

# Mill View Primary School



## **School Business Manager**

**Application Pack**  
May 2025



# Mill View Primary School

At Mill View, we cherish the strong connections between family and school, understanding that honesty and trust are vital for a shared commitment to our children's education and well-being. Our children feel secure and valued within our school community. We offer a stimulating environment where their imaginations and interests are sparked by our motivated, dedicated, and highly skilled staff. We are always striving to raise standards and provide the best education for our children, their families, and the wider community. Our vision is built on a foundation of shared principles and values:

- Together Everyone Achieves More
- We are ambitious for all
- We listen and notice
- We believe in the uniqueness of each individual

## **'Good Things Grow Here'**

Our innovative curriculum and thoughtfully designed environment allow children to practice and develop the essential skills we believe are crucial for future success. These characteristics will stay with our children long after their time with us





Mill View Primary School are looking to appoint a Business Manager to lead our non-teaching operations. We are looking for a confident, experienced professional, who has a self-driven approach to problem solving and high-level communication, literacy and numeracy skills. This is a fantastic opportunity for someone with enthusiasm and drive to join the senior leadership team of a high performing school. The successful post holder will work alongside committed and like-minded colleagues, both in school and as part of the Trust's wider network of school business professionals.

Whether you are already an experienced School Business Manager seeking a fresh and rewarding challenge, or you bring strong transferrable skills and are ready to embark on this career path, this is a unique opportunity to make a real impact.

### Why join Mill View Primary School?

- **A supportive network:** You will join a team of School Business Professionals across our Trust who collaborate, share ideas and provide mutual support while maintaining autonomy in their own schools.
- **Professional development:** The Trust prioritises your growth, offering regular CPD opportunities, 6 days dedicated to training per year, membership with ISBL, and attendance at a minimum of two School Resource Management conferences annually.
- **Career progression:** As a growing Trust, we provide exciting opportunities to develop your career within a forward-thinking organisation.

### The Role

As a School Business Manager, you will take strategic leadership and management of finance, HR, administration, and operational support at Mill View Primary School. You will be the leading support staff professional, working closely with the Trust's central team to ensure all business and financial procedures deliver the highest possible standards.

If you have any questions, or would like an informal chat about the role, please get in touch by contacting [clairecallaghan@cheshireacademiestrust.co.uk](mailto:clairecallaghan@cheshireacademiestrust.co.uk)



# Job Description

## Job Purpose

- Work as an **effective** member of the school's senior leadership team to ensure the safe and effective day-to-day operation of the school.
- **Lead** and manage the operational and strategic functions of the school office to provide an excellent and efficient administrative service to maximise the effective coordination of all academy support activities.
- As the school's lead finance **professional**, work within our financial framework to provide strategic financial advice to SLT and the Local Governing Body. This will include developing budget models, monitoring and reviewing the school's budget and reporting to the Principal and Local Governing Body on the in-year strategic financial position, three-year budget forecast, capital and other grant expenditure and any trading operations of the academy.
- **Oversee** the administration of the Human Resources service within the school, including the issue of Statements of Written Particulars, and maintenance of HR, payroll and pension records, to ensure that staff are correctly contracted, paid and advised of HR matters.
- Act in the role of **GDPR** & Cyber lead for the academy to ensure compliance with the Trust's data protection policy and insurance policies
- Lead, **motivate**, develop and train academy office staff and / or other non-teaching staff to ensure their effective deployment for the benefit of the school.
- **Liaise** with contractors/suppliers concerning the ordering of goods and supply of services to the school. Monitor the service provided to ensure the optimum use of resources and best value.
- **Oversee** the maintenance of pupil records, including registration, admission and transfer procedures and associated statistical analysis for the Principal, Trust, ESFA and DfE returns to meet management and statutory requirements.
- **Monitor**, coordinate and implement arrangements for the care, maintenance and improvement of buildings, technology, equipment and grounds in consultation with the Health and Safety Representative to ensure the Health and Safety of the school community is safeguarded.
- Undertake **professional development** as needed to ensure skills and knowledge are current and relevant to the role and play an active part in the Trust's wider SBM network.
- **Attend relevant** governing body and other professional meetings to report on the school's financial and business activities and provide support to the Headteacher.

### Post:

School Business Manager

### Salary:

Grade 7, SCP 17-23 -  
£30,060 - £33,366 FTE

Actual pro-rated salary  
£27,266 - £30,265

*Please note: The above rates are based on the current NJC pay scale. A national pay award, effective from 1st April 2025, is still under negotiation. Once agreed, the revised rates will be backdated to April 2025*

### Hours:

37 hours per week  
41 weeks per year (Term time, plus 2 weeks)

