

## CANDIDATE INFORMATION PACK:

### School Business Manager (Grade 11)

Closing date: 20th February 2026 (12 Noon)

Interviews: TBC

Start Date: ASAP

Contract Details: Permanent 37 hours Full time (All Year)

Completed application form to be emailed to: [pseery@aldergrange.com](mailto:pseery@aldergrange.com)



### Table of Contents

1. Letter from Headteacher	1
2. School Information	2
3. Person & Post Specification	3
4. Post Specification	5

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## 1. Letter from Headteacher - Mrs Joanna Griffiths

Dear Candidate,

Thank you for your interest in the position of School Business Manager at Alder Grange School. We are delighted that you are considering joining our community.

We are seeking a highly motivated professional to join our Senior Leadership Team. As a large secondary school and sixth form, we need a strategic thinker capable of driving our vision and leadership across all areas of business and financial management. You will play a pivotal role not only in resource management but in shaping our School Improvement Plan and upholding our ethos.

**The Role** This is a diverse and dynamic position. You will oversee a wide range of operational areas including Finance / School Operations, while acting as our Health & Safety Manager and Data Protection Officer.

Key responsibilities include:

- Strategic Finance: School budget management, financial reporting, and SEND/EHCP funding.
- Operations: Premises management, ICT systems, and marketing.
- Compliance: Health & Safety, GDPR, and statutory compliance for the DfE.
- Leadership: Governance support and HR management.

**The Candidate** - Ideally we are looking for a qualified School Business Manager with specific experience in the maintained sector, we are happy to discuss part time applications and we are also happy to discuss the specifics around the role.

**Our Culture** - You will find Alder Grange to be an exceptional place to work. While the pace is fast, we are a warm, friendly, and welcoming team that genuinely enjoys each other's company. The well-being of our pupils and staff is our number one objective.

**Safeguarding & Equality** Alder Grange School is committed to safeguarding and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Full references and checks will be completed prior to appointment.

We are an equal opportunities employer. We ensure that no applicant receives less favourable treatment based on sex, marital status, race, nationality, disability, age, or sexual orientation.

We look forward to receiving your application.

Yours sincerely



Joanna Griffiths  
**Headteacher**

## 2. School Information

We are rightly proud of our unique school ethos and values, best summarised by our motto: “Once an Alder Granger, always an Alder Granger.” This philosophy is built upon warm, caring relationships that support a genuine family feel. Our core values are built upon the ‘3Rs’—Ready, Respectful, and Responsible—and every experience we offer our students is designed to reflect these, with all members of our team playing a vital role.

The school is supported by a dedicated team of approximately 60 teaching staff and a wide range of non-teaching staff, including teaching assistants, administrative support, catering/welfare, pastoral care, and site management.

The Senior Leadership Team is led by the Headteacher, Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does, focusing on leading strategic planning, self-evaluation, leadership development, and the oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises the Headteacher, Mrs Joanna Griffiths; three Deputy Headteachers: Mr Simon Varley, Mr Kenny Riddell, and Mr Adam Good (who also serves as the Designated Safeguarding Lead); and the current School Business Manager & Network Manager, Mr Paul Seery.

The wider Senior Leadership Group includes Assistant Headteachers Mr R Milnes and Mrs V Holland, as well as a team of Associate Assistant Headteachers with specific responsibilities: Mrs C Strachan (Head of Year 11), Mr D Williams (Head of Sixth Form), Ms K Taylor (SENCO), Mrs S Worden (Teaching & Learning), and Mr S Haydar (Head of Year 7).

Our commitment to all colleagues’ professional development is an important part of our school culture. The school has strong safeguarding procedures, led by our Designated Safeguarding Lead, and these are used in making all appointments. Alder Grange also maintains strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no-smoking area, and all appointees are required to respect this.

### 3. Person Specification – Business Manager Grade: Grade 11 (SCP 40 – 44) Reports to: Headteacher

#### Knowledge and Skills:

- **Professional Knowledge:** Applied and theoretical knowledge to advise on school finance and business.
- **Analytical Skills:** Strong analytical capabilities and problem-solving skills.
- **Coordination:** Ability to coordinate diverse operational areas (e.g., catering, HR, finance, premises).
- **Project Management:** Proven project and change management skills.
- **Leadership:** Experience in providing in-depth coaching and mentoring to develop others.
- **Relationship Building:** Ability to build and maintain effective networks and relationships with senior managers, external organisations, and the community.

#### Experience:

- **Strategic Planning:** Experience planning at least one year ahead to anticipate changes impacting delivery.
- **Policy Development:** Experience in developing policy.
- **Complex Resolution:** Experience resolving complex issues and managing conflicting priorities.
- **Resource Management:** Experience dealing with a broad range of specialisms and resource management issues.

