

## Application Pack

### School Business Manager

Application closing date:  
Midnight on 17<sup>th</sup> August  
2025

Interview date:  
Week  
commencing 18<sup>th</sup>  
August 2025



## Welcome from our CEO

Dear applicant,

Thank you for showing an interest in working for DDAT.

Our trust was established in 2014 for schools choosing to become an academy as well as for those who found themselves in need of a sponsor.

DDAT's vision is to build a better future for all within our academies who in turn will positively impact their communities.

The DDAT family of schools consists of both Church and non-Church schools who all work together to achieve the aims of the Trust as follows:

- Provide children with excellent educational provision
- Rapidly improve underperforming schools
- Develop effective school-to-school support
- Build strong relationships and promote work with external partners
- Raise aspirations and tackle disadvantage so that no pupil is failed by their school.

DDAT academies demonstrate their distinctiveness by providing an inspirational and holistic education that enables all children and staff to develop and achieve their full potential.

Church schools within DDAT are not faith schools for the faithful, but Church schools for the community.

We want our children and young people to be able to 'experience life in all its fullness' and although this phrase is rooted in a Christian narrative (taken from John 10:10), irrespective of a faith perspective, that is what all of us want for our pupils. This has been borne out by the number of community schools that have chosen to join DDAT, signing up to the vision and values that have children at their core.

I very much hope you are encouraged to apply for the position and if successful, I look forward to meeting you in the near future.

Yours faithfully,

Sarah Clark (Chief Executive Officer – Derby Diocesan Academy Trust)

## Welcome to our school

Dear Applicant,

Thank you for expressing an interest in our vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

Derby Cathedral School is the first ever Church of England Secondary School in the Derbyshire Diocese. The 11-19 secondary school was established jointly by the Derby Diocesan Academy Trust (DDAT) and Derby Cathedral. The principle aim of the school was to help meet the need for additional high-quality secondary places in the Derby area.

The school has now reached capacity in terms of the age range of the school from Years 7 through to Year 13.

Our aim is to be an outstanding school for our community with high aspirations for all of our students both academically and socially no matter what their starting point. As a school based on Christian values, we celebrate the diversity in our city and welcome students of all faiths and none. Our FAITH (fellowship, aspiration, integrity, tenacity and humility) values are a thread that runs through all aspects of school life.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website.

The next few years will be a very exciting time as we grow and develop together, and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

*Headteacher*

## School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- Fellowship - Collaborating with others, we treat everyone with respect, dignity and kindness.
- Aspiration - We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- Integrity - We demonstrate fairness, equality and honesty.
- Tenacity - We are determined and resilient when faced with challenges.
- Humility - We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness'

**(John 10:10)**

### Job Description & Person Specification

<b>JOB TITLE</b>	School Business Manager (Derby Cathedral School)				
<b>RESPONSIBLE TO</b>	Headteacher				
<b>LINE MANAGES</b>	School administrative staff, Facilities Manager and Medical Officer				
<b>GRADE</b>	NJC Points 40 – 43 £51,356 - £ 54,495	Hours per week	37	Weeks	52

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### JOB PURPOSE

Working alongside the Headteacher, the School Business Manager is responsible for the leadership and management of Finance, Administration, HR, Facilities, ICT, MIS and Data, Health & Safety and Risk, and Marketing and Events in the school.

The School Business Manager is the leading support staff professional and works as part of the School Leadership Team (SLT) to assist the Headteacher in their duty to ensure that the school meets its educational aims. They will promote the highest standards of business ethics and ensure the most effective use of resources in support of the school's faith values and the Christian ethos of the Derby Cathedral School. The post holder will benefit from support and collaboration with the Trust Finance, HR and Operations functions.

