

ONE (Owl North East) Trust

c/o Throckley Primary School
Hexham Road
Newcastle upon Tyne
NE15 9DY



School Business Manager **Job Description and Person Specification**

Grade N6, Salary: £31,586 - £34,314 per annum FTE, Term Time only

Strategic Planning

- To ensure the school makes the best possible use of resources through effective strategic planning.

Finance

- To ensure compliance with the Academy Trust Handbook in schools.
- To prepare budgets, prepare reports for local governing bodies, as well as track performance to budget during trust monthly business reviews.
- Prepare appraisals for delegated projects and to plan for the future development of the school in line with the school development plan ensuring best value at all times.
- Bid for sponsorship funding by developing contacts and raising the school profile.
- Plan and maintain budgets and oversee spend and hold budget holders to account.

Human Resources

- To manage some support staff where applicable and liaise with Human Resources when queries arise.
- To arrange cover for teaching staff during planned/unplanned absences.
- To develop and maintain an accurate Single Central Record.

Estate Management

- Respond to security alerts along with the Head Teacher and Deputy Head Teacher.
- To manage facilities services such as the meal service, cleaning and caretaking.
- Take an active role in liaising with architects and contractors during any building projects to ensure that the project runs to plan and making sure that contract files are maintained.
- Ensure any snagging problems are followed up to the schools satisfaction.
- Manage any lettings of the school premises to outside agencies.

Whole School Administration

- To manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.
- Marketing and communication responsibilities



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- To help promote the school to parents, partners and the local community.
- To liaise with local businesses for fund raising, arranging vocational experience and joint projects.

General

- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures

Person Specification

Ideal Candidate Skills:

- **Resilient Attitude:** Bring your expertise in Finance, Procurement, Estates Management, or Human Resources to the forefront, showcasing your robust and adaptable mindset.
- **Leadership and Collaboration:** Shine in a flexible, agile work environment with strong decision-making skills and a collaborative ethos that drives success.
- **Tech-Savvy:** Utilise your Microsoft Office skills, especially Excel, to streamline and enhance our administrative processes.
- **Educational Experience:** While previous experience in an educational environment is preferred, it's not essential—your ability to adapt and thrive is what counts.
- **Qualified Professional:** Hold a relevant business qualification and be able to demonstrate your commitment to continuous professional development.
- **Financial Software Expertise:** Experience with IRIS financial software is a plus, highlighting your capability to manage complex financial systems.
- **Managing Innovative Projects:** Engage in ground breaking projects that shape the future of our schools, contributing to your professional growth and making a real impact.
- **Networking:** Build valuable connections with educational professionals and local businesses, expanding your professional network and opening doors to new opportunities.