#### Personal Attributes:

- **Safeguarding:** A commitment to safeguarding and protecting the welfare of children and young people.
- **Attendance:** Evidence of a satisfactory attendance record and a commitment to sustaining regular attendance at work.
- **Health & Safety:** Willingness to take care of own and other people's health and safety.

Job title: Business Manager 4	Grade: 11 SCP 40-44
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Requirements	Essential	Desirable	To be identified by: application form (AF), interview (I), test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Degree level education or equivalent ideally in a business/finance related subject</li> <li>• Advanced diploma of School Business or Administrative Management or working towards</li> <li>• Chartered Accountant level qualification or Level 7 Financial &amp; Operational Leadership Practitioner (CIPFA accredited)</li> </ul>	✓		AF/I
<b>Experience</b> <ul style="list-style-type: none"> <li>• Substantial experience of effectively leading and managing</li> </ul>	✓	✓	AF/I

a team of staff			
• Substantial financial management experience	✓		
• Substantial senior management experience	✓		
• Experienced in managing and having responsibility for a variety of functions within the same organisation	✓		
• Substantial project management experience	✓		
• Experience of delivering contentious information to senior managers	✓		
• Experience of financial modelling		✓	
• Experience of income generation and fundraising	✓		
• Experience of dealing with and overseeing several budgets at one time	✓		
• Contract management experience	✓		
• Experience of premises management	✓		
• Experience of using and developing data inputting systems	✓		
• Experience of partnership working		✓	
• Experience of submitting bids for funding		✓	
• Experience of designing administrative, financial systems and structures of support teams		✓	
<b>Knowledge, skills and abilities</b>			AF/I/T
• Ability to manage the school budget on both a strategic and day to day level		✓	
• Ability to lead and motivate a team of staff	✓		
• Proven project management skills	✓		
• Ability to interpret new regulations and legislation and apply these to work area	✓		
• Ability to develop creative and innovative ideas and practical solutions to meet the needs of the school	✓		
• Ability to plan, develop, set up and monitor systems and processes to effect change	✓		
• Ability to make decisions	✓		
• Ability to plan own workload, and that of a large team of staff	✓		
• Excellent organisational and time management skills	✓		
• Ability to effectively lead and manage as well as work as part of a team	✓		
• Confidentiality	✓		
• Analytical skills	✓		
• Report writing skills	✓		
• Developed negotiation skills	✓		
• Strategic thinking skills	✓		
• Flexible and committed	✓		
• Attention to detail, neatness and accuracy	✓		
• Deal sensitively with people and resolve conflicts	✓		
• Good knowledge of FMS	✓		
• Good knowledge of SIMS.net	✓		
• Knowledge of Health & Safety Legislation	✓		

## 4. Post Specification – School Business Manager

<b>Post Title:</b>	<b>School Business Manger</b>
<b>Salary Scale:</b>	<b>Grade 11 (SCP 40-44)</b>
<b>Terms and Conditions:</b>	<b>NJC - Lancashire County Council</b>
<b>Responsible to:</b>	<b>Head Teacher</b>

### **Purposes of the Post:**

To manage a team of professional operation staff engaged in diverse work, ensuring the delivery of effective services. To provide strategic vision and leadership to all aspects of business and financial management. Ensuring best value on all expenditure whilst ensuring maximum income on all school generated income.

### **Duties and Responsibilities:**

#### **Strategic Leadership:**

- Serve as a member of the Senior Leadership Team (SLT).
- Lead the writing and creation of the school improvement plan and direct the school ethos and vision.
- Translate broadly defined deliverables into a clear work schedule or annual plan.
- Provide business plans/reports for lettings and income related projects.

#### **Financial Management:**

- Manage school resources, including budget and financial planning on a yearly timescale.
- Responsible for the management of EHCP Funding and the SEN Budget.
- Manage the procurement of goods and services and manage contracts/service level agreements.

#### **Operational Management:**

- Manage all support services including Human Resources, Administration, Finance, Pastoral, IT and Facilities
- Oversee in-house catering and cleaning services.
- Review and prioritise the use of resources (buildings, equipment, vehicles).

#### **Compliance & Safety:**

- Act as the Health and Safety Manager for the school.
- Act as the Data Protection Officer for the school.

**Team Development:**

- Develop, manage, and motivate an operational team, aspiring to high standards of work and behaviour through ongoing coaching.

**Individuals can be also be required to:**

1. Attend and report to governor resources meetings.
2. Complete annual review of school policy and statutory compliance.
3. Attend SLT duties on a rota basis.

**The role profile** sets out the area of work in which duties will generally be focused, and gives examples 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 co-operate 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.

**Attendance**

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

This Post Specification is subject to annual review, and may be changed at any time in consultation with the post holder and any other interested parties.

## **Other Information**

**Attendance Policy Statement** | This School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

**Child Protection Policy Statement** | This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

**Equality of opportunity** | Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition. 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.

**Medical Clearance** | Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

**Policies** | Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to



acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

### **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 help us to apply our general statement of health and safety policy.

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.