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## MAIN RESPONSIBILITIES

1	<b>Leadership &amp; Strategy</b>
	<ul style="list-style-type: none"> <li>• Responsible for all aspects of business leadership in the school, working directly and through staff Working alongside the Headteacher to lead on all financial matters to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals. Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff</li> <li>• Negotiate and influence strategic decision making within the school's senior leadership team (SLT)</li> <li>• In the absence of the Headteacher, take delegated responsibility for Financial and other decisions as required</li> <li>• Plan and manage change in accordance with the school development/strategic plan. Develop, manage and lead a strong team of operational staff to deliver effective support to the school</li> <li>• Uphold the integrity of the wider institution by supporting and assisting the implementation of Trust-wide developments and communications at local level</li> <li>• As a member of the SLT, attend all SLT meetings and report to the Local Trust Committee and other meetings as required.</li> </ul>
2	<b>Financial Resource Management</b>
	<ul style="list-style-type: none"> <li>• In partnership with the Headteacher and the DDAT Finance Team, lead the overall financial planning process and manage the school's budget to ensure it is realistic, detailed and is an effective use of public funds setting balanced budgets and three-year forecasts, with links to the School Improvement Plan, following Trust-led assumptions and budget-setting processes.</li> <li>• Work to ensure that the finance system (Sage Intacct) is kept continuously up to date and accurate.</li> <li>• Present timely and fully costed proposals, recommendations or bids to the central team</li> <li>• Ensure the school's compliance to the Trust Financial Regulations, DfE Funding Agreement and Academy Trust Handbook</li> <li>• Ensure timely and efficient completion of accurate financial returns in connection with local funding streams from DfE or other sources</li> <li>• Use the agreed budget to actively monitor and control performance to achieve value for money</li> <li>• Identify causes of significant variance and take prompt corrective action</li> <li>• Propose revisions to the budget where necessary in response to significant or unforeseen developments</li> <li>• Identify additional finance required to fund the school's proposed activities</li> <li>• Hold individual school budget holders to account, with support from members of the SLT, and ensure they received regular reports and information to enable them to keep income and expenditure on track.</li> <li>• Carry out incident investigations if a breach of the financial procedures is suspected.</li> <li>• Present timely and fully costed proposals, recommendations, or bids</li> <li>• Seek and make use of specialist Trust expertise in relation to financial issues</li> </ul>



	<ul style="list-style-type: none"> <li>• Manage the local element of the Trust payroll procedures, ensuring that staff in the school are paid accurately and on time, with support and guidance from the Trust Finance Team.</li> <li>• Seek and make use of specialist Trust expertise in relation to and finance queries.</li> </ul>
<b>3</b>	<b>Administration Management</b>
	<ul style="list-style-type: none"> <li>• Oversee the management of the school administration function</li> <li>• Line manage the administrative staff, including the Headteachers PA, the Facilities Manager and the Medical Officer in addition to any other staff as per the line lead structure which could change from time to time.</li> <li>• Develop processes that will enable value for money decisions for those managing resources</li> <li>• Oversee the catering provision, holding suppliers to account</li> <li>• Oversee the H&amp;S and Maintenance contracts at school level, ensuring an acceptable standard of service is received at all times and following up as required</li> <li>• Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication</li> <li>• Manage and maintain local (school level) policies and procedures and ensure local communication, adoption and implementation of Trust level policies and procedures</li> <li>• Prepare information for publication and returns for the DfE and other agencies and stakeholders within statutory guidelines e.g. SWF Census and pupil census.</li> <li>• Work alongside the Trust Governance Lead to oversee and manage the clerking function and the internal administrative support for all Local Trust Committee. and other meetings as appropriate.</li> </ul>
<b>4</b>	<b>Management Information Systems, IT &amp; Data Protection</b>
	<ul style="list-style-type: none"> <li>• Oversee the IT function</li> <li>• Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money and the Trust ICT Strategy</li> <li>• Ensure local implementation of Trust-wide IT and Data Protection policies</li> <li>• Ensure resources, support and training are provided to enable colleagues to make the best use of available IT including teaching, learning, assessment systems and data protection best practice</li> <li>• Ensure contingency plans are in place in the case of technology failure</li> <li>• Ensure the Business Continuity Plan and the Cyber Response and Recover Plans are up to date and any lessons learned are factored into these accordingly</li> <li>• Ensure the management and implementation of a costed hardware refresh plan/asset management plan</li> <li>• The SBM will also be the schools Data Lead and responsible for ensuring the effective management of and timely response to local data protection issues, taking advice from the Data Protection Officer (DPO) or Trust Data Lead as needed, including freedom of information requests, subject access requests, data protection breaches, data protection impact assessments and risk assessments on new data processing arrangements</li> <li>• Seek and make use of specialist Trust expertise in relation to operational queries.</li> </ul>

