

The Priestley Academy Trust



Recruitment Pack - Executive Business Manager



Respect

At the heart of our schools, respect underpins everyone's behaviour.

Responsibility

At The Priestley Academy Trust we ensure our pupils take responsibility for their own actions in order to fulfil their potential.

Excellence

Our aim is for all of our pupils to achieve academic excellence from their first day in one of our schools.

Compassion

All our pupils and staff will be compassionate towards all those attending or involved with The Priestley Academy Trust.

Collaboration

Sharing best practice to help ensure our pupils get the best possible education.



A message from our Director of Operations (DoO)

Dear Applicant

On behalf of The Priestley Academy Trust, I very much look forward to receiving your application for the post of Executive Business Manager.

The Trust currently consists of six local primary schools, each with a Headteacher and a Local Governing Board.

The position of Executive Business Manager will be located at two of our schools, Green Lane Primary School and Margaret McMillan Primary School.

Improving the outcomes for all the children we serve is of paramount importance and is at the forefront of everything we do, which we feel makes us a rewarding place to work.

This is a key role within the Trust and we are keen to receive applications from individuals who are looking for a role that is both challenging but also incredibly rewarding.

Videos showing our schools can be viewed on the Trust website and schools' websites. We also encourage visits.

If you have any questions regarding this post or the Trust, please do not hesitate to contact me via email: anne-marie.holdsworth@priestley.academy

I look forward to receiving your application.

Yours sincerely

Anne-Marie Holdsworth
Director of Operations



Together, creating opportunity and aspiration for every child

Respect

At the heart of our schools, respect underpins everyone's behaviour.

Responsibility

At The Priestley Academy Trust we ensure our pupils take responsibility for their own actions in order to fulfil their potential.

Excellence

Our aim is for all of our pupils to achieve academic excellence from their first day in one of our schools.

Compassion

All our pupils and staff will be compassionate towards all those attending or involved with The Priestley Academy Trust.

Collaboration

Sharing best practice to help ensure our pupils get the best possible education.



About The Priestley Academy Trust

The Priestley Academy Trust was established to create a local solution in providing outstanding education and to enable our schools to work together to increase our capacity for embedding and sustaining real school improvement for the benefit of our learners.

Our five core values are respect, responsibility, excellence, compassion and collaboration.

The Trust's mission is to develop all our pupils as both academic and well rounded, independent young people, equipped with the understanding, attitudes, skills and behaviours necessary to succeed in life. We will strive to ensure that they are prepared to succeed in secondary school, higher education, employment and their family and community life.

Our Schools

Academy Name	Headteacher	Pupil Numbers	SEN (%)
Atlas Community Primary School	Lisa Simpson	198	33
Green Lane Primary School	Joanna Baxendale	558	23
Lilycroft Primary School	Leah Florence	405	23
Margaret McMillan Primary School	Sarah Hodge & Sarah Johnson (Interim Co-Headteachers)	590	23
Miriam Lord Primary School	Bryan Harrison	387	14
Westbourne Primary School	Joanne Marwood	394	20

Please note that there are Resourced Provisions (RPs) in Green Lane and Miriam Lord Primary Schools.

Together, creating opportunity and aspiration for every child

Maximise your potential

Exciting Opportunity at The Priestley Academy Trust

Executive Business Manager

Full-Time, 37 hours,
all year round

PO6, SCP40-SCP43

£ 49,764 - £52,805 Fixed term
for 2 years

The Priestley Academy Trust is seeking to appoint an experienced Executive Business Manager who is looking to join us on our journey to transform the lives of the young people we serve.

Our Trust is made up of six schools in the Manningham area of Bradford.

The position of Executive Business Manager will be located at two of our schools, Green Lane Primary School and Margaret McMillan Primary School.

We serve an exceptionally rewarding area where we make a difference every day to the children and families in our community and we have a proud tradition of nurturing and developing our staff.

We can offer tours of all our schools which we actively encourage.

To schedule your visits, please contact:

anne-marie.holdsworth@priestley.academy

Join us in shaping the future of our Trust

We are seeking a dynamic, strategic and solution focused **Executive Business Manager** to join our leadership team.

