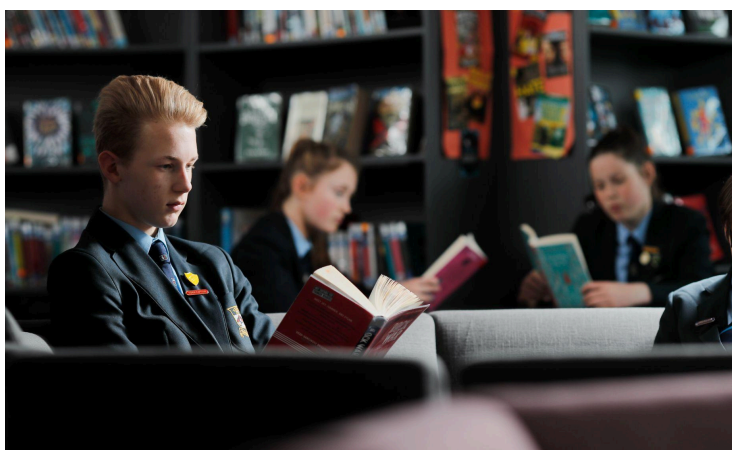
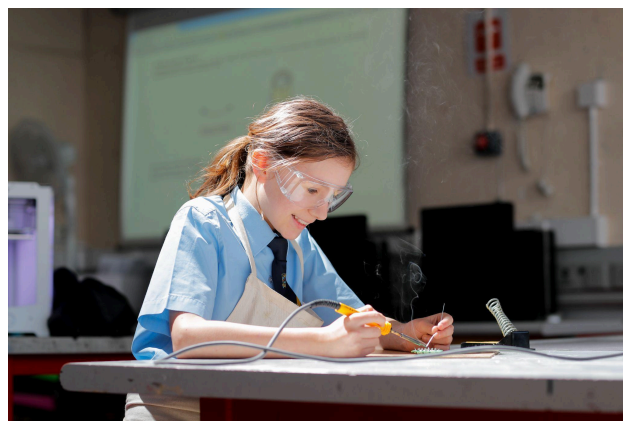




Parklands High School

School Business Manager





September 2025

Dear candidate,

May I take this opportunity to introduce you to Parklands High School, an oversubscribed, successful, supportive and high achieving academy with approximately 1140 students on roll.

Our joint vision is to:

- Advance education by providing a holistic, all-through education to ensure our learners are well-prepared and ready to meet the challenges of the next stage in their education, training or employment.
- Instill the character traits necessary to ensure all our learners can successfully contribute to a global society by focusing on an evidence-based approach to Character Education and Personal Development from Reception through to Year 11.
- Offer rich and varied opportunities to promote spiritual, moral, cultural, and social development, from primary through to secondary.
- Aim to ensure no child, regardless of their educational needs or background, is left behind due to our inclusive approach.
- Ensure our learners can contribute economically to the local and surrounding communities through our deep understanding of careers and economic education and the local, regional, and national labour markets.

Parklands plays an active role in teacher training and in collaborating with other schools. It is also one of only 8 schools in the country to have been awarded the SSAT Leading Edge Framework for Exceptional Education in recognition of its innovative work in Transforming Learning Behaviours.

At Parklands we aim to deliver an exceptional educational experience to our student community. We are proud of our reputation as a forward-thinking school that invests in the latest teaching and learning technologies and resources. Combined with an extensive pastoral support network, we foster leadership skills and develop the attributes, personal qualities, and social skills that will be essential to our students as they become adults in an ever-changing world. Indeed, in May 2023, Ofsted commented;

"Pupils feel safe and cared for as part of this welcoming and friendly school. Pupils of different ages interact well in their mixed-age tutor groups. They said that this helps them to get to know many more pupils across the school. Overall, pupils enjoy attending Parklands High School. They are happy. Leaders have high expectations for all pupils, including those with special educational needs and/or disabilities (SEND). Pupils have positive attitudes towards their learning. They work hard and they achieve highly"

Our core values of Learn, Respect, Aspire and Achieve underpin the Parklands' ethos and we believe that everyone, both students and staff, should strive to be the best that they can be. No matter what changes are ahead in terms of national policy, we maintain focus on offering a curriculum that stretches and challenges our students, preparing them for future careers and adult working life.

This position would suit an experienced School Business Manager who is looking to broaden their experience in a larger secondary school..

Please take time to look at our website, www.parklandsacademy.co.uk and this application summary. They can only give you a glimpse into life at our school, but I hope it will inspire you to apply for this

excellent career opportunity in a school community where you can make a significant impact and where we will welcome you warmly and support you professionally.