### Location:

Mill View Primary School  
Wealstone Lane  
Upton  
Chester  
CH2 1HB

### Reports to:

Headteacher



# Person Specification

Knowledge and or Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Experience in a senior or middle management position in Education, the public or private sector in administration finance and/or human resources</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge and experience of financial and budget management procedures and systems</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge and experience of management and administrative procedures</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Adept at using Microsoft Excel</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge and experience of Access Finance &amp; Budgeting, SIMs and/or Civica HR</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge and experience of personnel management</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge of management information systems, database and spreadsheet applications</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Knowledge of accessing and returning statistical information required by ESFA, the DfE or similar bodies</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge of relevant legislation (e.g. Equal Opportunities, Health &amp; Safety, Data Protection)</li> </ul>		✓
<ul style="list-style-type: none"> <li>Recognised financial/accountancy qualification and/or professional qualification to degree level or equivalent</li> </ul>		✓
Skills/Abilities: Interpersonal	Essential	Desirable
The School Business Manager should be able to:		
<ul style="list-style-type: none"> <li>analyse information and communicate effectively both orally and in writing with governors, pupils, staff, parents and outside bodies</li> </ul>	✓	
<ul style="list-style-type: none"> <li>demonstrate leadership skills and be able to motivate and encourage teamwork</li> </ul>	✓	
<ul style="list-style-type: none"> <li>negotiate and consult effectively</li> </ul>	✓	
<ul style="list-style-type: none"> <li>direct, prioritise, plan and co-ordinate the work of others</li> </ul>	✓	
<ul style="list-style-type: none"> <li>build, support and work as part of a high performing team</li> </ul>	✓	

# Person Specification

- |   |   |
|---|---|
| • be approachable and flexible  | ✓ |
| • develop good relations with staff and other stakeholders                              | ✓ |
| • devolve responsibilities, delegate tasks and monitor outcomes                         | ✓ |
| • seek advice and support when necessary  | ✓ |
| • deal sensitively with people, find solutions and resolve conflicts                    | ✓ |
| • use appropriate leadership styles in different situations and appreciate their impact | ✓ |

## Skills/Abilities: Other

### Essential

### Desirable

The School Business Manager should also:

- |   |   |   |
|---|---|---|
| • have good decision-making skills, after collecting and weighing up evidence                 | ✓ |   |
| • have a high level of ICT skills, in particular the ability to use Microsoft Office software | ✓ |   |
| • be able to develop innovative practice  | ✓ |   |
| • have good organisation and planning skills  | ✓ |   |
| • be able to manage a range of priorities and prioritise responses                            | ✓ |   |
| • have proven experience in a management role   | ✓ |   |
| • have experience of change management  |   | ✓ |

## Attributes

### Essential

### Desirable

- |  |   |
|--|---|
| • Flexibility and a willingness to adapt to changing circumstances                                   | ✓ |
| • Resilience, enthusiasm, energy and vigour  | ✓ |
| • Honesty, reliability, integrity and commitment   | ✓ |
| • Intellectual ability   | ✓ |
| • A sense of humour and perspective  | ✓ |
| • A commitment to their own professional development and a willingness to undertake further training | ✓ |

# Person Specification

Equal Opportunities	Essential	Desirable
<ul style="list-style-type: none"><li>Awareness, understanding and commitment to the pursuit of equal opportunity, anti-racism and in the terms of service and delivery and employment practice</li></ul>	✓	
<ul style="list-style-type: none"><li>Awareness and knowledge of disability discrimination policy</li></ul>	✓	
<ul style="list-style-type: none"><li>A willingness to share expertise with colleagues and positively assist their development</li></ul>	✓	
Work Related Circumstances	Essential	Desirable
<ul style="list-style-type: none"><li>Be willing to undertake further training and development, as necessary in order to enhance service delivery</li></ul>	✓	
<ul style="list-style-type: none"><li>Willingness to share information and expertise with other staff</li></ul>	✓	

Candidates will be expected to outline their suitability for the role, aligned to both the job description and person specification via their letter of application. The interview process will be designed to offer candidates further opportunities to share and expand on their skills and experience. Shortlisted candidates will be required to provide evidence of their qualifications at interview and any offer of employment will be on receipt of acceptable references. The school may choose to make social media checks on shortlisted candidates, in line with Keeping Children Safe in Education 2024 (KCSiE 24) guidance.

# How to apply

Please read our job description and person specification closely. If you think you may be the candidate we are looking for and would like further information, for an informal discussion, please contact Claire Callaghan on email at [clairecallaghan@cheshireacademiestrust.co.uk](mailto:clairecallaghan@cheshireacademiestrust.co.uk)

We would like to offer all potential candidates the opportunity to visit our school and find out more about the role. Visits will take place by appointment, please contact the school directly to make an appointment on 01244 381443 or email [admin@millview.cheshire.sch.uk](mailto:admin@millview.cheshire.sch.uk)

Interested candidates are invited to submit an application through MyNewTerm website our online portal, outlining your suitability for the role and how you would contribute to the success of Mill View Primary School.

<https://mynewterm.com/jobs/141621/EDV-2025-MVPS-77856>

Cheshire Academies Trust Academies are committed to safeguarding and promoting the welfare of children and young people and expect all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed. This includes a request for references, prior to interview. Shortlisted candidates are expected to provide evidence of qualifications at interview and a satisfactory, enhanced DBS check will be undertaken before final confirmation to the successful candidate.

We warmly welcome applications from every suitably qualified member of our local community. We regret that we are unable to provide feedback on the shortlisting process. If we have not been in touch with you by 10th February 2025 then, unfortunately, your application has been unsuccessful on this occasion.

**Closing Date: Thursday 5<sup>th</sup> June at 12.00pm**

**Interviews: Tuesday 10<sup>th</sup> June**

*We reserve the right to close advertisements early. Advertisements will therefore close at 12.00pm either on the advertised closing date, or the day the decision has been taken to close the advertisement early.*