This is a key roll in our Trust, ideal for someone with a strong background in financial management, operations and strategic planning within the education sector or a comparable environment

We are looking for practitioners who:

- Have proven experience in business and financial management at a senior level
- Are confident in leading on areas such as HR, finance, estates and compliance
- Can work collaboratively with school leaders to drive efficiency and support school improvement
- Understand the challenges and opportunities of managing resources in education
- Demonstrate the challenges and opportunities of managing resources in education
- Demonstrate integrity, professionalism and a commitment to improving outcomes for pupils

We can offer:

- A fantastic community of parents/carers and children
- Hardworking and enthusiastic staff who work as a team to raise standards and believe all children can succeed
- Strong support from an experienced team of Trustees, leaders and governors
- High quality training opportunities across the Trust
- A genuine commitment to establishing a healthy work-life balance

If you feel you would like to join our very successful, friendly and supportive Trust we would love to hear from you. To book a visit, or have a conversation regarding the role, please contact anne-marie.holdsworth@priestley.academy

Closing date for all enquiries and applications is **Friday 20 June 2025**

Interviews 30 June 2025

All posts are subject to vetting and recruitment checks, including a satisfactory enhanced disclosure from the DBS.



Together, creating opportunity and aspiration for every child
www.priestley.academy

Job Description

Executive Business Manager

Salary:	Full-Time, 37 hours, all year round PO6, SCP40-SCP43 £49,764 - £52,805
Reporting to:	The postholder will be jointly line managed by the Headteacher of the schools in which they are deployed
Location:	Green Lane Primary School and Margaret McMillan Primary School
Duration:	2 Year fixed term contract from 1 September 2025 to 31 August 2027
Working pattern:	37 hours per week to meet the needs of the Trust and schools; some evening work will be required

Job Description

This post offers a unique opportunity for an ambitious applicant to join an established multi-academy Trust in Bradford as an Executive Business Manager across the primary sector.

The post will allow the right applicant the opportunity to utilise their finance and business operations skills across two of our schools. The Trust uses IMP Planner budgeting software and Education Access Finance for the finance system, along with other cloud-based products such as Office 365. Experience of working as a Business Manager in a school setting is highly desirable.

The post holder will be required to work in our academies as directed and may also be required to support the work of the central team.

This post is distinct from the Trust Director of Operations (DOO) and Chief Finance Officer (CFO), who hold Trust-wide responsibilities and report to the Trust Board. The Executive Business Manager will be focused on operational delivery within designated schools.

Main purpose and objectives of the job:

- ◆ To support the strategic development of each school by working closely with the school and Trust leaders to enable effective decision making and the achievement of Trust aims.
- ◆ To provide high-quality strategic financial planning, ensuring that the school and Trust makes the most effective use of resources to deliver the best possible outcomes for pupils.
- ◆ To maintain and monitor the efficient management of the schools' budgets, along with maintaining an overview of personnel, premises, ICT and health and safety matters.
- ◆ To ensure that all financial and non-educational operational activities within the schools comply with Trust policies and statutory requirements.

Financial management:

