



Malin Bridge
Primary School

Primary School Business Operations 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	6
Changes to these duties	7
Person Specification	8
Job Title: Primary School Business Operations Manager	8
Knowledge, experience and skills	8
Management of Staff.....	9
Qualifications	9
Other skills	9
Interpersonal skills.....	9
Child protection.....	10
Malin Bridge Primary School and Nursery.....	11
Chorus Education Trust	12



The vacancy

Post advert

Deadline for applications:	11:59pm on 07 June 2026
Interviews to be held:	Wednesday 17 June 2026
To start:	01 September 2026 or sooner

We are seeking to appoint an experienced, highly motivated and committed Primary School Business Operations Manager; a talented individual to lead effective whole school administration and organisational systems ensuring the adequate provision of resources needed throughout the school community. With responsibility for school administration, day to day premises management, health and safety, and elements of financial management and HR, working with a central team.

This role includes implementing the day-to-day support that enables the school to operate effectively and efficiently. The successful candidate will have high expectations of themselves and their team, the ability to work to deadlines, be motivated, able to use their own initiative, work well under pressure and have a relentless drive for excellence. Your expertise will help to deliver an outstanding learning environment for our young people.

Role summary

Post title:	Primary School Business Operations Manager
Profile:	BS4A
Grade:	7
Grade spinal point range:	SCP 27 to 31
Salary:	£38,220 - £41,771
Accountable SLT post:	Headteacher
Line manager (if different):	n/a
Staff to be supervised or line managed by post holder:	School based support staff as defined in staffing structure: school office team, facilities/premises team, lunchtime supervisors
Post holder will work with:	School Senior Leadership Team Central Business Services Team Other teaching and support staff
Holiday and sickness relief:	By and for other school office/administrative support staff
Purpose of post:	Responsible for organising and supervising quality administrative systems operating within the school. Contribute to the planning, development and monitoring of school-based support services and management of support staff, including co-ordination and delegation of relevant activities.
Version revised:	May 2026



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.

To be responsible for leading the school administrative functions and business operations, under the leadership and guidance of the Headteacher, in conjunction with the central team. Duties will include, but not be limited to:

Specific duties and responsibilities

Organisation

- Take a lead role in planning, development, design, organisation and monitoring of school-based support systems/procedures/policies.
- Line manages support staff as appropriate:
 - Liaise between managers/teaching staff and support staff
 - Hold regular team meetings with managed staff
 - Undertake recruitment/induction/appraisal/training/mentoring/SAM.
- Manage cover arrangements for absent staff including; the arrangement of supply cover and managing work allocation, cover/insurance claims.

Administration

- Take a lead role in relation to school-based finance, human resources, premises and IT working in conjunction with the central team;
- Produce, and respond to, complex enquiries and correspondence related to the post holder's areas of work.
- Manage complex administrative procedures.
- Act as confidential personal assistant to the Headteacher and Deputy Headteacher(s), providing administrative support, taking minutes, dealing with their correspondence, appointments and diary.
- Responsible for the completion and submission of complex returns, including the school census and school workforce census, in conjunction with central team specialists.
- Produce data reports using the Pupil Progress Tracker as required by leadership and/or governors.
- Take the lead role in the development and maintenance of school record/information systems, including pupil and nursery admissions (including confirmation of allocated places to parent/guardian).
- Oversee information requests under GDPR legislation, under guidance from central MIS team.
- Lead the co-ordination and administration of the wraparound care provision.

- Organise school based HR activity in line with Trust policies and procedures.
 - Recruitment/induction of staff as agreed with the Headteacher
 - Manage the administration of staff employment contracts including liaison with central HR team
 - Manage the administration of Payroll including liaison with the payroll team
 - Oversee the SCR which is maintained by the central HR admin team.
- Lead the administration of school trips in accordance with Trust procedures.
- Oversee marketing activity, including the maintenance and updates to the school website in line with legal requirements, in conjunction with central team.

