best possible educational experiences. The budget is in a healthy position and we have invested heavily in the development of the site that has transformed not only the aesthetic but, most importantly, the way in which we deliver these educational experiences and the range of inclusion and pastoral services we offer.

The school opened in 2011 and has more than trebled in size since then. We now have over 1000 students on roll, with four year groups having an above PAN intake of 210. To support with the accommodation of our increasing numbers, a brand new five-classroom teaching block opened in September 2025.

We were inspected by OFSTED in May 2022 with the report describing 'a welcoming and vibrant atmosphere' where 'the diversity of the school and community is celebrated'. It also confirms the curriculum 'sequences what pupils need to learn' and is designed 'to enhance pupils' cultural capital and understanding of the world'. As a school that is fully committed to inclusion, the report highlights that 'pupils are calm and patient' and that 'staff help to build and manage positive relationships'.

We are at an extremely exciting phase of our development led by a supportive and proactive senior and middle leadership and a dedicated team of Lead Practitioners that help colleagues develop research informed best practice tailored to meet the needs of our students. We have a healthy mixture of staff who are relatively new to the school and many who have worked here for a much longer period of time. In the last few years, the curriculum has been completely overhauled and the way it is delivered reformed and refined, so that it matches the ambition we hold for every student; huge strides have been made in the consistency and effectiveness of classroom delivery. We are determined and confident that this will result in significant and sustained improvements in attainment. We believe that education is not only about academic outcomes and have a well-established personal development and leadership programme.

As Headteacher since May 2019, I am in the privileged position of leading the school in its quest to provide a safe and happy environment in which our students thrive. Recruiting staff with the potential to make a significant contribution to this is crucial.

Please take the time to read the contents of this pack carefully and to look at our website which provides lots of information about the school, its values, links and identity.

I hope that, having read through all the available information, you are keen to submit an application and look forward to receiving it.

Thank you again for your interest in the position and, should you choose to make an application, I wish you the best of luck.

Yours sincerely



Andrew Fell
Headteacher

Vacancy Details

School Business Manager

Salary: Grade 12 (Actual Salary £45,091 - £47,181)

Closing date: 9am Tuesday 23 June 2026

Start Date: ASAP

North Huddersfield Trust School is recognised by Ofsted as a 'Good' school and has been described in the most recent inspection as having “a welcoming and vibrant atmosphere.” We pride ourselves on the fact that the “diversity of the school and community is celebrated.” Our ambition for our students and our caring and nurturing approach to education within and beyond the classroom contributes to what makes our school an extremely special, welcoming place for staff and students and the wider, vibrant community that we serve.

We are seeking to appoint a School Business Manager. The successful candidate will be working closely with the Headteacher and Business Leads to ensure we continue to run smoothly, efficiently and with a clear focus on providing the students of North Huddersfield Trust School with the best possible educational experiences. It includes:

- Setting, monitoring and reporting the whole-school budget
- Ensuring the school's instrument of governance runs effectively
- Strategically managing the school's business strategy and compliance
- Ensuring the smooth running of day-to-day business operations in meeting the needs of our students and other stakeholders

We welcome interest from potential applicants who represent the diversity of our school and local community.

If you would like to arrange an informal discussion of the role, or arrange a visit to the school please email recruitment@nhtschool.co.uk.

Please apply through [My New Term](#). The closing date is 9am on Tuesday 23 June 2026.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check. A conviction may not exclude candidates from appointment but will be considered as part of the recruitment process.

In line with KCSIE 2025 and guidance from The Safer Recruitment Consortium, shortlisted applicants will be subject to an online search.

Job Description

Role	School Business Manager
Pay scale	Grade 12 (Actual Salary £45,091 - £47,181)
Weekly hours	37 hours per week Full time position (including some school holidays)

Role Summary

The School Business Manager will be responsible for managing the strategy and operation of key business functions across our school. This person will promote the highest standards of business ethos and compliance, ensuring the efficient, effective, ethical use of school finances and resources in fulfilling the school's vision for education.

