



Over Hall Community School

Winsford, Cheshire

School Business Manager

Application Pack

September 2026



Cheshire Academies Trust

Inspiring hearts and minds

Welcome from the Headteacher

Welcome to Over Hall Community School, a warm and inclusive primary school in Winsford for around 180 children aged 4 to 11. We're part of Cheshire Academies Trust and we share its aim of inspiring hearts and minds. Our most recent Ofsted inspection (March 2024) judged the school Good overall, with personal development rated Outstanding.

Our school runs on warmth, care, collaboration and creativity, and we work to a simple motto: be ready, be respectful, be safe. We're looking for a School Business Manager who wants to be part of that, someone who will keep our finances, HR and day-to-day operations running well so that staff can concentrate on the children.

Whether you're an experienced School Business Manager looking for a new challenge, or you bring strong transferable skills from another sector and are ready to move into education, this is a real opportunity to shape how the school runs and to grow professionally within a supportive trust.

We'd be glad to show you round before you apply. If the role interests you, please do get in touch.

Mrs Helen Hough

Headteacher, Over Hall Community School



Why join Over Hall Community School?

- A supportive network: you'll join a team of school business professionals across the trust who share ideas and support each other while keeping autonomy in their own schools.
- Professional development: regular CPD, dedicated training days, ISBL membership, and attendance at a minimum of two School Resource Management conferences a year.
- Career progression: as a growing trust, we can offer opportunities to develop your career across our family of schools.
- Flexible working: considered by agreement with the Headteacher.

The Role

As School Business Manager you'll take strategic leadership of finance, HR, administration and operational support at Over Hall, working closely with the trust's central team to keep all business and financial procedures to a high standard. You'll be the school's leading support-staff professional and a member of the senior leadership team.

Post	School Business Manager
Salary	Grade 8 · FTE salary £34,434 to £39,152 (NJC 2025). Actual salary - £30,472
Hours	37 hours per week, 40 weeks per year
Location	Over Hall Community School Ludlow Close, Winsford, Cheshire, CW7 1LX
Reports to	Headteacher

Job Description

Job Purpose

- Work as an effective member of the school's senior leadership team to ensure the safe and effective day-to-day operation of the school.
- Lead and manage the operational and strategic functions of the school office to provide an efficient administrative service and coordinate all support activities.
- As the school's lead finance professional, work within the trust's financial framework to give strategic financial advice to SLT and the Local Governing Body. This includes monitoring and reviewing the budget and reporting on the in-year financial position, three-year budget forecast, capital and other grant expenditure, and any trading operations. You would use trust systems such as IMP, Xero and Planergy to work within the trust financial framework.
- Oversee the school's HR service, including issuing Statements of Written Particulars and maintaining HR, payroll and pension records, so that staff are correctly contracted, paid and advised on HR matters. This would involve using CIVICA HR.
- Act as GDPR and cyber lead for the school, ensuring compliance with the trust's data protection and insurance policies.
- Lead, develop and train school office and other non-teaching staff to ensure they're deployed effectively for the benefit of the school.
- Liaise with contractors and suppliers on the ordering of goods and services, monitoring provision to ensure best value.
- Oversee pupil records, including registration, admission and transfer procedures, and the statistical analysis and returns required by the Headteacher, trust and DfE.
- Monitor and coordinate the care, maintenance and improvement of buildings, technology, equipment and grounds, working with the Health and Safety representative to safeguard the health and safety of the school community.
- Undertake professional development to keep skills current, and play an active part in the trust's wider SBM network.

- Attend governing body and other professional meetings to report on the school's financial and business activities and support the Headteacher.

Person Specification

Candidates should show how they meet the criteria below in their letter of application. The columns show whether each criterion is essential or desirable.

Knowledge and / or Experience

Knowledge and / or Experience	Essential	Desirable
Experience in a senior or middle management role in education, the public or private sector, in administration, finance and/or HR		✓
Knowledge and experience of financial and budget management procedures and systems	✓	
Knowledge and experience of management and administrative procedures	✓	
Adept at Microsoft Excel; knowledge of IMP, Planergy & Xero, SIMS and/or Civica HR	✓	✓
Knowledge and experience of personnel management, management information systems, databases and spreadsheets	✓	✓
Knowledge of accessing and returning statistical information required by the DfE or similar bodies		✓
Knowledge of relevant legislation (e.g. equal opportunities, health & safety, data protection)		✓
Recognised financial/accountancy qualification and/or professional qualification to degree level or equivalent		✓

Skills / Abilities: Interpersonal

The School Business Manager should be able to:	Essential	Desirable
Analyse information and communicate effectively, orally and in writing, with governors, pupils, staff, parents and outside bodies	✓	
Demonstrate leadership and motivate and encourage teamwork	✓	
Negotiate and consult effectively	✓	
Direct, prioritise, plan and co-ordinate the work of others	✓	
Build, support and work as part of a high-performing team	✓	
Be approachable and flexible	✓	
Develop good relations with staff and other stakeholders	✓	
Devolve responsibilities, delegate tasks and monitor outcomes	✓	
Seek advice and support when necessary	✓	
Deal sensitively with people, find solutions and resolve conflicts	✓	
Use appropriate leadership styles in different situations and appreciate their impact	✓	

Skills / Abilities: Other

The School Business Manager should also:	Essential	Desirable
Have good decision-making skills, after collecting and weighing up evidence	✓	
Have a high level of ICT skills, in particular Microsoft Office	✓	
Be able to develop new and better practice	✓	
Have good organisation and planning skills	✓	
Be able to manage and prioritise a range of demands	✓	
Have proven experience in a management role	✓	
Have experience of change management		✓

Attributes

Attributes	Essential	Desirable
Flexibility and a willingness to adapt to changing circumstances	✓	
Resilience, enthusiasm and energy	✓	
Honesty, reliability, integrity and commitment	✓	
Intellectual ability	✓	
A sense of humour and perspective	✓	
A commitment to professional development and further training	✓	

Equal Opportunities

Equal Opportunities	Essential	Desirable
Awareness, understanding and commitment to equal opportunity and anti-racism in service delivery and employment practice	✓	
Awareness and knowledge of disability discrimination policy	✓	
A willingness to share expertise with colleagues and support their development	✓	

Work-Related Circumstances

Work-Related Circumstances	Essential	Desirable
Willing to undertake further training and development to enhance service delivery	✓	
Willing to share information and expertise with other staff	✓	

How to Apply



Please read the job description and person specification closely. The interview process will give you further opportunity to expand on your skills and experience.

For an informal discussion about the role, please contact Kier Glover at kierglover@cheshireacademiestrust.co.uk.

To arrange a visit, please contact the school office on **01606 663650** or admin@overhall.cheshire.sch.uk. Applications are made through the MyNewTerm portal; details of deadlines and other information can be found on the school and Cheshire Academies Trust websites.

Safeguarding

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 checks will be carried out before any appointment is confirmed, including references sought prior to interview. Shortlisted candidates must provide evidence of qualifications at interview, and a satisfactory enhanced DBS check will be completed before appointment. The school may carry out social media checks on shortlisted candidates, in line with the current edition of Keeping Children Safe in Education.

We warmly welcome applications from every suitably qualified member of our community. We're unable to provide feedback on shortlisting. If you haven't heard from us within two weeks of the closing date, your application has been unsuccessful on this occasion.

Key Dates

Closing date	11 th September 2026 - noon
Interviews	To be confirmed
Start date	1 st October 2026 – or as soon as possible after this date

We reserve the right to close the advert early. Adverts close at 12.00pm on the advertised closing date, or on the day a decision is taken to close early.