

ROLE SPECIFICATION

School Business Manager (Dual Site)



CONTENTS

A letter from our CEO	1
Welcome from our principals	2
Business leadership with purpose	4
Who we are	7
Our values	8
Our schools	10
Our impact	11
Our community impact	12
Team structure	13
School Business Manager	14
Benefits package	16
Responsibilities & Expectations	17
Requirements	20
Next steps	21
Inclusion & GDPR statements	22
About ImpactMatch	23

A LETTER FROM OUR CEO



Hugh Greenway,
Chief Executive Officer

The Elliot Foundation is a successful, charitable multi-academy trust specialising in primary academies. We consist of 36 schools spread across 3 different regions in the UK (London, East Anglia and the West Midlands) and a Head Office based in central London.

The simple fact that you are considering a job with the Trust makes you one of the good guys. On behalf of the thousands of children currently in Elliot Foundation schools and those children yet to join us, thank you. Without people like you, there would be no future for our society or our world. You can play a pivotal role in growing a multi academy trust which supports schools to develop not just children's skill sets but their lifelong attitudes to learning and even their moral compass.

Working with The Elliot Foundation will mean you will be given continuous opportunities to challenge and develop your skills and work with a variety of experienced and skilled colleagues. If you have the ambition for yourself and the staff and children in our care, we will take you as far and further than you believed possible. I look forward to working with you.

WELCOME FROM OUR PRINCIPALS

Billesley Primary School is committed to achieving excellence in all aspects of school life. Our vision is to inspire our children to succeed, create excitement for learning and so achieve excellence. I am proud to be the Principal here. We have a strong belief in the importance of determination, perseverance, teamwork and trust, and we are committed to challenging inequality in any form through an inclusive ethos.

We are committed to making each child's experience at school unique and for personalising everything we do to best meet the needs of our children and our community. This means that our priority is to ensure the highest possible standards of teaching, learning and achievement across the school.

Our aim is to make learning enjoyable, allowing every individual to achieve their best and to nurture their talents, as well as giving them safety, security and the skills they will need to be active, responsible citizens and happy, caring adults in the future. The school is at the heart of the local community and we work in close partnership with local organisations, creative practitioners and local residents to ensure that our children get the highest quality education so that they will continue to enjoy learning throughout their lives.

The school is an academy within the Elliot Foundation with a common desire to learn from each other, share best practice and collaborate to ensure the highest outcomes for our children.

We know you'll enjoy finding out about Billesley Primary School and all the wonderful experiences and opportunities it offers.



Karl Rogerson

Principal, Billesley Primary School



This three-form entry school is dedicated to achieving academic excellence through a personalized and inclusive approach to learning. Driven by values of perseverance and teamwork, the school fosters a safe, community-focused environment that prepares students to be responsible and happy citizens. As part of the Elliot Foundation and EEF Research School Network, it balances high-quality teaching with a commitment to continuous improvement and collaborative professional growth.

WELCOME FROM OUR PRINCIPALS

Tiverton Academy is part of the Elliot Foundation Academies Trust. Our school serves a vibrant, diverse community in the heart of Selly Oak, Birmingham.

We are extremely proud of our children who are resilient life long learners who absolutely love attending school.

In school we work closely together to provide a rich educational environment, which values the positive aspects of living in the culturally vibrant city of Birmingham.

We have high expectations of ourselves and each other and aim to strive to be 'the very best we can be'

One School, Many Talents



Tracey Dunn
Principal, Tiverton Academy



Tiverton Academy is a one-form entry primary school in Selly Oak, Birmingham, that has been part of the Elliot Foundation since 2013. The school is dedicated to an "Achievement for All" philosophy, using a creative curriculum to inspire students and help them discover their unique talents in areas like the arts and sports. Known for its strong pastoral care and warm relationships between staff and pupils, Tiverton focuses on raising academic standards while nurturing happy, active, and successful citizens.

BUSINESS LEADERSHIP WITH PURPOSE

Managing two schools is a masterclass in juggling. You've just arrived at your first school to find a heating failure in the nursery, while your phone rings with an urgent payroll problem from your second site. You aren't just an office manager; you are the person who keeps the wheels turning for two distinct communities.