Yours faithfully,
Mrs. Clare Batson
Headteacher

Dear candidate,

Thank you for showing an interest in this vacancy at Parklands High School. Here at Aspirational Futures Multi Academy Trust we firmly believe that providing the best possible working environment for our staff leads to the best possible outcomes for our students.

Parklands is a founder school in our trust, which opened in February 2023, and Gillibrand Primary School, Balshaw Lane Primary School and Walton-Le-Dale High School all joined us by Summer 2024 and finally Highfield Community Primary School joined the trust from September 2024. As a recently established trust, we are at the beginning of an exciting journey, and we are looking forward to deeper collaboration within our family of schools and beyond.

In our trust we place enormous emphasis on professional development for all our staff, underpinned by research. Our aim for our students is that they finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is professionally challenged and supported by comprehensive CPD programmes. We are not, however, an exams factory, as successful individuals must also be equipped with the skills and qualities necessary in today's global society. Our personal development programmes along with an abundance of opportunities for student leadership and extra-curricular activities result in compassionate, open-minded and inquisitive young people who are willing and able to make a difference.

Staff in our trust benefit from:

- ☐ a culture that actively promotes a positive work-life balance
- ☐ a culture that promotes wellbeing initiatives
- ☐ opportunities to participate in extra-curricular activities and school trips
- ☐ an open-door policy, allowing any colleague to speak with a member of the Senior Leadership Team without an appointment
- ☐ excellent relationships between the Trade Unions and the trust schools

Staff at Parklands High School benefit from:

- ☐ Free access to our state-of-the-art gym before and after school, as well as during school holidays
- ☐ A comprehensive well-being programme with a range of benefits including; cycle solutions cycle to work program, Friday treats, staff barbeques, Christmas lunch, and a well-stocked staff room.

Thank you again for taking the time to read this application pack, which, along with the school's and the trust's websites, will have inspired you to apply for the advertised post.

Kind regards,



Steve Mitchell
Chief Executive Officer

Post: School Business Manager
Salary: Grade 8, SCP 25-30
£36,363 - £40,777
TLR: N/A
Contract type and term: Full time; All year round
37 hours per week (8am - 4pm; 3:30pm finish Friday) 30 minute unpaid lunch hour.

Start date: As soon as possible

We are seeking a School Business Manager who will;

- be highly motivated and organised
- be a strategic and innovative thinker
- be a team player with excellent interpersonal and communication skills

Closing Date: 25th September 2025

Proposed Interview Date: Wednesday 1st October 2025

PLEASE NOTE; We reserve the right to close this vacancy early, and interview early (before the final closing date), for the right candidate.

To apply online please visit the vacancies page of the trust or school website and follow the links to our recruitment system or [click this link \(insert link to job url\)](#) In addition, please submit an accompanying statement to outline how your experiences demonstrate that you meet the person specification. Please include here details of your experience and your suitability for the post—maximum 2 sides of A4, size 12 font.

For an informal discussion, please contact, Clare Batson, Headteacher, either by telephone or email at cbatson@parklandsacademy.co.uk. Visits to the school are welcomed.

Parklands High School is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check, and all shortlisted candidates will be subject to online checks and expected to prove their identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.

Parklands High School

School Business Manager: Job Description and Person Specification

Job title	School Business Manager
Responsible to	Headteacher
Contract	Full time
Salary	Grade 8
Key relationships	Chief Finance Officer (CFO) Chief Operations Officer (COO) Trust HR Manager Trust Network Manager Trust Premises Manager School Headteacher

To be responsible for the planning, development, and implementation of financial and administrative services within the school.

Accountabilities/Responsibilities – appropriate for this post:

Section 1: Finance

In collaboration with the trust Chief Financial Officer:

1. Monitor and administer the school's budget.
2. Undertake the business and financial management transactions (Access) relating to school resources
3. Manage procurement within the school, including compliance to contractual conditions.
4. Keep a record of service level agreements, agreements and contracts with external suppliers.
5. Perform weekly checks of FSM pupils on the schools' portal and update the school's MIS.
6. Implement and monitor the internal financial procedures and all policies and procedures relevant to the finance function.
7. Work with the SLT and the trust to ensure that correct and robust financial controls and procedures are in place and the school complies with all financial regulations and procedures, including audit reports.

