



Academies Trust

Ernest Cookson

# School Business Manager

Candidate Pack

# Welcome

Dear Applicant,

## Thank you for your interest in Ernest Cookson and Co-op Academies Trust.

Following successful transfer on July 1st, Ernest Cookson is set to become the latest school to join our successful network of academies. Made up of 38 schools, our Trust is dedicated to raising educational ambitions within the communities we serve.

Ernest Cookson will offer an exceptional and inspiring learning environment for pupils aged 5 to 11. With provision for up to 70 children with social, emotional and mental health needs, we are committed to making Ernest Cookson a truly inspiring place to work and learn, where every pupil receives personalised support within a caring, inclusive and nurturing setting.

We are now seeking an exceptional School Business Manager to join our leadership team. This is a pivotal role, responsible for the strategic and operational management of our academy's business functions; including finance, HR, operations, health and safety, marketing, compliance, data protection and administration.

You'll play a key role in shaping the future of the academy, bringing expertise, strategic insight and a hands-on approach to all aspects of school business management. Experience in an educational setting is highly desirable, along with a passion for continuous improvement.

All schools within our Trust share a strong commitment to co-operative values and principles. It is therefore vital that applicants fully embrace these values, embedding them into the student learning experience and using them to drive continuous improvement in academic standards.

We welcome applications from individuals with relevant experience in an educational setting who are ready to take the next step in their career. If you're an experienced and proactive professional ready to make a difference, we would love to hear from you.

For an informal chat about the role and the academy, and/or to arrange a visit, please contact **Ian Berryman, Executive Headteacher** via [ian.berryman@coopacademies.co.uk](mailto:ian.berryman@coopacademies.co.uk).

Completed applications should be submitted via [co-opacademiestrust.face-ed.co.uk/vacancies](https://co-opacademiestrust.face-ed.co.uk/vacancies)

Best wishes,

Ian Berryman | Executive Headteacher

# Our Co-op Academies Trust

Dear Applicant,

## Thank you for showing interest in Ernest Cookson and our Trust.

Co-op Academies Trust is a multi-academy trust operating across four regional hubs: Greater Manchester; West Yorkshire; Staffordshire and Merseyside. We currently have 38 schools across the regions including secondary, primary and special schools plus a sixth form college. This makes us one of the most diverse multi-academy trusts in England.

We are focused on growing the Trust to ensure that all our schools are strong, reliable and offer exceptional pupil experiences that positively impact our communities. Our commitment to school-to-school collaboration drives continuous improvement across our schools. We are also dedicated to investing in our staff, with a strong CPD programme and succession planning that provides clear pathways for career progression.

We are looking for staff who are passionate about making a difference and transforming our communities through their daily work, embodying our "Ways of Being." These core values - Do What Matters Most, Succeed Together, Be Yourself Always, and Show You Care - are evident in everything we do.

What sets our Trust apart is our sponsorship by the Co-op Group. Co-op values are also embedded in how we work, and our close relationship with the Co-op means we benefit from the expertise that has made it one of the most respected and ethically driven businesses in the country. Since our founding in 2010, with just two academies, we have taken a pragmatic approach to growth, always working collaboratively to improve every academy in our Trust.

By providing a great education, we are changing the lives of young people. Grounded in cooperative principles, we empower both staff and students to work together for a better education and stronger communities.

We are proud of the rich diversity across our Trust, which strengthens our ability to make a real difference. We are committed to ensuring that each student receives an excellent, memorable school experience that prepares them for future success, while also instilling a strong sense of moral integrity and responsibility.

We want the very best for our academies and the diverse communities we serve, with the highest of ambition and aspiration for all students.

Good luck with your application and thank you for considering Ernest Cookson as the next stage in your career.

Best wishes,

Dr Chris Tomlinson | Chief Executive Officer



# Our Values

**Co-op Academies Trust is committed to the values shared by co-operatives everywhere:**

|                            |   |
|----------------------------|---|
| <b>Self-help</b>           | we support learners, parents, carers and staff to help themselves   |
| <b>Self-responsibility</b> | we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions                                |
| <b>Democracy</b>           | we give our learners, parents, carers and staff a say in the way we run our schools   |
| <b>Equality</b>            | we believe that the voice of each individual should be heard  |
| <b>Equity</b>              | we run our schools in a way that is fair and unbiased   |
| <b>Solidarity</b>          | we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve |

**We strive to demonstrate the following ethical values in everything we do:**

|                              |  |
|------------------------------|--|
| <b>Openness</b>              | we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances |
| <b>Honesty</b>               | we act in a professional and respectful manner in our dealings with everyone   |
| <b>Social responsibility</b> | we maximise our impact on the people in our communities while minimising our footprint on the world  |
| <b>Caring for others</b>     | we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood  |