Key Responsibilities

1. Finance
2. Business Compliance
3. General

Duties

Key accountabilities	Key tasks
Finance	<ul style="list-style-type: none">• Work with the Headteacher in setting the whole-school budget and establishing long-term plans and projections matched to priorities• Strategic management of the school's assets and finances in conjunction with school business leads• Ensure effective day-to-day operation of school finances, including the management and monitoring of individual budgets• Manage leasing and contractual agreements, ensuring best value• Ensure school operations are compliant with financial regulations• Prepare, analyse and present financial accounts to stakeholders• Direct and support the work of the finance officer• Preparing for statutory financial returns and liaising with external auditors• Ensuring adequate levels of insurances are in place• Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring best value• Oversee the school asset and inventory registers

Business Compliance

Premises

- Ensure school facilities comply with statutory regulations
- Ensure appropriate risk assessments are in place for a safe working environment

Data and IT systems

- Maintain an overview of the information systems used across the school to ensure these are being effectively managed
- Ensure the school adheres to national standards and laws for data protection, satisfying requirements for the annual external audit
- Ensure GDPR policies and protocols are kept up-to-date and relevant training is implemented
- Ensure the school complies with statutory reporting for school workforce

Health & Safety

- Ensure the school's health and safety protocols comply with appropriate national and local guidance
- Manage the school's emergency procedures and business continuity plans
- Manage relationships with auditors, governors and external health and safety representatives
- Work with colleagues to monitor, review and report any onsite accidents

Governance

- Coordinate the cycle of Governance meetings and other commitments to ensure that statutory and best practice requirements are met in support of the school successfully delivering its strategic priorities
- Work closely with the Headteacher, Senior Leaders and Business Leads to provide the Governors with appropriate reports that ensure they can fulfil their duties
- Ensure business related policies are up to date and approved by the governing body as appropriate
- Ensure that all appointments to the school and its committees have been properly made in accordance with school governance regulations
- Coordinate the recruitment of Governors to ensure the membership of the Board maintains the agreed instrument of Governance and comprises an appropriate balance of skills, knowledge, and experience
- Ensure new Governors receive effective induction and appropriate training linked to the role
- Maintain a register of interests for Governors and monitor attendance at meetings

	<p><u>General</u></p> <ul style="list-style-type: none"> • Ensure there is a robust compliance control system in place to accurately record policy amendments, version control, policy approval, scheduling of policy updates and the maintenance of a policy archive • Conducting a termly review of the Single Central Register – in conjunction with the HR Manager – to ensure compliance • Communicate key compliance changes to appropriate managers, leaders, or colleagues • Ensure the school’s website is compliant
General	<ul style="list-style-type: none"> • Always uphold the school’s PRIDE agenda • Adhere to strict standards of confidentiality • Ensure compliance with safeguarding, data protection, equal opportunities, health and safety regulations, policies and guidance

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder. Additional duties may be requested from time to time which are commensurate with the post.

We are committed to safeguarding and promoting the welfare of children and young people and all post-holders are expected to share this commitment.

Reports to:	Headteacher
Responsible for:	To be confirmed on appointment but will involve the work of the Business Leads in the school and other support staff roles

Person Specification

	ESSENTIAL	DESIRABLE
Education / qualifications	<ul style="list-style-type: none"> ✓ Good honours degree or significant experience of working at a senior level in multifaceted business management 	<ul style="list-style-type: none"> ✓ Further education or professional qualification in maths, accountancy or business management
Experience	<ul style="list-style-type: none"> ✓ Successful and significant experience of people leadership and management ✓ Commercial acumen ✓ Experience of managing workflows and quality assurance ✓ Experience of managing business operations with evidence of impact and improvement ✓ Ability to identify and manage key issues in complex data and situations 	
Specialist knowledge/skills	<ul style="list-style-type: none"> ✓ Leadership skills with the ability to inspire others through modelling, driving and setting clear expectations and standards ✓ The ability to understand and effectively manage multi-disciplinary teams ✓ A strategic outlook with the drive and confidence to inform and deliver school improvement ✓ A willingness to challenge the norm ✓ Commitment to enriching and transforming the lives of young people ✓ Strong written and oral communication skills, ✓ The ability to communicate with the full range of internal and external stakeholders ✓ Demonstrating professional integrity and resilience at all times ✓ Understanding of data protection and confidentiality ✓ Ability to work under pressure and prioritise effectively 	<ul style="list-style-type: none"> ✓ Understanding of educational policies ✓ Practical knowledge of whole school operation
General	<ul style="list-style-type: none"> ✓ Thorough understanding of safeguarding guidance 	

Please use the above person specification to inform your supporting statement which should be no longer than 2 sides of A4.

The interview panel will assess each candidate against the above criteria, expecting candidates to demonstrate knowledge and understanding of each area and showing evidence of having applied, or an awareness of how to apply, this knowledge and understanding in the context of our school.

References will also be used to assess the ability of candidates against these criteria.

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