



Northern  
Lights

LEARNING TRUST

**School Business  
Manager  
Application Pack**





# Northern Lights



We are a Multi-Academy Trust currently comprising nine schools – primary and secondary – and over 4,000 children and young people in an area stretching from Teesside through to Wearside.



We are a Teaching School Hub, one of 87 DfE centres of excellence for teacher training and development, focused on some of the best schools and multi-academy trusts in the country.



We are an Early Years Stronger Practice Hub, set up by the DfE to provide advice, share good practice and offer evidence-based professional development for early years practitioners.

## OUR SCHOOLS



**Benedict Biscop CE Academy**  
Sunderland



**Grange Primary School**  
Hartlepool



**Hart Primary School**  
Hartlepool



**Holley Park Academy**  
Washington, Sunderland



**Ian Ramsey CE Academy**  
Stockton-on-Tees



**St Aidan's CE Academy**  
Darlington



**St. Helen's Primary School**  
Hartlepool



**St. Peter's Elwick CE Primary School,**  
Hartlepool



**Venerable Bede CE Academy**  
Sunderland

Every Northern Lights school has its own values and its own vision and that's really important to us because all of our schools are there to serve our community but equally, our Trust is there to serve each other.

We do that with humility and with an openness because at Northern Lights it's not all about the academic – that is really important to us – but we know, as a Trust, we are successful if we have ensured that in a holistic way our children and young people have had every opportunity to experience, to flourish, to thrive, to understand the wonder and the joy of the world around them.

– Jo Heaton OBE, Chief Executive, Northern Lights Learning Trust



## Welcome from the CEO

Thank you for your interest in the position of School Business Manager within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 6 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4000 pupils and employ over 500 members of staff and serve a diverse range of schools and communities. Each of our schools have their own individual ethos, values and vision, which sit together as part of our Northern Lights vision of 'Shining Together and Stronger Together'. As a CofE MAT, our schools are a mixture of Church and non-Church schools that range in size and levels of disadvantage. We see this diversity as a real strength to learn from and work with each other.

As a Multi-Academy Trust we are at the heart of the current educational landscape, as a designated DfE Centre of Excellence as a Teaching School Hub and DfE Early Years Hub, responsible for teacher development across all ages and phases of education, working with over 300 schools. We are collaborative in our approach and value professional development highly in all we do.

We seek to be an employer of choice, with 100% of staff satisfaction in our latest survey, '*I am proud to work for a forward-thinking Trust who put people development at the heart*'. We seek to support our staff to develop and thrive.

We are looking for someone whose values align with us as a Trust and has the drive and ambition to work collaboratively to provide the best opportunities and outcomes for our young people.

We look forward to receiving your application.

Yours faithfully

Jo Heaton  
Chief Executive Officer



## Heads of School Welcome

Thank you for expressing your interest in the position of School Business Manager across Hart and St Helen's Primary Schools, where it is our privilege to serve as Heads of School.

At **Hart Primary**, our vision is to give all the opportunity to be the best that they can be and have fullness of life. I am deeply passionate about empowering children to pursue their dreams and embrace their individuality. Putting children at the heart of our everything we do is a guiding principle that shapes every aspect of our school culture.

We are committed to fostering an inclusive, vibrant, and welcoming community where every member feels valued and supported. Collaboration with parents and carers is integral to our mission, as we strive to ensure the best possible outcomes for all our children.

Located in the quaint village of **Hart**, on the outskirts of Hartlepool, we have a close-knit community atmosphere. Our small size fosters a true family feel, creating a nurturing environment where both children and staff can thrive. We take pride in nurturing high aspirations for all individuals and are dedicated to facilitating their journey toward excellence.

At **St Helen's Primary** I am truly passionate about the education and potential of all our pupils. Our school vision is to create a school that enables all pupils (no matter what background or starting point) to achieve their full potential and promotes the school as a beacon within our community, where aspirations are achieved, and dreams are a reality for all pupils, staff and families.

This is achieved through a relentless focus on high-quality learning and teaching, where all staff are accountable for ensuring our pupils develop a love of learning and achieve their full potential. Individual strengths and needs will be recognised and learning will be personalised to meet those needs.