<b>5</b>	<b>Human Resource Management</b>
	<ul style="list-style-type: none"> <li>• Ensure that all HR processes such as recruitment, appraisal, absence management, disciplinary and grievance policies are administered in line with the Trust policy frameworks and recorded on the appropriate systems</li> <li>• Oversee the full employee life cycle from recruitment to induction and then retirement.</li> <li>• Ensure the annual appraisal process is effectively led and implemented for all support staff in line with Trust policy and procedures, and that senior leaders co-ordinating teacher performance management have appropriate administrative/procedural support.</li> <li>• Ensure all local HR records and correspondence are accurately and efficiently produced and maintained on the Trust system (SAMPeople) in line with Trust policy and procedure, and utilising relevant templates.</li> <li>• Ensure compliance throughout the SAMPeople HR system including the schools Single Central Record.</li> <li>• As required, lead support staff related case work with guidance from the Trust Central HR Team, including absence management, grievance, capability, disciplinary and other general HR matters.</li> <li>• Ensure all managers have a clear understanding of staff-specific Trust and school policies and procedures and the importance of putting them into practice</li> <li>• Circulate policies via the SAMPeople system and follow up as required.</li> <li>• Draft and amend job descriptions and person specifications as required, sharing with the Trust Central HR Team when changes have been made or new jobs created, for job evaluation.</li> <li>• Encourage and facilitate local engagement with the Trust CPD offer including but not limited to the statutory training on The National College.</li> <li>• Ensure relevant group and individual risk assessments are undertaken as required (stress, maternity etc).</li> <li>• Facilitate and document the implementation of staffing restructures, if required, with the support of the Trust Central HR Team.</li> <li>• Monitor and report on staff absence, cases, and recruitment and retention to the SLT and Local Trust Committee, following the Trust Absence Management Procedure and advice from the Trust Central HR Team.</li> <li>• Manage and improve the school's internal communications, including monitoring and reporting on staff wellbeing, working with the SLT to develop appropriate, efficient and positive methods for internal communication and supporting the delivery of Trust-led communications and surveys at school level via Edurio.</li> <li>• Seek and make use of specialist Trust expertise in relation to HR queries.</li> </ul>
<b>6</b>	<b>Facility &amp; Property Management</b>
	<ul style="list-style-type: none"> <li>• Develop and maintain a school-specific estates improvement plan linked to the Trust Estates strategy with support from the Trust Estates and Health and Safety Lead, informed by relevant surveys and local insight, and approved by SLT and the Local Trust Committee.</li> <li>• Plan, oversee and deliver significant capital projects to enhance the provision and capacity of the school, ensuring timely completion within budget in conjunction with the Trust Estates and Health and Safety Lead. Ensuring business cases are drafted for approval by the Trust Board as required.</li> <li>• Manage all local communications relating to building projects, liaising with</li> </ul>



	<p>contractors, the Trust Estates and Health and Safety Lead, the schools IT team and relevant internal and external stakeholders as well as reporting to the Local Trust Committee.</p> <ul style="list-style-type: none"> <li>• Overseeing the site team to ensure the safe maintenance and security of the school premises, including the purchase and repair of all furniture and fittings</li> <li>• Ensure the continuing availability of utilities, site services and equipment in accordance with the Business Continuity Plan.</li> <li>• Ensure sound practices in estate management and grounds maintenance are followed in accordance with GEMS.</li> <li>• Monitor, assess and review contractual obligations for outsourced school services. Ensure ancillary services e.g. cleaning, catering etc. are monitored and managed effectively.</li> <li>• Ensure a safe and secure learning environment for the stakeholders of the school.</li> <li>• Line manage the Catering Manager/Catering contract and any other contracts at school level including the minibs contract and lease.</li> <li>• Oversee the letting of school premises to external organisations Seek and make use of specialist Trust expertise in relation to Facilities issues.</li> <li>• Ensure local compliance with Trust policies and procedures relating to facilities and contractors.</li> </ul>
<b>7</b>	<b>Health &amp; Safety and Risk Management</b>
	<ul style="list-style-type: none"> <li>• Ensure the school's emergency response plans, including evacuation, school closure and lockdown procedures, are documented and reviewed annually and in response to tests and incidents and shared with the Central Operations Team.</li> <li>• Act as the school's health &amp; safety co-ordinator and fire officer</li> <li>• Ensure practice evacuations, practice lockdown and fire alarm tests are planned, implemented, and recorded</li> <li>• Ensure the local health &amp; safety policy and procedures are implemented at all times and are subject to review and assessment at regular intervals or as situations change.</li> <li>• Ensure regular consultation with people on health and safety issues and ensure records are kept</li> <li>• Work with the Site Team to ensure systems are in place to enable the identification of hazards and effective, documented risk assessment.</li> <li>• Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the SLT, Local Trust Committee., Trust Estates and Health and Safety Lead. and other stakeholders as required.</li> <li>• Ensure the maximum level of security consistent with the ethos of the school</li> <li>• Lead the annual review of health and safety, whether internal or external, and ensure all records are up to date, accurate and available. Maintain and update the audit action plan, reporting regularly to the SLT, Local Trust Committee and the Trust Estates and Health and Safety Lead.</li> <li>• Ensure that health and safety processes and procedures are adapted and extended as required for children and adults with special educational and medical needs and disabilities.</li> <li>• Ensure relevant health and safety training is arranged for/issued to staff as required in line with Trust policy and procedure</li> <li>• Seek and make use of specialist Trust expertise in relation to H&amp;S issues via the Trust Estates and Health and Safety Lead.</li> <li>• Produce, maintain and review the school risk register, with input from the</li> </ul>