- ◆ Collaborate with relevant senior leaders to develop and implement a strategic plan for the effective deployment of staff and resources in each school.
- ◆ Monitor and maintain up to date budget forecast figures for each school using the Trust's budgeting software.
- ◆ Prepare a three-year financial plan for each school, and as part of this exercise, prepare the annual budgets which support the financial plan.
- ◆ Meet regularly with senior leaders to discuss monthly management accounts reports.
- ◆ Meet with budget holders as necessary to discuss budget spend.
- ◆ In conjunction with the relevant senior leaders, support the planning and implementation of capital purchase programmes.
- ◆ Ensure the effective operation of financial controls within the designated schools and ensure they receive value for money for all expenditures.
- ◆ Liaise with funding agencies to identify and secure additional income streams, proactively exploring potential funding opportunities, government initiatives, and diverse sources to support financial sustainability and growth.
- ◆ Maximise income generation by letting the premises to external users and supporting development of grant applications to support the school.
- ◆ Meet regularly with key staff in the central finance team to review management accounts.
- ◆ Prepare month-end and year-end financial schedules, as required by the Trust's Finance Manager (FM).
- ◆ Authorise purchase invoices for payment in accordance with delegated limits and with due regard to the requirements of the Trust's Financial Procedures.
- ◆ Carry out a physical monthly reconciliation to the finance system of petty cash held within each school.
- ◆ Work with central team's finance staff and the Trust's auditors to support the audit requirements for each school, ensuring that accurate information is provided in a timely manner.
- ◆ In liaison with the CFO, FM and DOO, monitor contracts to ensure compliance, achieve best value and manage timely renewals as appropriate.
- ◆ Be responsible for the management of procedures which comply with statutory requirements such as Safeguarding Children and Young People, Data Protection and the Freedom of Information Act.
- ◆ Work with the CFO and FM to oversee and develop financial procedures within the Trust that are in line with the agreed financial practices.
- ◆ To be responsible for monitoring and updating forecasts for SEND funding.
- ◆ Support senior leaders' interpretation of financial benchmarking reports and key performance indicators, ensuring that strategic decision-making takes this into account.

HR and payroll

- ◆ Support the strategic recruitment plan within each school ensuring that staffing decisions are factored into the relevant school budget.
- ◆ Reconcile the payroll information on a monthly basis against budgeted costs and deal with any discrepancies through liaison with the Trust's payroll provider.
- ◆ Assist the Senior Leaders in the development of a staffing structure that meets financial considerations.
- ◆ Take a lead role and participate in the recruitment of staff, managing associated employment procedures and ensuring all necessary pre-employment checks are completed in line with safeguarding guidance to fully onboard staff.
- ◆ Maintain the school's single central record (SCR) to ensure compliance with Keeping Children Safe in Education (KCSIE).
- ◆ Collate and submit accurate payroll data to the payroll provider to facilitate the monthly payroll cycle, including overtime, expenses, and mileage claims, and process approved contractual staffing changes.
- ◆ Maintain the schools HR system ensuring it is kept up to date.

Leadership and management

- ◆ Contribute to the Trust's culture and development by:
 - ◇ Ensuring that staff fulfil their professional responsibilities in relation to financial matters and carry out their duties effectively.
 - ◇ Attend leadership meetings (where requested) and ensure the content and outcomes of the meetings are reported back where relevant, to the finance staff.
- ◆ Prepare for and attend (if required) Trust and Local Governing Board (LGB) meetings as part of the review cycle to assess the process of financial matters.
- ◆ Share good practice across the Trust and designated schools.
- ◆ Ensure an appropriate induction programme for new staff into finance is in place and provide excellent support for those members of staff who are new to a Trust/school environment.
- ◆ Be an active and visible member of each school's community whilst developing partnerships and collaboration between the schools.
- ◆ Line manager the office and site staff in each school.

Premises management

- ◆ Work with senior leaders, site managers and the Trust's Head of Estates to develop a long-term site plan that ensures the effective maintenance, improvement and strategic development of the school site.
- ◆ To monitor the site contracts used and look for opportunities to secure improved value for money.
- ◆ To ensure that the site meets all health and safety requirements.
- ◆ To secure external grants where appropriate to support the development of the site.

Business development

- ◆ Develop customer relation strategies which add value to the school.
- ◆ Develop the after-school lettings to ensure the site is used efficiently and provides an income stream to the school to cover all costs.
- ◆ To monitor, evaluate and report on the quality of the service provided through discussions with users and evaluations of course members.

General administration

- ◆ To ensure that pupil admissions are managed in accordance with the Trust's Admissions Policy.
- ◆ To ensure that procedures relating to pupil transfers are undertaken in accordance with the Trust policy and current legislation.
- ◆ To be responsible for the pupil returns as required by the DfE.
- ◆ To be responsible for the collection, entry and extraction of data required to complete statutory returns.
- ◆ Support administrative functions related to policy management and data protection across the schools, ensuring compliance with relevant legislation and regulatory requirements within all non-educational operational areas.