The challenges are real and varied. You require mental gymnastics to switch between two different sets of priorities and two unique school cultures. You have to be comfortable being the "voice of reality," often being the person who says "no" or "not this term" to a teacher's exciting project because you are the guardian of the school's long-term financial survival, whilst thinking of new ways to be able to say "yes". When deadlines for budget returns or census data hit, you are essentially running a race on two tracks simultaneously. It is high-energy, and at times, the responsibility of keeping both sets of "plates spinning" can feel relentless.

That variety however is exactly what makes the role so rewarding. In a single morning, you might move from a high-level meeting about a major solar panel installation to a conversation with a supplier about the quality of school lunches. You see the direct link between a well-managed spreadsheet and a child's daily experience. That new library or the refreshed playground equipment didn't just appear; it happened because you helped navigate the red tape, negotiate the contracts, and found the resources to make it a reality.

However, you never carry this weight alone. At the school level, your local teams are your greatest asset. You rely on like-minded staff who keep things running smoothly while you're at the other site, and the Principals who see you as a vital partner in their school's success. There is a unique bond that forms when you're working together to make a school thrive. You aren't just a visitor; you are a core part of those two communities, sharing the small wins and the big milestones.

BUSINESS LEADERSHIP WITH PURPOSE

In our Trust, the professional isolation often felt by school managers is replaced by genuine camaraderie. When the pressure peaks, the network of the Trust kicks in. You have a direct line to experts within our regions and at our head office and a group of fellow managers across our other schools who have seen it all before. You aren't just a lone administrator; you're a leader.

The reward comes when you see a project come to life—whether it's a classroom being renovated or new playground equipment being installed. You aren't standing at a whiteboard, but you are the reason the building is safe, the staff are paid, and the school is financially stable. It's a role for a problem-solver who wants to make a tangible difference in the lives of children across two vibrant communities.



BUSINESS LEADERSHIP WITH PURPOSE

Can you...

- ✓ Work within tight regulatory frameworks, changing guidance and limited budgets, while still finding ways to deliver value for children?
- ✓ Use Trust systems and central support properly, so your time is spent on leadership and local impact rather than paperwork?
- ✓ Support Principals as educational leaders by quietly making everything else work around them?
- ✓ Adapt your approach between a large, complex school and a smaller, close-knit one - being strategic where needed and hands-on where it counts?
- ✓ Stay professional, calm and solutions-focused, even when days are demanding and priorities collide?

Do you...

- ✓ Have the financial confidence to connect budgets directly to educational priorities?
- ✓ Have the practical skills to manage HR processes, payroll checks, estates compliance and safeguarding without losing sight of the bigger picture?
- ✓ Have the persistence to follow things through - especially when they sit low on other people's to-do lists?
- ✓ Build trust easily with support staff, contractors, Trust teams and senior leaders?
- ✓ Know when to listen - and when to step in?
- ✓ Feel comfortable moving between forecasts, recruitment checks, site issues and team development without dropping the ball?

WHO WE ARE

The Elliot Foundation is a group of people with a wealth of experience brought together by a passion for giving children the best start in life. We believe in openness and transparency in all things.

MEET THE TEAM



OUR VALUES

The Elliot Foundation lives by our values (see below). We're transparent, open, and kind, and we aim to make a difference to the lives of each one of our pupils. In line with our tradition of enabling children and promoting student leadership, the logos for all our values were designed by our pupils.



Put children first

- We trust and value your professionalism
- We share the responsibility for the learning and welfare of all of our children
- Our purpose is to improve the lives of children



Be safe

- Don't assume that someone else will do it
- Look after yourself, your colleagues and all children
- We are all responsible for each other's safety and well being
- Discuss any concerns with an appropriate member of staff



Be kind & respect all

- People are allowed to be different, as are you
- Kindness creates the positive environment we all need to flourish
- Kindness and respect should extend to ourselves as well as others

OUR VALUES



Be open

- If you can see a better way, suggest it
- If someone else suggests a better way to you, consider it
- Nurture innovators and support those who take informed risks in the interests of children



Forgive

- We all make mistakes
- Admit them, learn from them, and move on



Make a difference

- Making the world a better place starts with you
- Model the behaviour you would like to see from others

OUR SCHOOLS

Since the beginning of 2025, our family has grown to 36 thriving primary schools in the West Midlands, East Anglia and London. Valley Primary (Solihull), Peterbrook Primary (Solihull) and Rowley Hall (Sandwell) have joined us, taking the number of pupils in the Trust to over 15,500 and the number of staff to over 2,000. Our continued growth has enabled us to continue to invest in expertise to support all of our schools.