	Headteacher, and take action to address any high-risk areas. Report to the Local Trust Committee. and Trust Central Team.
<b>8</b>	<b>Contracts and Tendering</b>
	<ul style="list-style-type: none"> <li>• Identify additional finance required and take a lead in the sourcing, preparation and claiming of bids, grant applications and insurance claims, ensuring all streams of revenue are fully secured and accounted for.</li> <li>• Achieve the most competitive pricing for goods and services in line with Trust Procurement policy and other relevant financial policies and procedures.</li> <li>• Negotiate, manage and monitor contracts, tenders and service level agreements, to ensure that services are delivered to a high quality and support the operation of the school.</li> <li>• Ensure a school level register of contracts is maintained and reviewed.</li> <li>• Engage with the Local Trust Committee, Trust Central Team and other Trust schools around the tendering and review of contracts</li> </ul>
<b>9</b>	<b>Marketing, Communications and Event Management</b>
	<ul style="list-style-type: none"> <li>• Monitor pupil numbers and report to the SLT, Trust and Local Academy Committee., including in year movement and projected future pupil intake</li> <li>• Utilise the Trusts marketing company as required to promote awareness, drive student/parent leads and achieve planned student numbers</li> <li>• Ensure the school website is kept up to date, compliant and relevant, including implementing actions arising from Trust-led reviews</li> <li>• Ensure implementation of the school brand use guidelines and templates throughout the school.</li> <li>• Ensure the delivery of regular, timely and engaging social media content and other school-led communications to attract the positive attention of the school's target market.</li> <li>• Ensure appropriate transport strategies are in place to achieve the necessary geographic reach to support the Planned Admission Number (PAN). Manage transport provision and associated administrative and financial procedures where necessary to achieve this.</li> <li>• Lead or support a wide range of school events, ensuring consistency and quality in the way parents and others experience the school.</li> <li>• Work with the Headteacher and staff to develop strategies for partnerships with local business, stakeholders and community groups that enhances the relationship with the school and lead to enriched educational and motivational opportunities and/or sponsorships and awards.</li> </ul>
<b>10</b>	<ul style="list-style-type: none"> <li>• To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon as possible to a senior manager.</li> </ul>
<b>11</b>	<ul style="list-style-type: none"> <li>• To actively promote the safeguarding and welfare of pupils at all times.</li> </ul>
<b>12</b>	<ul style="list-style-type: none"> <li>• Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher/ Local Trust Committee. from time to time, up to or at a level consistent with the Main</li> </ul>

	Responsibilities of the job.
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## Person specification

School Business Manager (Derby Cathedral School)

criteria	qualities
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>5 x A*-C GCSE or equivalent to include English and mathematics</li> <li>A degree, or other relevant qualification – ideally with an accountancy, finance, business management or a related discipline bias (Essential)</li> <li>Certificate or Diploma in School Business Management (desirable)</li> <li>Current or willingness to undertake First Aid Qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum of two years successful leadership and management experience ideally in               <ul style="list-style-type: none"> <li>a secondary school or in a relevant field outside education</li> </ul> </li> <li>Line management experience</li> <li>Contributing to staff development</li> <li>Experience of managing change and implementing new systems/procedures/controls.</li> <li>Experience of preparing and presenting data and reports</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Knowledge of financial management</li> <li>Competency in MS Office suite of applications</li> <li>Working knowledge of law with regard to health and safety legislation, employment legislation, contracts, Data Protection Act and copyright for example</li> <li>Familiarity with school MIS</li> <li>High level detail awareness</li> <li>Experience of finance software</li> <li>Demonstrable communication and interpersonal skills</li> <li>Ability to communicate a vision and inspire others</li> <li>Ability to build effective working relationships with staff and other stakeholders</li> <li>Understanding of data protection and confidentiality</li> <li>Proven experience of leading by example</li> </ul>

<p><b>Personal qualities</b></p>	<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>Organisational ability (self and others), tact, diplomacy, courtesy and flexibility</li> <li>Ability to manage conflicting demands, deadlines and interruptions</li> <li>Ability to lead and direct work of the site team, office administration and support staff</li> <li>Proven organisational skills with a high level of accuracy</li> <li>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to the highest standards of child protection, safeguarding and equality</li> <li>Excellent interpersonal and communication skills</li> <li>Able to manage difficult situations effectively with professionalism</li> </ul>
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