Person Specification

Qualification and Training		Form of assessment
Essential		
1.	NVQ Level 4/HNC or equivalent or experience in relevant discipline	Application
2.	GCSE English and Mathematics (A-C) or equivalent e.g. Adult Literacy/ Numeracy at Level 2	Application
3.	Commitment to own personal and professional development, being prepared to undertake training relevant to post	Application/Interview
4.	Evidence of further training in a range of computer applications and other relevant business/administration courses	Application
5.	Accounting qualification - Holding or working towards AAT Level qualification	Application
Desirable		
6.	Accounting qualification - Holding or working towards a Professional level accounting qualification (ACCA, CIMA or CIPFA)	Application
7.	Recognised NASBM accreditation or equivalent	Application
8.	Supervisory/management skills training	Application
Knowledge		Form of assessment
Essential		
9.	Full working knowledge of relevant policies/codes of practice /legislation	Application/Interview
10.	An understanding of the needs of a multicultural society	Application
11.	Use of office machinery and able to undertake basic maintenance routines	Application
12.	Office methodologies (e.g. filing systems, correspondence files, etc.)	Application/Interview
Desirable		
13.	Knowledge of school procedures	Application/Interview
14.	Knowledge of health and safety/first aid regulations	Application

Person Specification

Experience		Form of assessment
Essential		
15.	Relevant experience of working in an office environment at a senior level	Application/Interview
16.	Experience of development, management and operation of administrative systems and ICT packages	Application/ Interview/Selection
17.	Experience of working as part of a team	Application/Interview
18.	Line management experience	Application/Interview
19.	Experience of managing premises	Application
20.	Experience of financial management and budget management	Application
21.	Experience of income generation strategies	Application
22.	Experience of working with payroll systems	Application
Desirable		
23.	Experience of the use of complex databases (e.g. MIS packages such as Arbor, finance software such as IMP Planner and Education Access Finance) and a range of other ICT applications such as spreadsheets	Application/Interview
Skills and attributes		Form of assessment
Essential		
24.	Essential numeracy/literacy skills	Application/ Interview/Selection
25.	Effective use of specialist ICT packages	Application/ Interview/Selection
26.	Use of relevant specialist equipment/resources	Application/ Interview/Selection
27.	Must demonstrate good interpersonal skills	Application/ Interview/Selection
28.	Proactive with highly developed organisational skills	Application/ Interview/Selection
29.	Able to develop and implement new administrative systems to meet changing needs	Application/ Interview/Selection
30.	Good organisational skills	Application

Person Specification

Other		Form of assessment
Essential		
31.	Ability to support Trust CFO and DOO to develop effective Trust policies and procedures	
32.	Ability to organise, lead and motivate other staff	Application/Interview
33.	Ability to prioritise conflicting demands and pressures	Application/ Interview/Selection
34.	Ability to plan and develop systems	Application
35.	Ability to relate well to pupils and adults	Application
36.	Ability to remain calm under pressure	Application
37.	Good communication skills, both written and oral	Application/Interview
38.	Demonstrate good co-operative, interpersonal and listening skills	Application
39.	Good sense of humour	Application/Interview
40.	Flexibility and willingness to accept change	Application/Interview
41.	Willingness to share expertise, knowledge and experience	Application/Interview
42.	Ability to work proactively and independently using own initiative	Application/Interview
43.	Ability to organise, lead and motivate self and others	Application
44.	Work constructively as part of a team understanding roles and responsibilities and your position within these	Application
45.	Ability to self-evaluate learning needs and actively seek learning opportunities	Application/Interview
46.	Approachable, courteous and able to present a positive image of the school to callers and visitors	Application/Interview
47.	Maintain confidentiality in matters relating to the school, its pupils, parents and carers	Application/Interview
48.	Access to own vehicle insured for business use	Application

Respect

At the heart of our schools, respect underpins everyone's behaviour.

Responsibility

At The Priestley Academy Trust we ensure our pupils take responsibility for their own actions in order to fulfil their potential.

