

# Recruitment Pack

**School Business Manager**  
Scawsby Junior Academy



## Introduction by the Chief Executive Officer

Thank you for your interest in this exciting opportunity to develop your career with The Rose Learning Trust. We hope that by reading this pack and the information available on the [website](#) you will get a good overview of the exciting opportunities and support you can expect as a member of staff at our trust.

We are a collaborative organisation focused on high standards and opportunities for all. As a trust, we seek to support and challenge each other to improve the outcomes and life chances of all our pupils across all our communities. We will continue to learn from each other: transforming futures collaboratively. In this way we believe that the changes we make, the developments and strategies we put in place will have purpose, be embedded and effective.

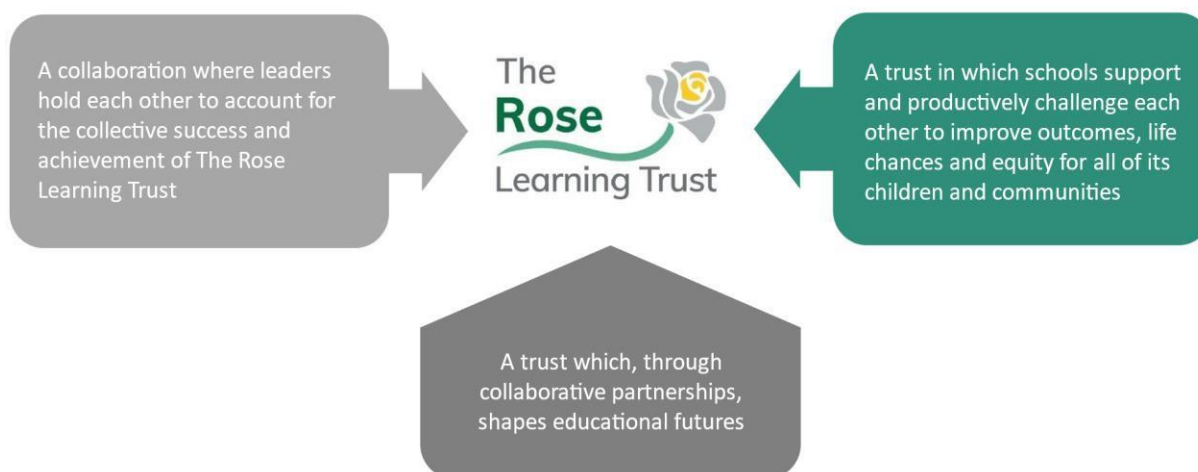
Our aim is not only to grow our trust successfully, but also sustainably. We believe that through quality, not quantity, we can facilitate opportunities that can be invested back into the people who will secure our future: our pupils and staff. Our aim at The Rose Learning Trust is to provide all pupils with the best possible start in life within communities of promise.

**Jeremy Harris**  
Chief Executive Officer



## Vision

# Transforming Futures Collaboratively



## Overview of the trust

The strategic plan combines our vision and values with our strategic objectives and developing excellence priorities. Each school will use the developing excellence priorities as the base for their school developing excellence plans. This ensures that, although each school has their own priorities and development areas, they are within a clear unified structure that aligns with the trust strategic plan. Please see the [website](#) for more information.

## Our vision: Transforming Futures Collaboratively

We will achieve our vision by:

- Every child having the best start to their education
- Every child having the best tools and support to learn and grow in a safe, secure environment
- Every child having access to excellent teaching and an excellent curriculum
- Every child being encouraged and inspired to believe in themselves
- Every child learning how to make and sustain great relationships
- Creating an enjoyment of learning through collaboration with all partners
- Creating equitable lifelong learning opportunities and academic success for all children





# THE ROSE LEARNING TRUST STRATEGIC PLAN 2023-2026

<b>Vision</b>	<b>TRANSFORMING FUTURES COLLABORATIVELY</b>				
<b>Values Statement</b>	The Rose Learning Trust aims to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills for all our pupils, within communities of promise.				
<b>Strategic Objectives</b>	Developing Pupils	Developing People	Developing Governance	Developing Growth, Business Facilities and Resources	Developing Communities and Partnerships
<b>Developing Excellence Priorities</b>	Excellent teaching for every child	Excellent curriculum for every child	Excellent standards of behaviour, attitudes, attendance and safeguarding	Excellent targeted support for every child that needs it	



## Scawsby Junior Academy

Scawsby Junior Academy (formerly Saltersgate Junior School) has been a highly successful school over the years with strong results and an Outstanding Ofsted rating in its former guise in March 2015. The community around the school is strong and supportive. Over the last year the trust has worked closely with the adjacent infant school to develop strong links between the two schools for the benefit of the children. The staff team are dedicated and committed to continue to provide a high quality curriculum and learning experience for the children.