Resources

- Responsible for the selection and management of school resources, including management of expenditure within an agreed budget and regular audit of resources.
- Take a lead role in the recruitment of support staff and in managing associated employment procedures, under the advice of the central HR team.
- Provide advice and guidance to staff and others on complex issues.
- Undertake research and obtain information to inform leadership team decisions.
- Take a lead role in school-based procurement and securing sponsorship and new sources of funding for the school, under Trust policies and procedures.
- Manage school-based service contracts, school licenses and insurance, under the advice of the central team.
- Manage school facilities including premises, buildings and projects in conjunction with central team.
- Manage school lettings and associated income.
- Liaise with the IT team to ensure systems are fit for purpose for the school.
- Manage school based financial administration processes under Trust procedures and guidance of central finance team.
- Take a lead role in planning, monitoring and evaluation of school budget with Headteacher and central finance team.
- Responsible for Health & Safety management in school using Trust policies and procedures under guidance of central team.
- Responsible for overseeing the administration of medicines and first aid for the school in line with Trust policies and procedures.

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. The 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.

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: Primary School Business Operations Manager

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
At least 3 years relevant experience in relevant discipline(s)	✓		A
Effective line management of staff	✓		A / I
Production of management reports and statistical analysis of performance data	✓		A / I
Experience of working in a supportive role to Senior Leaders		✓	A / I
Experience of running effective administrative and clerical systems	✓		A
Servicing meetings and minute taking	✓		A
A knowledge of school administrative systems (especially HR) and how to manage these efficiently and effectively (within the trust's policies and procedures)		✓	A / I
Able to communicate effectively with people at all levels, e.g. direct reports, school staff, pupils, governors and external contracts	✓		A / I
Excellent listening skills, literacy skills	✓		A / I
Able to work effectively as part of a team	✓		A / I
Excellent ICT skills in order to be able to provide reports and analysis for delivery of management information	✓		A
Understands and can implement systems and procedures for effective monitoring and control	✓		A
Able to plan work programmes adjusting the work allocation to meet changing priorities	✓		A / I
Excellent organisational skills	✓		A



Can demonstrate a working knowledge of current legislation relating to the role	✓		A / I
Management of Staff			
Support/monitor team members to ensure the service is run smoothly	✓		A / I
Support the appraisal process of support staff in order to maximise performance in the service area	✓		A
Ability to coach and motivate staff	✓		A / I
Ability to organise relevant training programs and CPD for the team		✓	A
Qualifications			
Good level of literacy and numeracy e.g. GCSE Math's and English at grade 4 or above.	✓		A
NVQ Level 4 or equivalent	✓		A
Evidence of continuing professional development		✓	A
Other skills			
Ability to work effectively under pressure and to deadlines	✓		A / I
Able to prioritise conflicting demands and pressures	✓		A / I
A keen eye for detail and accuracy	✓		A
Ability to follow direction and instructions, but make sound judgements and use own initiative when required	✓		A / I
Willing to work as part of a team and form and maintain appropriate relationships with colleagues, parents and children	✓		A / I
Diplomatic, self-reliant, self-motivated and able to work with minimum supervision	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A / I

Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A / I
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Take responsibility for own actions.	✓		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

Malin Bridge Primary School and Nursery

Malin Bridge is an extremely popular primary school and nursery providing education for 2–11-year-olds in the northwest of Sheffield. Ofsted judged that it remained an outstanding school in its most recent inspection in March 2024.

Everyone at Malin Bridge works collaboratively to ensure that all children are given every opportunity to enjoy learning and to thrive in a happy, stimulating, vibrant community. The school's values of celebrating diversity, enquiring about the world and being aspirational underpin everything within the curriculum and beyond.



In addition to trust-wide benefits for all staff, those at Malin Bridge Primary School also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links.
- Vibrant and fun working environment.

You can view the school website at: www.malinbridge.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.