**We use our simple 'Ways of Being Co-op' to demonstrate our values:**

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

# The Application Process

**Closing date for applications: Friday 2nd May 2025**

**Interviews:** Interviews will take place on 21st May

## How to apply

All applications must be submitted via [co-opacademiestrust.face-ed.co.uk/vacancies](https://co-opacademiestrust.face-ed.co.uk/vacancies)

For an informal chat about the role and the academy, and/or to arrange a visit, please contact Ian Berryman - Executive Headteacher on [ian.berryman@coopacademies.co.uk](mailto:ian.berryman@coopacademies.co.uk)



# Job Description

## School Business Manager

Ernest Cookson

**Salary:** Grade 7 ( £39,513 - £44,711), 35 hours per week - all year round

**Location:** Liverpool, Merseyside

### Purpose of the role

The School Business Manager (SBM) is responsible for managing the strategy and operation of the business functions of our academy. This includes: Financial management, operations, HR, health and safety, marketing, data management and protection, compliance and administration.

They will advise on and implement the day-to-day support that enables the academy to operate effectively and efficiently, allowing other members of the leadership team to focus on teaching and learning.

**Reports to: Executive Headteacher**



# Key Accountabilities

## Leadership and Strategy

- Be responsible for all business, administration, HR, data management and management systems, operations and associated colleagues, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
- Under the direction of the Executive Headteacher, lead on all financial matters to ensure the academy's successful financial performance and to ensure financial decisions are clearly linked to the academy's strategic goals.
- Implement academy-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to colleagues.
- Take all decisions in line with the vision and values of the academy, and encourage others to do the same.
- Implement a marketing plan for the academy, which utilises the academy website, signage, the prospectus, and communications with current and prospective parents.
- In partnership with the IT Network manager and Executive Headteacher monitor developments in technology and consider how it can be used to enhance the academy's business processes, teaching and learning, and colleague wellbeing.
- As a member of the senior leadership team, attend all leadership team meetings and report to the Academy Community Council where appropriate.



# Key Accountabilities

## Financial Management and Fundraising

- In partnership with the Executive Headteacher, manage the academy's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Along with the Trust Finance Manager and Executive Headteacher, support preparation and submission of the budget to the Regional Finance Manager.
- Monitor the budget all year round, advising the Executive Headteacher where revisions or changes are needed.
- With the Trust Finance Manager, support financial forecasting based on the academy's estimated funding and trends in expenditure, to enable the Executive Headteacher to make strategic, long-term decisions.
- Support compliance with Trust financial regulations, procedures and reporting requirements and submission of statutory returns.
- Oversee academy bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Develop and implement the academy's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan.
- Find and apply for grants.
- In partnership with the Caretaker manage the school's lettings offer.





# Key Accountabilities

## HR, Payroll and Pension Administration

- Supported by the Trust Finance Manager and Regional HR Manager, oversee the academy's payroll provision engaging where necessary with the Trust's payroll provider.
- In partnership with the Trust Payroll & Pensions Manager, undertake pension administration for the academy where required.
- In conjunction with the Executive Headteacher/Head of School, regularly maintain and sign off the academy Single Central Record.
- In conjunction with the Executive Headteacher, take a lead role in the recruitment of support staff ensuring the completion of all pre-employment checks and safeguarding checks in line with Statutory Legislation and Guidance, Ofsted, KCSIE, Agency Workers Regulations, DBS and adherence to Trust policies.
- To monitor the implementation of Trust's HR policies and procedures, i.e. return to work, PPDR, induction and probation and supporting attendance.
- Oversee and proactively manage staff absence, providing the Head of School and Executive Headteacher with the required information to systematically intervene and support colleagues, involving the Regional HR Manager as outlined in our Trust's policy.
- In conjunction with the Executive Headteacher and Regional HR Manager, support reviews of the academy's staffing structure to ensure effective deployment of colleagues and financial efficiency.



# Key Accountabilities

## Premises

- In partnership with the Caretaker, ensure the maintenance of the school site; advising the Executive Headteacher accordingly.
- In partnership with the Caretaker, ensure the academy's compliance with health & safety and fire regulations, and processes and procedures are in place to guarantee the safety of all in the academy, advising the Executive Headteacher accordingly.
- In partnership with the Caretaker, ensure the writing and implementation of the academy's emergency plan.
- Supported by the Trust's Property and Health & Safety Manager, oversee health and safety training for staff.
- Oversee the catering arrangements for the academy.
- In partnership with the Caretaker, oversee management of all service contracts.