## School Business Manager

<b>Post</b>	<b>School Business Manager</b>
<b>Contract type</b>	Permanent
<b>Grade</b>	Grade 9 Salary: £38,626 to £44,711
<b>Hours</b>	Full Time, 37 hours per week, 52 weeks, Monday - Friday (Flexibilities would be considered)
<b>Reporting to</b>	Headteacher
<b>Location</b>	Scawsby Junior Academy, Barnsley Road, Scawsby, Doncaster, DN5 8NQ
<b>Commencement date</b>	March 2025 or as soon as possible before that date
<b>Closing date</b>	Friday 24 <sup>th</sup> January at midday
<b>Shortlisting date</b>	Monday 27 <sup>th</sup> January
<b>Interviews</b>	Monday 3 <sup>rd</sup> February

The Rose Learning Trust is a successful medium sized trust based in Doncaster and North Lincolnshire. We have grown from two schools to nine over the last seven years with a central trust office based in Balby. We are a trust that lives our vision of ***transforming futures collaboratively*** in all our work to ensure we develop and grow sustainably and embed best practice for the benefit of our pupils.

Scawsby Junior Academy is looking to appoint a highly motivated and organised professional to play a key role in our school. A vacancy exists for a hardworking and dedicated School Business Manager to join the school.

As a member of staff, you also benefit from greater opportunities for professional development and promotion as we encourage movement between our academies to give you broader work experience.

The School Business Manager should always comply with the trust's code of conduct, safeguarding policies and practices and have:

- Personal integrity and a commitment to the Nolan Principles of Public Service
- A commitment to diversity, equal opportunities and anti-discriminatory practices
- A commitment to ensuring children learn in a safe environment
- A commitment to professional development and training
- An affinity with The Rose Learning Trust culture and purpose



The successful candidate will:

- Be an enthusiastic, highly motivated individual who will bring a sense of energy and passion to the role with a desire to be part of a collaborative team working strategically for the pupils, staff and school community.
- Be an individual who can make an outstanding contribution to the finance, business ethos and education within our school
- Have a good level of general education in line with the attached Person Specification
- Have ambition for excellence in strategic financial planning, so our learners reach their full potential
- Be an individual who is able to use their initiative to work independently and flexibly meeting timescales and deadlines to the given financial plan.
- Have experience of working in an educational setting
- Enjoy working with children and form good relationships with both children and adults

We can offer in return:

- A happy and welcoming community based school where children, parents, staff and visitors feel valued for who they are.
- An Inclusive ethos with enthusiastic, motivated and friendly children
- A dedicated, supportive staff who are passionate about creating an ethos of success for all
- A strong and welcoming leadership team which is forward thinking, collaborative with shared vision, values and ethos  
creating a supportive team ethos
- A supportive local governing body and Trust team who are committed to helping move the academy forward
- A Leadership team with a strong emphasis on the support and wellbeing of staff
- Wonderful pupils and parents who support the school in all that it strives to achieve.
- Excellent professional development opportunities across a growing Multi Academy Trust.

Visits to the school are warmly welcomed and encouraged. They can be made by appointment with the Headteacher, Linsey Cavell Tel: 01302 782100

To apply, use the link below:

<https://mynewterm.com/jobs/149581/EDV-2025-SJA-23245>



***This post involves working with children and therefore if successful you will be required to apply for a Disclosure and Barring Service records check at an enhanced level. Further information about the Disclosure Scheme can be found at [www.gov.uk/disclosure-barringservice-check](http://www.gov.uk/disclosure-barringservice-check).***

***In line with our safer recruitment policy two references will be sought before we interview.***

***We are committed to the equality of opportunity in the services provided to customers and all aspects of employment. We warmly welcome applications from all sectors of the community. Our recruitment policies, procedures and practices enable all applicants to be considered on merit and ability to do the job. We will make reasonable adjustments, in line with the Equality Act, for disabled applicants if these are needed.***





## School Business Manager Job Description

As a member of staff in The Rose Learning Trust, you will benefit from greater opportunities for professional development, collaboration and career development.