Each of our schools has the freedom to bring a unique approach to education, whilst being supported through collaboration and mentorship.

West Midlands schools



East Anglia schools



London schools

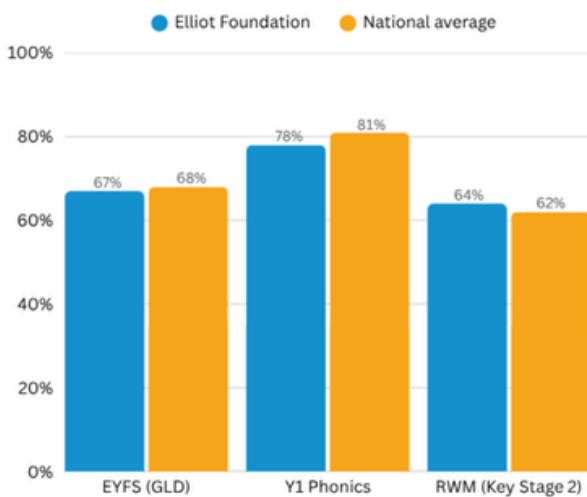


OUR IMPACT

Our schools, and pupils, have shown clear progress since joining the Trust. As of September 2024, the Elliot Foundation has 36 schools. At the point of joining, eighteen of these schools were sponsored academies, eleven were converters, three novated and one is a basic need new school.

Before our schools joined us, most were graded as 'Requires Improvement' or 'Inadequate' by Ofsted. Today, 91% of our schools are graded by Ofsted as 'Good' or 'Outstanding'.

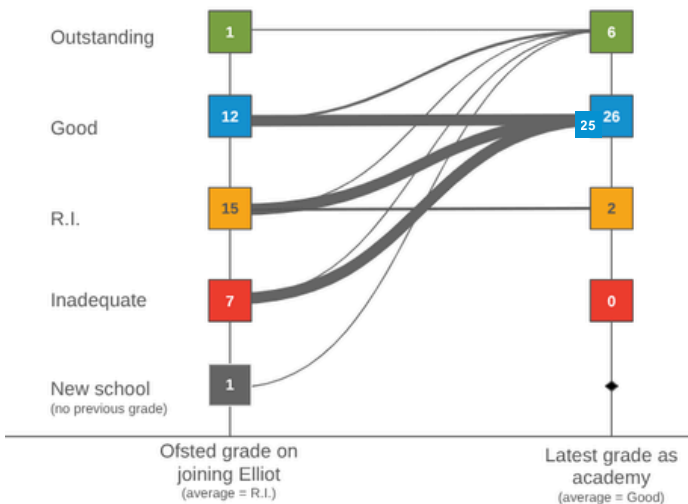
RWM & phonics (2025)



67% of our early years foundation stage (EYFS) pupils met the 'good level of development' (GLD) target for 2025. This compares to a national average of 68%.

64% of key stage 2 (KS2) pupils met the Department for Education target for Reading, Writing, Maths (KS2 RWM). This marks a 2% improvement from the prior year.

Ofsted track record



Average improvement for all Elliot Foundation academies since they joined the Trust is 1 Ofsted grade (2.9 → 1.9)

N.B. 2 sponsored academies are yet to be inspected:

- Peterbrook - RI
- Rowley Hall - RI

OUR COMMUNITY IMPACT

At the beginning of the pandemic, we launched our Community Box programme to provide vulnerable families with near-expiry food, and personal hygiene and cleaning products, and educational essentials.

As part of the Community Box scheme, 23 Elliot Foundation schools provide free groceries to families, helping with the cost of living crisis and ensuring that even the poorest of our students have access to healthy food. The Trust are proud that our schools have delivered over 120,000 boxes to date.

The programme sees our schools become distribution centres for weekly boxes made up of surplus food sourced from charities such as FareShare UK, Felix Project and City Harvest, together with donations from local businesses. School staff and volunteers pack and distribute the boxes.