## Risk and Data

- In partnership with the Caretaker, manage the academy's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.
- Track all local academy policies and ensure they are updated in accordance with the policy review schedule.
- Monitor and update the risk register.
- Keep records in accordance with the academy's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Be the academy's data protection officer and GDPR ambassador, taking responsibility for monitoring data protection compliance, training, advising the academy community on data protection issues; recording and investigating breaches in line with our Trust policy.
- The school business manager will be required to safeguard and promote the welfare of children and young people, and follow academy policies and the staff code of conduct.



## Person Specification

Personal attributes required (based on job description):

| <b>Attributes</b>   | <b>All attributes are essential, unless indicated below as ‘desirable’</b> | <b>How measured, e.g. application form (A), interview (I) test (T)</b> |
|---|--|--|
| <b>Qualifications</b>   |  |  |
| NVQ Level 4 or equivalent qualification or experience in relevant discipline.   |  | A  |
| GCSE English and Maths (A-C) or equivalent (e.g. Adult Literacy/Numeracy level 2).  |  | A  |
| School Business Manager or Bursar qualification i.e. CSBM, DSBM.  |  | A  |
| Bookkeeping/accounting qualifications or experience.  |  | A  |
| CLAIT certificate (Computer Literacy and Information Technology) or equivalent.   | D  | A  |
| GCSE ICT( A-C) or equivalent.   | D  | A  |
| <b>Experience</b>   |  |  |
| Successful leadership and management experience in a school, or in a relevant field outside education.                            |  | A/I  |
| Involvement in school self-evaluation and improvement planning.   | D  | A/I  |
| Contributing to staff development.  |  | A/I  |
| Working with children or young people.  |  | A/I  |
| Experience of development, management and operation of administrative systems and ICT packages.                                   |  | A/I  |
| Experience of supervising or managing staff.  |  | A/I  |
| Experience of budget management, setting, monitoring, forward planning and long-term financial strategy and control.              |  | A/I  |
| Experience of reporting and accounting for their financial decisions at the highest level.  |  | A/I  |
| Experience of procurement and securing sponsorship/funding.   |  | A/I  |
| Experience of securing and monitoring contracts / contractors / service level agreements / insurance etc.                         |  | A/I  |
| Experience of leading projects.   |  | A/I  |
| Experience of strategic planning.   |  | A/I  |
| Experience of the use of complex databases (e.g. S.I.M.S/Arbor packages within the school) and a range of other ICT applications. |  | A/I  |



# Person Specification

| Attributes   | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) test (T)                            |
|--|---|--|
| <b>Experience (continued)</b><br>Experience of bid writing.<br>Experience of financial systems in schools.<br>Experience of marketing.   | D<br>D<br>D   | A/I<br>A/I<br>A/I  |
| <b>Personal Qualities</b><br>Ability to relate well to pupils and adults.<br>Ability to work constructively as part of a team.<br>Ability to organise, lead and motivate self and other staff.<br>Demonstrate good co-operative, interpersonal and listening skills.<br>Flexibility and willingness to lead and manage change, embracing change well.<br>Ability to prioritise conflicting demands and pressures, remaining calm under pressure.<br>Ability to work proactively and independently.<br>Ability to self-evaluate own learning needs and actively seek learning opportunities.<br>Willingness to share expertise, knowledge and experience.<br>Approachable, courteous and able to present a positive image of the academy visitors, contractors and other outside agencies.<br>Commitment to promoting the ethos and values of the academy and getting the best outcomes for all pupils.<br>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the academy.<br>Ability to work under pressure and prioritise effectively.<br>Commitment to maintaining confidentiality at all times.<br>Commitment to safeguarding and equality.<br>Deals with difficult situations effectively.<br>Willingness to participate in development and training opportunities including Team Teach training. |   | I/T<br>A/I<br>A/I<br>I<br>I<br>I/T<br>I/T<br>I<br>I<br>I<br>I<br>I/T<br>I<br>I<br>I<br>A/I |

### What we offer:

Excellent opportunities for personal and career development within Co-op Academies Trust.

Employee benefits such as retail discounts, reduced gym membership, cycle to work scheme and much more.

Free access to a confidential 24/7 Employee Assistance Programme.

Effective, supportive and dynamic leadership.

A superb, school building with a flexible and creative ICT rich working environment.

A welcoming, friendly, supportive, effective and efficient professional/continuing professional development.

Co-op Academies Trust, as an aware employer, is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.



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Academies Trust