### Employment details

Job title:	<b>School Business Manager</b>
Reports to (job title):	Headteacher
Grade and Salary	Grade 9 Salary: £38,626 to £44,711
Contract Type	Permanent

### Job Purpose:

<b>Main purpose of the post</b>
To make an outstanding contribution to the finance, business ethos and positively impact on the education within our school

### Duties and Responsibilities:

<ul style="list-style-type: none"> <li>Managing the school budget and have a full understanding of financial processing and planning within an education setting, to include financial reporting, procurement and payroll</li> </ul>
<ul style="list-style-type: none"> <li>Experience of successful working with a Governing Body</li> </ul>
<ul style="list-style-type: none"> <li>Health &amp; Safety management across all areas of the school and the development of personal and professional wellbeing of all staff</li> </ul>
<ul style="list-style-type: none"> <li>Line Management of the business support team (including site manager) and midday supervisors</li> </ul>
<ul style="list-style-type: none"> <li>Responsibility for overseeing the maintenance of the school site and the buildings including ensuring the school meets current regulations and is fully compliant</li> </ul>
<ul style="list-style-type: none"> <li>Management of IT/Data</li> </ul>





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| <ul style="list-style-type: none"><li>• Management of Human Resources</li></ul>   |
| <ul style="list-style-type: none"><li>• Ensuring compliance across the site and effective facilities management</li></ul> |

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation.

**The post holder must always comply with the trust's staff code of conduct.**

The post holder's duties must be carried out in compliance with the trust's:

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies

**The Rose Learning Trust takes its duty to safeguard the young people with which it works seriously and is committed to safeguarding and promoting the welfare of children. Applicants will undergo child protection screening appropriate to the post, including checks with past employers.**

**All Rose Learning Trust staff members are required to undertake an Enhanced Disclosure and Barring Service check (EDBS)**

**The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check.**





# School Business Manager

## Person Specification

<b>PERSON SPECIFICATION</b>	Ess ent	Des	Ho w Ide ntif ied
AF – Application Form      CQ – Certificate of Qualification Interview      I –			
<b>Qualifications and Training</b>			
5 A-C GCSE's or equivalent-including English and Maths	X		A
School Business management qualification e.g CSBM, DSBM, ASDBM or willingness to work towards		X	A
Relevant degree or equivalent qualification		X	A
Member of NASBM		X	A/I/R
Participation with other schools / agencies		X	A/I/R
Experience of leading CPD activities for others		X	A/I/R
<b>Relevant Experience</b>			
Experience of managing and leading a diverse team, including monitoring work, setting objectives, undertaking performance management, discipline, absence control	X		A/I/R
Experience of managing a school budget	X		A/I/R
Substantial amount of work experience in a relevant organisation	X		A/I/R
Financial reporting, procurement and fixed assets	X		A/I/R
Managing change projects	X		A/I/R
Understanding data protection legislation	X		A/I/R
Experience in managing school human resources including knowledge of managing employment contracts	X		A/I/R
Experience of managing and leading a diverse team, including monitoring work, setting objectives, undertaking performance management, discipline, absence control	X		A/I/R
Experience of managing employment contracts /service level agreements	X		A/I/R
Experience of successful working with a Governing Body	X		A/I/R



<b>Knowledge and Skills</b>		
Proven ability to think clearly, incisively and strategically	X	A/I/R
Proven ability to communicate effectively with all stakeholders	X	A/I/R
Proven ability to set high standards and to provide a focus for improvement	X	A/I/R
To manage, monitor and evaluate the impact of change	X	A/R
To maintain and enhance effective systems for the smooth running of a complex school	X	A/R
Understanding the role of ICT in school administration	X	A/R
Knowledge of Health & Safety management in a school	X	A/R
Knowledge of premises compliance and management	X	A/R
Proven ability to contribute towards the schools self-evaluation and to implement the School Development Plan		X A/R
Knowledge of ICT developments that can support the effective and efficient running of the school		X A/R
Managing Health & Safety		X A/R
<b>Personal Qualities</b>		
Willingness to constructively challenge the work of self and others to continually improve own and team performance	X	A/I/R
Proven ability to deal sensitively with people and to resolve conflicts	X	A/I/R
Flexible and approachable	X	A/I/R
Resilient under pressure and can work to deadlines	X	A/I/R
Positive and energetic approach to work	X	A/I/R
Committed to the development of the professional and personal wellbeing of all staff	X	A/I/R
<b>Safeguarding</b>		
Understanding and commitment to safeguarding procedures within a school environment	X	AF/I
Understanding of Data Protection	X	AF/I

