



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

School Business Manager

COCKBURN SCHOOL 
Specialist status in the Performing Arts Learning for Life

COCKBURN JOHN CHARLES ACADEMY 
Learning for Life

COCKBURN LAURENCE CALVERT ACADEMY 
Learning for Life

COCKBURN INGRAM ROAD ACADEMY 
Learning for Life

FOOTSTEPS
to success



MIDDLETON PRIMARY SCHOOL



COCKBURN REACH ACADEMY 
Learning for Life

 **MINDFUL EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – School Business Manager

Post:	School Business Manager
Required:	September 2026
Pay scale and salary:	SO2-PO2, SCP 26-32
Contract Type:	Permanent
Hours of work:	Full time, 37 hours per week all year round

Accountable to: Executive Headteacher, Headteacher & Chief Operating Officer

Line Managed by: Headteacher

Responsible for: Office Manager/Catering Manager/Premises Manager

Purpose of the Role:

To contribute to the wider strategic development of Cockburn Laurence Calvert Academy having a general responsibility to contribute to the success of the academy by facilitating the most efficient and economical deployment of resources. Playing a key role in supporting the Headteacher and the academy's Senior Leadership Team in setting and meeting the academy's strategic objectives and being responsible for the effective deployment and monitoring of the financial, human and physical resources of the academy. To lead and manage all non-teaching activity, support services and, H&S, resources in order to develop the infrastructure and working/learning environment required to ensure excellent teaching and learning.

Main Duties:

Governance

- To attend, advise and report to all meetings of the governing body.
- To provide timely information to governors and the Headteacher regarding H&S and other resourcing issues.

Senior Leadership Team

- As a member of the Academy's Senior Leadership Teams (SLT) you will demonstrate an understanding and awareness of how the effective deployment of resources impacts on the successful running of the academy
- Take responsibility for high quality delivery of all aspects of own and team performance

- Play an active role in the day-to-day management and running of the academy including duties.

Finance

- Preparation of regular budget reports for budget holders.
- Oversee the security of all moneys handled in the academy's, ensuring that accurate records are kept.
- To prepare, in liaison with the Executive Headteacher, COO, Finance Manager, Headteacher the final budget.
- Overseeing the management of capitation accounts
- Dealing with matters relating to public liability, contents, premises and vehicle insurance, including the processing of claims with the COO and DCOO
- Liaise with the payroll provider on the provision of a comprehensive payroll service for all academy staff.
- Preparation of any statistical returns for the DfE, ESFA within the statutory deadlines.
- Management of funds such as petty cash, and income whilst ensuring compliance with financial regulations, in liaison with Finance manager etc as necessary
- Negotiating and monitoring of contracts, tenders and services in liaison with The Trust.
- Managing income generation, including the letting of the academy facilities, establishing contracts with local and national business, charitable organisations and grant making bodies.

Staffing

- Assist with HR team in line with safe recruitment and onboarding process.
- Manage all administration with regards to payroll
- To lead the professional development and performance management of administrative, catering and the site manager.
- To ensure that academy is thoroughly safeguarded through the management and administration of the Single Central List, DBS's, List 99 etc.
- Manage all staff contracts.
- Managing Staff Attendance and Leave to ensure a continuous service throughout the year.
- Monitoring staff attendance, leave and punctuality and carrying out sickness attendance meetings including return to work meetings using the policy for all staff.
- As part of managing staff attendance, the Business Manager will represent academy at dismissal hearings related to sickness management procedures for the cases they have managed.
- Reporting sickness, attendance and punctuality issues to the Headteacher, Executive Headteacher, COO, HR and Governing Body as necessary.
- Manage induction procedures for all staff.
- Manage cover and holidays

Physical Resources

- Work with the academy's ICT department to ensure an effective service

- To be the academy's designated Health & Safety Officer, in order to assist with the H&S overview within school.

Administration

- Have overall responsibility for ensuring the provision of high-quality administrative support services for all academy's needs.
- To manage the compliance with GDPR with regards data protection and privacy notices

Catering

- Have overall responsibility for ensuring the provision of high-quality catering services for all academy's needs.

Premises

- Have overall responsibility for ensuring the provision of high-quality premises services for all academy's needs.
- Manage school non-IT inventory

Any other duties and responsibilities

- All the above duties and responsibilities to be carried out in accordance with Cockburn Multi-Academy Trust Policies, Academies Financial Handbook and current legislation with an emphasis on Safeguarding, Customer Care, Equal Opportunities including preventing sexual harassment, Data Protection and Health and Safety
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct
- Be aware of and support differences ensuring fairness and equal opportunities for all
- Contribute to the overall vision and values of the Trust
- Enable and support the role of other professionals
- Work collaboratively and effectively as part of a team
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and professional development as required
- Flexible and to work at different sites as required

The duties and responsibilities highlighted in the job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
Good literacy skills (e.g. minimum of grade C (4 and above) at GCSE or equivalent) in both English Language and Mathematics	*		A/Q
Management or business degree or equivalent related professional qualification	*		A/Q
First degree or equivalent qualification		*	A/Q
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
Ability to lead and manage change which has a positive impact	*		A/Q/R/S
Understanding of leadership at a senior level	*		A/R/S
Experience of leadership at a senior level		*	A/R/S
Ability to work flexibly and proactively while maintaining a high level of professionalism	*		A/R/S
Ability to work in a team, accept delegated responsibility and delegate as appropriate	*		A/R/S
Ability to develop a vision for Cockburn MAT's corporate image	*		A/R/S
Fully ICT Competent	*		A/R/S
Ability to analyse data	*		A/R/S
An outstanding administrator	*		A/R/S
Excellent organisational and time management skills	*		A/R/S
Ability to strategically influence decision-making within the setting	*		A/R/S
Ability to work under pressure and meet deadlines	*		A/R/S