Classrooms will be vibrant, engaging, supportive and welcoming and pupils will be proud of their work and their achievements. Every stakeholder will feel valued and part of the whole school community and parents will be proud to send their children to **St. Helen's Primary School** knowing that they are accessing excellent provision.

High aspirations for pupils will always remain at the 'core' of whatever we do and their academic, social and emotional well-being will always be of paramount importance to all stakeholders involved in **St. Helen's Primary School**.

Yours sincerely

Marie Crowe, Head of School, **Hart Primary**

Marcus Newing Head of School, **St Helen's Primary**

**SCHOOL BUSINESS MANAGER**  
**Permanent position starting September 2024 based**  
**across Hart Primary School and St Helen's Primary School**  
**NJC SCP 25-28 33,945- £36,648 FTE**  
**37 hours per week, term time plus 1 week in school holidays + 5**  
**inset days (40 weeks)**

Are you organised, enthusiastic and welcoming?  
Do you thrive working in a busy office environment?  
Would you like to make a difference to children's learning and well-being?

Northern Lights Learning Trust are looking to appoint a School Business Management Professional to work across Hart Primary and St Helen's Primary School in Hartlepool. We are looking to welcome enthusiastic and reliable applicants who can support pupils, parents/carers, staff and governors. The successful candidate will liaise and work closely with the Senior Leadership Teams and the admin teams across the schools and will have the opportunity to network with other Office Managers across the Trust, the Trust Chief Operating Officer and Chief Finance Officer. In return you will benefit from inspirational and dynamic leadership and be empowered to develop your own skills with access to great CPD opportunities.

Do you.

- Have experience of operational business functions and driving excellence
- Possess excellent communication and IT skills
- Have experience in financial and staff management
- Be confident in dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Be enthusiastic and supportive of the Academy ethos

If this is you, we would really welcome your application

**In return you will receive:**

- A supportive working environment that puts people at the heart of the organisation.
- Continuous professional development, including the opportunity to undertake related qualifications.
- National Terms and Conditions of Employment.



- Local Government Pension Scheme
- The opportunity to work as part of a growing Trust and shape this role.
- Employee welfare package, including 24-hour GP access and access to whole range of wellbeing package.

Details of the schools can be found on the school website:

[Hart Primary School \(hartelwickfederation.org.uk\)](http://hartelwickfederation.org.uk)

<https://www.sthelensprimaryschool.co.uk/>

### **CLOSING DATE:**

**Applications must be received by: Tuesday 27<sup>th</sup> August 2024 at 8.30am**

**Short Listing will take place on: Friday 30<sup>th</sup> August 2024**

**Interviews will take place on: Friday 6<sup>th</sup> September 2024**

### **HOW TO APPLY:**

Letters of application should be returned, along with a Northern Lights Learning Trust application form, to [recruitment@nllt.co.uk](mailto:recruitment@nllt.co.uk) or by post to Northern Lights Learning Trust, Spectrum Business Park, Lighthouse View, Building 2, Seaham, SR7 7PR

Applications will only be considered on receipt of an application form, CV's and other forms of application will not be accepted. For further information, please contact Leanne Kirk, Director of People and Resource Management, on 01915947033 (option2).

## JOB DESCRIPTION

Post: School Business Manager

Responsible to: Heads of School, Governors, Board of Directors

Responsible for: Providing support for Pupils, Teachers and the whole school as outlined below:

Salary band: NJC 25-28

Start date: September 2024

### **Job Purpose:**

- Within the school undertake the lead role for the planning, development, and delivery of the support function for the school.
- This includes the management of admin and site staff, administrative systems, including co-ordination and delegation of relevant activities.
- Facilities and contract management. Provide efficient, and effective customer services, to a range of stakeholders.
- Responsibility for the schools' admin, finance, HR, Health and Safety and Data Protection functions.
- Responsibility for the schools' finances in accordance with Trust procedures

### **KEY RESPONSIBILITIES**

As School Business Manager you will be responsible for:

#### **Administration and Management:**

- Ensure that administrative functions of the school are carried out to required standards and deadlines, monitoring the progress of all the work.
- Deal with more complex enquiries from staff, pupils, parents, officers of the local authority, the public and other parties as directed by the Head of School.
- Develop and refine school administration and procurement systems and procedures.
- Work closely with the Head of School on all operational and strategic aspects of non-teaching functions.
- Line management of support staff and site team including direction of their work, and performance management
- Review and amend as necessary, providing advice to the Head of School and Local Governing Body, on school led policies.
- Lead in the development of computer-based management and recording systems in school and adapt and develop the effectiveness and efficiency of such systems to meet the school's needs.
- General administration tasks including SLA contracts, school licenses and insurance.
- Manage admissions processes.
- Provide management support in respect of all school related matters, as directed by the Head of Schools, and other educational matters in which the Head of School may be involved.
- Attend and present at Local Governing Body meetings on all areas of responsibility.
- Manage the school communication platforms ensuring statutory compliance.

- Manage the school GIAS, governor recruitment and website updates.
- Liaise with supply agencies to ensure adequate staffing ratios are maintained, safer recruitment checks are carried out and obtain value for money on short- and long-term supply needs for the schools.
- Responsible for completion and submission of forms, returns etc., including those to outside agencies [e.g. Census, ESFA etc.]
- Project management of site development including lettings.
- Ensure staff have a clear understanding and adhere to School and Trust policies and procedures.

## Human Resources

- Work closely with the Head of School and Chief Operating Officer to ensure that the school remains compliant in all employment related matters.
- Management of school led staff recruitment including preparation of recruitment packs, shortlisting, interview processes, and pre-employment checks.
- Manage effective induction, appraisal, training and mentoring for staff.
- Undertake duties in relation to the school's attendance management procedures and initiate intervention actions as required. Regularly advise and report to the Head of School to ensure absence levels are monitored and addressed.
- Act as first point of contact for staff HR and payroll queries.
- Accountable for compliance of Single Central Register to ensure it is kept up to date.
- Ensure safeguarding policy and procedures are followed at all times
- Work closely with the Head of School on all operational and strategic aspects of non-teaching functions
- Develop, refine and maintain school-based HR and training systems.
- Monitor and ensure compliance of all statutory and non-statutory training for all staff.
- Provide administrative support in respect of all school related matters, as directed by the Head of School, and other educational matters in which the Head of School may be involved.
- Ensure DBS documents are completed, checked and monitored in accordance with safeguarding procedures.
- Policy management for each school, including administration and compliance of EVERY HR system.
- Ensure safer recruitment procedures are followed at all times and required quality assurance checks are completed in a timely manner.

## Finance:

- To be responsible for the leadership, management and monitoring of the school's delegated budgets to include working closely with the Head of School in agreeing and setting the budget.
- Ensuring finance procedures are followed in line with the Academy Finance Handbook and financial regulations for budget and school funds. Be responsible for providing advice and guidance to all school staff within this area of responsibility.
- Produce reports for Chief Operating Officer, Chief Finance Officer and others including reports to the Local Governing Body.
- Determine best value SLA's, working with the SLT, COO & CFO, and submit SLA Agreements



- Source quotes for work needed, ensuring best value for money.
- Prepare documentation for financial audits under the direction of CFO.
- Ensure efficient recording of school meals contract.
- To be responsible for medium term financial planning projections and options.
- Work within approved budget allocations linked to the School Development Plan and within the school procurement policy and procedures to order equipment, tools, stocks and supplies.
- Ensure day to day responsibility for managing financial resources and procedures (e.g. including reconciling and security of all money received and debts incurred).
- Oversee management of Breakfast and After School Club.
- Responsibility for cross school journals
- Provide finance support to other schools as directed by Chief Finance Officer.

## Health and Safety

- Ensure systems are in place to enable the identification of hazards and risk assessments and the reporting of any incidents to the Chief Operating Officer, Local Governing Body or Health and Safety Executive
- Advise the Head of School and governing body in respect of necessary changes to school policies
- Be responsible for ensuring the maintenance, security and development of school buildings in line with policy.
- Management of internal premises staff and external catering staff for each school.
- Manage health and safety policy/ procedures and processes for the school.
- Plan, instigate and maintain accurate records of fire practices and alarm tests.
- Act as Fire Warden.
- Oversee 'EVERY' system ensuring compliance in all areas
- Responsible for ensuring premises staff undertake regular maintenance checks and follow-up actions
- Develop solutions and provide advice on the annual long term maintenance requirements to support a cost-effective maintenance programme
- Organise and manage external contractors, in liaison with site staff, whilst on site undertaking improvements, developments and maintenance, and ensure work is completed to the required standard
- Responsible for carrying out all people related risk assessments to ensure safe working practices.
- Review, monitor and manage the school Health and Safety requirements including risk assessments, statutory checks and compliance within the school.
- Responsible for accident investigation including reporting and compliance with systems and processes.
- Provide training on health and safety issues to other staff.