Excellence

Our aim is for all of our pupils to achieve academic excellence from their first day in one of our schools.

Compassion

All our pupils and staff will be compassionate towards all those attending or involved with The Priestley Academy Trust.

Collaboration

Sharing best practice to help ensure our pupils get the best possible education.



Selection process guidance

Our aim is to ensure that we recruit the right person for the job. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any anomalies.

We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Visits to schools

Visits to our schools are warmly welcomed by prior arrangement. The visit will give you an opportunity to ask questions about the role and the Trust estate.

Applications

Please ensure that all parts of the application are completed using the application form which can be obtained by emailing:

anne-marie.holdsworth@priestley.academy

Please ensure you demonstrate how your experience and skills make you suitable for the position.

Applications should also be submitted via email to:

anne-marie.holdsworth@priestley.academy

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. Candidates who best meet the person specification will be invited to an interview. We will notify you by email. If you do not hear from us, you have not been successful at this stage.

Reference

We request references for all candidates and your first reference should be your current or last employer.



Together, creating opportunity and aspiration for every child

Respect

At the heart of our schools, respect underpins everyone's behaviour.

Responsibility

At The Priestley Academy Trust we ensure our pupils take responsibility for their own actions in order to fulfil their potential.

Excellence

Our aim is for all of our pupils to achieve academic excellence from their first day in one of our schools.

Compassion

All our pupils and staff will be compassionate towards all those attending or involved with The Priestley Academy Trust.

Collaboration

Sharing best practice to help ensure our pupils get the best possible education.



Selection process guidance

Interview day

The interview day will consist of several tasks and activities including a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the day.

Final selection

Following the tasks and formal interview, we will use the person specification as guide to select the most suitable candidate for our schools. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

Offer of employment

We will make you a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is conditional and made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Satisfactory online checks
- Provision of proof of identity and qualifications

Key dates

Closing date for all enquiries and applications is **Friday 20 June 2025**

Interviews 30 June 2025

How to contact us

Via email to: anne-marie.holdsworth@priestley.academy



Together, creating opportunity and aspiration for every child



"Staff value the high-quality professional development they receive in school and from the trust" - Ofsted, 2019



How to apply

If you wish to apply for the post of Executive Business Manager at The Priestley Academy Trust, please complete the application form obtainable by emailing Anne-Marie Holdsworth, outlining how you meet the criteria assessed at application stage on the job description and person specification.

We would request that you provide details of daytime and evening contact numbers and email addresses for use should you be called for interview.

Closing date for all enquiries and applications is **Friday 20 June 2025**

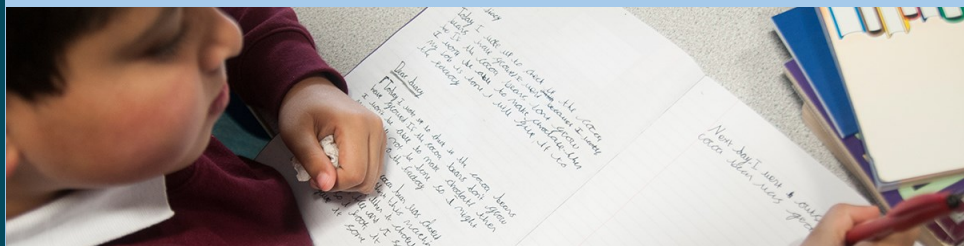
Interviews 30 June 2025

Completed applications should be emailed to:

anne-marie.holdsworth@priestley.academy

To arrange an informal discussion about the post please contact Anne-Marie Holdsworth via **anne-marie.holdsworth@priestley.academy**

**Thank you for your interest in our post.
We look forward to receiving your application.**



Together, creating opportunity and aspiration for every child



www.atlasprimary.co.uk



www.greenlane.bradford.sch.uk



www.lilycroftprimaryschool.co.uk



www.mmps.bradford.sch.uk



www.miriamlord.co.uk



www.westbourne.bradford.sch.uk

Together, creating opportunity and aspiration for every child

The Priestley Academy Trust

c/o Green Lane Primary School
Green Lane
Bradford
BD8 8HT

