



Northern
Lights

LEARNING TRUST

SCHOOL BUSINESS AND OPERATIONS
MANAGER
IAN RAMSEY CE ACADEMY

APPLICATION PACK



Northern Lights



We are a Multi-Academy Trust currently comprising ten schools – primary and secondary – and over 4,200 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



Dame Dorothy Primary School
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 an 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 and Operations Manager within Northern Lights Learning Trust.

We are a growing Multi-Academy Trust that is currently made up of 3 secondaries and 7 primaries across Wearside and Teesside, with our central offices based in Seaham. We educate over 4200 pupils and employ over 550 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 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



Welcome from the Headteacher

I am privileged to be Headteacher at Ian Ramsey CE Academy. It is my pleasure to welcome you to our school.

Ian Ramsey CE is a popular and oversubscribed secondary school at the heart of the Stockton community and its surrounding villages. There are approximately 1187 pupils on roll in years 7-11. In 2022, Ofsted described our academy as a place where 'Pupils and staff have positive relationships. There is an inclusive culture built on a Christian ethos.'

The Christian ethos shapes the daily culture of our school so our children feel safe and are cared for. Our Academy's mission statement, '**Together to learn, to grow, to serve**', encompasses our commitment to ensuring all members of our community use the gifts we have been given to serve others to learn as individuals and build the confidence to achieve their aspirations.

We provide a broad and inspiring academic experience, which is interesting, challenging, and relevant to the needs of our pupils. We want all our children to reach their full potential, to give them the opportunity to flourish, to recognise and develop their individual gifts and talents and approach the outside world with confidence. Our DEEP curriculum, offers all pupils a first class education based on high-quality teaching and a range of experiences outside of the classroom.

The 2025/26 academic year will be an exciting one for all those involved. Whilst the most recent Ofsted inspection judged the academy to be 'good' in all areas, there is still so much potential that is yet to be recognised and harnessed.

Each member of staff plays an essential role in the day to day running of the school and each can positively impact the children and young people in our care; the post of School Business and Operations Manager will be no different and is a vital role in the whole academy team.

Thank you for your interest in our academy.
Kind regards

Donna Park
Headteacher

School Business and Operations Manager

Permanent

Required as soon as possible

Ian Ramsey CE Academy

NJC SCP 29-38

£39,862 - £49,282 FTE

**4-point scale will be allocated dependent upon experience and qualifications
37 hours per week**

Whole time preferable, however alternatives may be considered by negotiation

Working Pattern: Mon-Thurs: 8am-4pm, Fri: 8am-3.30pm

Green Book Pay and Conditions

Ian Ramsey CE Academy is seeking to employ a dynamic, outstanding professional who will inspire and motivate all within our school community.

You will play a pivotal role in ensuring the smooth running of the school's non-teaching functions. You will lead on finance, HR, premises, Health & Safety and administration, enabling our staff and students to thrive in a well-managed and supportive environment.

The successful candidate should:

- Demonstrate high expectations of yourself and others.
- Enjoy working collaboratively, being innovative and creative
- Have the skills and knowledge to ensure the school is a safe environment
- Possess excellent organisational skills
- Have an excellent understanding when dealing with children and adults
- Keep calm under pressure whilst maintaining confidentiality
- Have an enthusiasm which would allow you to be supportive of the Trust and school's ethos.

If so, we would really welcome your application.

In return you will receive:

- A supportive working environment that puts people at the heart of the organisation
- The opportunity to work as part of a growing Trust and shape this role
- Continuous professional development
- A range of Trust initiatives that improve wellbeing. Current initiatives include an annual wellbeing day.
- National Terms and Conditions of Employment
- Local Government Pension Scheme

Employee welfare and benefits package including:

- 24-hour GP access
- Nurse support service
- Mental health services, including stress management, mental health first aid training and bereavement support
- Free Flu vaccinations
- Counselling Services
- Physiotherapy
- Financial wellbeing coaching
- Maternity and Paternity support
- Menopause support
- Access to useful wellbeing resources
- Cycle to work scheme
- Lifestyle savings including discounts on shops, food and drink and days out

CLOSING DATE:

Applications must be received by: Friday 28th November 2025 at 1pm

Shortlisting will take place on: W/C Monday 1st December 2025

Interviews will take place on: Friday 5th December 2025

HOW TO APPLY:

Applications should be submitted to recruitment@nllt.co.uk , or if you prefer you can submit through post to Recruitment, 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, or if you would like to arrange a visit to the school, please contact us on recruitment@nllt.co.uk

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

<https://www.ianramsey.org.uk/>

JOB DESCRIPTION

Job Title: School Business and Operations Manager

Reports to: Headteacher

Location: Ian Ramsey CE Academy

Salary: NJC 29-38 (4-point scale allocated dependent upon experience and qualifications)

Contract: Permanent; whole time (alternatives may be considered by negotiation)

Hours: 37 hours per week. Mon – Thurs 8:00am – 4:00pm. Fri 8:00am – 3:30pm

Key purpose of the role:

To lead and manage the school's business, financial, and operational functions, ensuring the effective use of resources to support high-quality teaching and learning. The postholder will be a key member of the senior leadership team (SLT), contributing to strategic planning and decision-making across the school. The postholder will also contribute to Trust wide work, as requested by Central Team.

KEY RESPONSIBILITIES:

Strategic Leadership

- Work with the Headteacher and SLT to develop and implement the school's strategic and operational plans.
- Lead on business continuity, risk management, and compliance with statutory requirements.
- Provide strategic oversight of financial planning, HR, estates, ICT, administration and ensure smooth delivery of all projects.
- Liaise effectively with all stakeholders to ensure the school has a positive role in the community and complaints are managed effectively.
- To work alongside members of Central Team to develop and embed Trust wide initiatives.