Ability to think creatively and make sound, balanced decisions based on effective analysis, appropriate consultation and interpretation of information	*		A/R/S
Ability to communicate effectively, both orally and in writing	*		A/R/S
Manage all matters relating to the academy's finances	*		A/R/S
Be an expert in managing large budgets, negotiating contract and maximizing the earning potential of the academy whilst obtaining best value	*		A/R/S
Actively seek opportunities for income generation from funding bodies and charities	*		A/R/S
Oversee academy lettings	*		A/R/S
EXPERIENCE	Essential	Desirable	MOA
Evidence of commitment to continuing professional development and keeping up-to-date with developments and changes	*		A/R/S
Experience in and understanding of financial processes and procedures	*		A/R/S
Evidence of successful project management and facilities management	*		A/R/S
Prior management responsibility, including the line management of staff and performance management	*		A/R/S
Experience/knowledge of effective marketing strategies		*	A/R/S
Experience of using Management Information Systems		*	A/R/S
Experience of using Microsoft Office Packages	*		A/R/S
PERSONAL QUALITIES	Essential	Desirable	MOA
Personal integrity and the ability to inspire it in others	*		A/R/S
Have a clear understanding of the challenges of an inner-city secondary school		*	A/R/S
Strategic thinker, with the capacity to provide high-level input into the key areas of the academy	*		A/R/S

Excellent communication, influencing and negotiating skills	*		A/R/S
Ability to maintain and develop productive and long-term working relationships with the Governing Body, Executive Headteacher, Head of School, Senior Leadership Team and other colleagues	*		A/R/S
Drive, tenacity, energy and with a capacity for hard work	*		A/R/S
Enabling style of people leadership and management	*		A/R/S
Ability to work effectively in a team	*		A/R/S
Willingness to constructively challenge the work of self and others to continually improve own and team performance	*		A/R/S
Have a passion for education and able to demonstrate both a strong belief in inclusive approach and have high expectations of all young people	*		A/R/S
Excellent interpersonal skills	*		A/R/S
Has proven capacity for hard work, capacity to manage own work under pressure and a willingness to "go the extra mile"	*		A/R/S
Is ambitious for self and others	*		A/R/S
Energy, endless enthusiasm, resilience, commitment, initiative, flexibility, pragmatic optimism and a sense of humour	*		A/R/S
A "can-do" attitude	*		A/R/S
A flexible approach to work to meet the demands of a multi academy trust	*		A/R/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		A/Q/R/S

PERSONAL QUALITIES	Essential	Desirable	MOA
A commitment to safeguarding and promoting the welfare of children and young people	*		A/R/S
Have regard to provide equality of opportunity for all	*		A/R/S
Awareness of and adherence to relevant health and safety regulations	*		A/R/S
A very good attendance and punctuality record	*		A/R/S

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.

This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.

Cockburn MAT is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

METHOD OF ASSESSMENT (MOA)	A =	Application Form
	Q =	Qualification
	R =	References
	S =	Selection Process

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

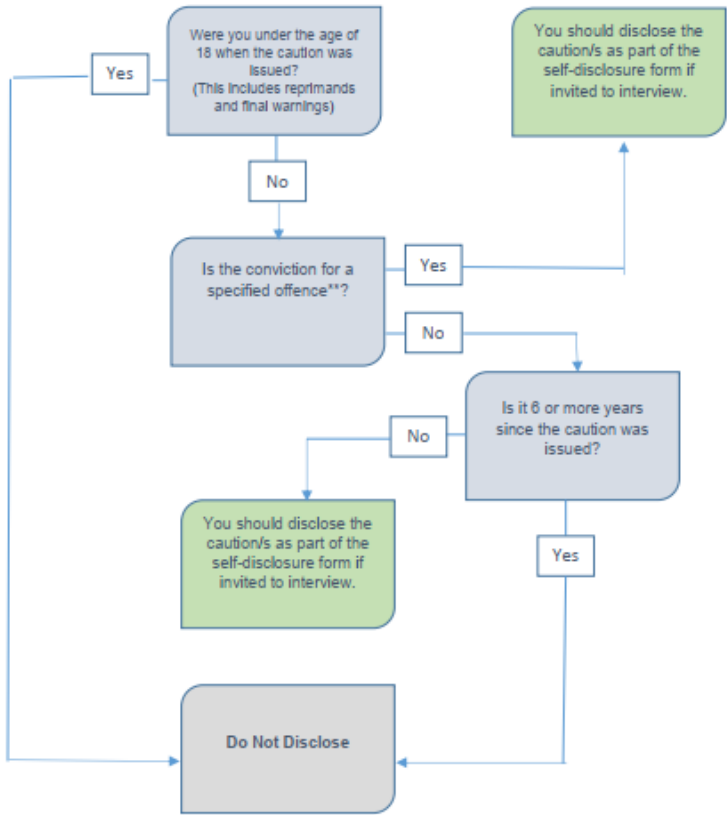
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE

Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