## Other Duties

- Carry out any other duties commensurate with the role as directed by the Head of school
- Participate in the Performance Management

### Additional responsibilities – the post holder must:

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers;  
Demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct - Staff Behaviour Policy, Child Protection Policy and all other Trust Policies;
- Comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

### PERSON SPECIFICATION SCHOOL BUSINESS MANAGER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESMENT
<b>APPLICATION FORM</b>	1. Completed application form		Application
<b>EDUCATION</b>	1. GCSE grade 4/C or above in Maths and English (or equivalent) 2. CSBM qualification 3. NVQ level 4 in Business or Finance (or equivalent) or commitment to working towards	1. DSBM Qualification 2. Further qualification in IT 3. Experience of managing budgets in public sector	Application Certificates
<b>EXPERIENCE</b>	1. Experience of working in a senior administrative/ office manager role. 2. Experience of being an effective member of a team and accountability for managing staff. 3. Evidence of using initiative to effect change 4. Experience of managing Health &	1. Experience of data analysis 2. Previous experience of planning, developing and monitoring admin systems. 3. Ability to report effectively to	Application Interview References

	<p>Safety in a work environment.</p> <p>5. Ability to manage complex or difficult conversations with a variety of stakeholders.</p>	<p>senior leaders and Local Governing Bodies.</p> <p>4. Understanding of good estate management for schools.</p> <p>5. Experience in managing internal and external contracts.</p>	
<b>SKILLS AND KNOWLEDGE</b>	<p>1 An understanding of and ability to use Finance systems, accounting and banking procedures.</p> <p>2 Sound understanding of double -entry book keeping</p> <p>3 Working knowledge of Microsoft Office</p> <p>4 Ability to manage finances, analyse information and compile reports.</p> <p>5 Ability to communicate verbally and in writing with a wide range of stakeholders</p> <p>6 Organisational and problem-solving skills.</p> <p>7 Multitasking, time management and prioritisation.</p> <p>8 Excellent Literacy and Numeracy skills</p> <p>9 Awareness of safeguarding requirements in a school.</p>	<p>1. Knowledge of Health and Safety requirements in Schools including Fire Safety.</p> <p>2. Knowledge of website maintenance</p> <p>3. Knowledge of Government funding streams i.e. pupil premium, sports premium and 3-year-old funding</p> <p>4. Knowledge of School policies and procedures</p>	<p>Application Interview References</p>



	<p>10 Knowledge of Data Protection Legislation and managing SAR, FOI and data retention systems.</p>		
<p><b>PERSONAL ATTRIBUTES</b></p>	<ol style="list-style-type: none"> <li>1. Empathetic approach and integrity at work.</li> <li>2. Professional, positive and flexible approach</li> <li>3. Ability to be enthusiastic and motivated while working in a fast paced - environment</li> <li>4. To uphold confidentiality at all times</li> <li>5. Demonstrate equality in the workplace.</li> <li>6. Ability to establish and maintain good relationships</li> </ol>		<p>Work related tasks Interview References</p>
<p><b>OTHER</b></p>	<ol style="list-style-type: none"> <li>1. Willingness to undertake further training</li> <li>2. Recommendation from both referees</li> <li>3. Fully enhanced DBS clearance with children's barred list check</li> </ol>		<p>References Enhanced DBS certificate</p>

**References:**

References will be requested prior to interview, unless there are exceptional circumstances, and the applicant does not give consent to do so on the application form. Please contact us to discuss further if you do not consent.

**DBS:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

**Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.****Safeguarding:**

Northern Lights Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. To fulfil this responsibility effectively, all professionals should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

**Pre-employment occupational health:**

Pre-employment occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required. In some circumstances, an appointment with Occupational Health may be required to assess fitness for the role.

**Equal opportunities:**

Northern Lights Learning Trust are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met.