Section 2: HR

In collaboration with trust HR Manager:

8. Manage the administration of human resources processes.
9. Manage recruitment, such as placing adverts, arranging interviews, employment checks, new employee information.
10. Manage personnel files & the school's MIS.
11. Oversee safeguarding & maintain the Single Central Record.
12. Manage sickness absence; updating records, chasing fit notes
13. Manage payroll: collate & submit additional hours, leavers, starters, sickness absence etc, submit to payroll provider within specified timescale and then check reports.
14. Carry out return to work interviews for support staff. and chase up outstanding teacher return to work interviews with SLT

Section 3: Premises

In collaboration with the trust Chief Operations Officer:

15. Oversee the premises management function and on-site cleaning arrangements
16. Oversee contractors on visits booked by the school or COO.
17. Act as H & S Officer onsite dealing with urgent issues and informing/seeking advice from COO.
18. Report urgent H & S or maintenance issues to the COO.
19. Report compliance issues with the contractors - e.g. waste removal, grounds maintenance etc.

Section 4: School Office

20. Oversee the day to day running of a busy school office, supporting the Headteacher in delivering an efficient and effective administration service.
21. Manage the school's administrative function (SIMS) through planning, developing, designing and monitoring administrative systems and procedures.
22. Identify and raise opportunities for improving procedures and processes within the team or work area, to support the continuous improvement of services.
23. Act as a technical reference for the school, monitoring and providing guidance on escalated issues.
24. Train others in the use of equipment, systems or work methods in order to support the development of the school.
25. Assist the Headteacher with communication to parents and carers.
26. Line management of the support staff across the school
27. Coordinate staff cover arrangements.
28. To implement all of the school's health and safety policies and be responsible in managing health and safety across school. (1st Aid, fire safety, premises compliance, risk assessments).
29. Production of all school censuses, including the Workforce Census.
30. To act as the school's Data Protection Officer (DPO).
31. To act as the school's Educational Visits Coordinator (EVC).

Additional supporting information specific to this post

Indicative knowledge, skills and experience

- Experience in administrative / finance roles in a school.
- Working at or towards the Certificate of School Business Management (CSBM) or equivalent qualification.

Knowledge

Need to be authoritative on methods, systems and procedures. Co-ordination of a team of employees whose tasks are broadly similar in basic objective, attendance/administration. Planning typically weeks to months ahead. Skills of persuasiveness or assertiveness as well as sensitivity to the other person's point of view are often required to influence behaviour, change opinions or turn situations around, but debates can be won by presenting fact or evidence. This job will have a role in dealing with parents and pupils.

Problem solving

Because of changing priorities and differing situations the jobholder has the latitude to consider which among many procedures should be followed. Differing situations requiring the identification and solution within the area of expertise and acquired knowledge.

Accountability

Working closely with the headteacher and trust.

Working within already established precedents, policies and procedures.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

School Business Manager Person Specification

Qualifications	Essential	Desirable	How identified
GCSE English and Maths Grade C or above or equivalent	✓		AF
School Business Management Qualification e.g. (CSBM), diploma		✓	AF
Experience and knowledge	Essential	Desirable	
Being responsible for the business and financial management of resources.	✓		AF, I
To have experience in financial budget preparation and planning		✓	AF
Managing the procurement process, including securing appropriate service contracts, licences and insurance.	✓		AF
To have experience in finance systems e.g. Access		✓	AF, I
To manage HR requirements (staff contracts, payroll, personnel files)	✓		AF, I
To be familiar with school management systems e.g. SIMS		✓	AF, I
To maintain confidential staff records e.g. single central record	✓		AF
Manage and implement health and safety policies	✓		AF, I
Managing a support staff team e.g. welfare team, site staff, ICT team, admin team	✓		AF
Managing the facilities, including premises, lettings and liaising with external contractors		✓	AF
Attendance and contribution at senior leadership meetings		✓	AF
To have experience for managing the ICT provision of a similar size organisation		✓	AF
Skills	Essential	Desirable	How identified
To act as the School's Data Protection Officer.		✓	AF, I
To be proactive, methodical and organised with an ability to reach appropriate solutions	✓		AF
To have the ability to plan, organise, prioritise work and meet tight deadlines ensuring the smooth running and professional practice of the school office	✓		AF, I
To manage the administrative function through planning, developing, designing and monitoring administrative systems and procedures.	✓		AF, I
To work within school policies and procedures		✓	AF, I
To have the ability to be flexible and adaptable to challenging and	✓		AF, I

changing circumstances			
To arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies	✓		AF
Excellent communication and interpersonal skills e.g. dealing with parents and pupils, as front of house at times	✓		AF, I
Operate calmly and effectively under pressure		✓	AF, I
To be open minded and receptive to new ideas, able to use own initiative to proactively seek improvements to current systems	✓		AF
Have experience in managing staff absence and record keeping		✓	AF
Other	Essential	Desirable	How identified
Commitment to safeguarding and protecting the welfare of children and young people		✓	AF
Commitment to equality and diversity	✓		AF, I
Commitment to health and safety		✓	AF
Commitment to sustaining regular attendance at work		✓	AF, I

Key

AF = application form

I = interview