Finance and Budget Management

- Prepare, manage, and monitor the school's capital and revenue budgets in collaboration with the Headteacher and Governors.
- Ensure compliance with financial regulations and reporting requirements (e.g. Financial/Academy Trust handbook).
- Lead procurement and contract management to ensure value for money, identifying and implementing savings.
- Proactively seek and generate additional income for the school.

Human Resources

- Oversee HR processes including recruitment ensuring where appropriate efficient management of safeguarding processes, supply, payroll, attendance and punctuality, grievance, disciplinary and staff well-being.
- Ensure compliance with safer recruitment and employment legislation.
- Support performance management and professional development systems.

Premises and Health & Safety

- Line manage relevant site staff to ensure the maintenance and cleanliness, security, and development of the school site and buildings.
- Ensure compliance with health and safety legislation and policies.
- Ensure accident investigations are carried out in a timely manner with due regard for potential claims.
- Lead on sustainability and energy efficiency initiatives.
- Manage all lettings and community use of the school buildings and grounds.

ICT and Administration

- Oversee the school's ICT infrastructure and adherence to the Trust's digital strategy.
- Line manage administrative and support staff, ensuring efficient office systems and exceptional customer service.
- Ensure GDPR compliance and effective data management.
- Oversee the management and compliance of the school website and ensure a positive and effective social media presence for the school

Governance and Compliance

- Provide reports and advice to the Governing Body and attend relevant meetings.
- Ensure the school meets all statutory and regulatory requirements meeting all deadlines for financial and operational returns.
- Lead on policy development and review in business-related areas.
- Oversight and management of all business related internal and external audits.

The duties outlined above are the main ones considered essential to the role but are not exhaustive.

PERSON SPECIFICATION

SCHOOL BUSINESS AND OPERATIONS MANAGER

CATEGORY	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION FORM	<ol style="list-style-type: none"> Well-presented and complete application form 		(A) E1
QUALIFICATIONS AND TRAINING	<ol style="list-style-type: none"> Educated to GCSE Standard at Grade A – C (or 9 – 4) including Mathematics and English or NVQ equivalent Relevant professional qualification in Business, Finance or Management (e.g. CSBM, DSBM, AAT) Willingness to undertake any further training and development, relevant to the role. 	<ol style="list-style-type: none"> Degree in Business Management, Finance or related field 	(A) E1,E2,E3. D1 (Q) E1,E2,E3. D1
EXPERIENCE	<ol style="list-style-type: none"> Proven experience in financial and operational management Experience of managing budgets, procurement and contracts Experience of leading and managing teams 	<ol style="list-style-type: none"> Experience of working in a school or education environment Experience of working with Governors or Trustees Project management experience 	(A) E1,E2,E3. D1,D2,D3 I E1,E2, E3, D1, D2,D3
KNOWLEDGE AND UNDERSTANDING	<ol style="list-style-type: none"> Strong understanding of financial procedures and regulations. Knowledge of HR, Health & Safety, 	<ol style="list-style-type: none"> Knowledge of School funding and DfE guidance Familiarity with School MIS and Finance systems 	(A) E1,E2,E3,E4 D1,D2 (I) E1, E2, E3,D1

	<p>and premises management</p> <ol style="list-style-type: none"> 3. Excellent IT skills, including Microsoft Office programmes 4. Ability to interpret and present complex data clearly 	(e.g., Arbor, FMS, SIMS)	
LEADERSHIP AND MANAGEMENT	<ol style="list-style-type: none"> 1. Ability to lead and motivate staff 2. Strategic thinker with strong planning and organisational skills 3. Ability to manage change and drive improvement 	<ol style="list-style-type: none"> 1. Experience of contribution to strategic planning at senior level 	<p>(A) E1,E2,E3 D1</p> <p>(I) E2</p>
COMMUNICATION AND INTERPERSONAL SKILLS	<ol style="list-style-type: none"> 1. Excellent written and verbal communication 2. Ability to build effective relationships with a range of stakeholders 3. High level of discretion and confidentiality 	<ol style="list-style-type: none"> 1. Experience of delivering training or presentations 	<p>(A) E1,E2,E3 D1</p> <p>(I) E1</p>
PERSONAL QUALITIES	<ol style="list-style-type: none"> 1. Friendly, approachable and professional manner. 2. High level of integrity and professionalism 3. Resilient, adaptable and solution-focused 4. Commitment to safeguarding and promoting the welfare of children 5. Commitment to continuous 		<p>(A) E1,E2,E3,E4,E5</p> <p>(I) E1, E2, E4</p>

	professional development		
OTHER	<ol style="list-style-type: none"> 1. Satisfactory references (which will be requested for all candidates progressed to interview under safer recruitment practices) 2. Enhanced DBS with barred list check 3. Ability and willingness to travel between sites as required 		<p>References E1</p> <p>Enhanced DBS certificate E2</p> <p>Interview E3</p>

Ian Ramsey CE Academy, part of the Northern Lights Learning Trust, is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

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.

Artificial Intelligence and Recruitment at Northern Lights Learning Trust

Northern Lights Learning Trust is committed to embracing innovation while maintaining fairness and integrity in our recruitment processes. We recognise that candidates may choose to use AI tools to support the preparation of their applications. While this is acceptable, we expect all submissions to reflect the applicant's own experiences, values, and suitability for the role and it is essential that AI is used appropriately.

AI must not be used to:

- provide misleading or false information at any stage of the application journey
- inflate or invent qualifications, skills or experience
- complete assessments as part of the recruitment process
- create generic responses and copy them into your application

If you have any questions about the use of AI in your recruitment process with us, please contact hadmin@nllt.co.uk