Lockdown has been isolating, so coming here on a Friday has allowed us to see people and collect our boxes. It gives us a stock of fruits and vegetables, and if something drastic happens tomorrow morning, I know that I have got someone to help me - even with the basics.

- Parent

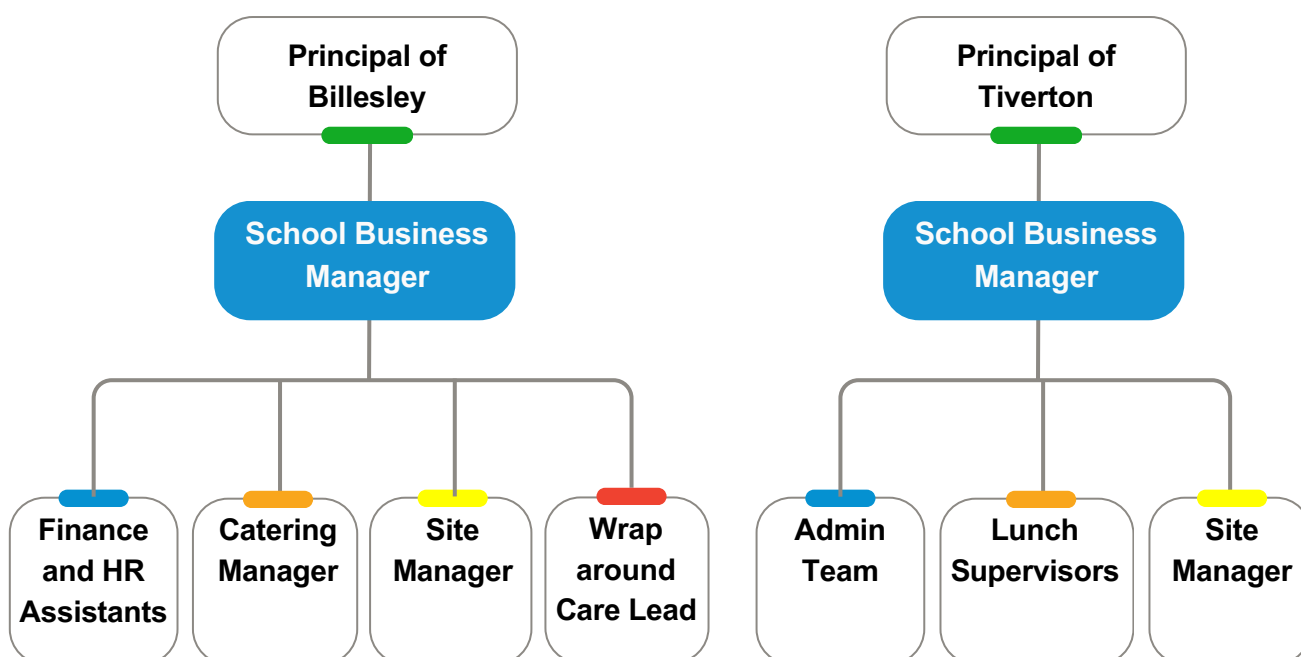
TEAM STRUCTURE

You won't be working in isolation. As School Business Manager, you'll be supported by a strong regional and central Trust team across finance, HR, estates and payroll. This collaborative model removes much of the statutory and administrative burden, allowing you to focus on strategic leadership and day-to-day impact within both schools. The diagram below shows how you'll be connected into the wider Trust support structure.

The Trust "Safety Net"

This dual-site role is supported by a strong central Trust infrastructure, removing much of the administrative burden typically carried by standalone School Business Managers and allowing you to focus on strategic leadership and local impact.

- The Central Team manages statutory requirements including VAT returns, Gender Pay Gap reporting, Corporation Tax and audited accounts.
- Estates compliance is handled through a Trust-wide provider, covering fire alarms, legionella and gas safety, so you're not managing multiple separate contracts.
- You'll have dedicated Regional HR and Finance Business Partners, providing expert support on everything from HR casework to budget queries.
- The Trust provides core systems including IRIS Financials, Arbor and iTrent, with automated processes such as invoice matching to free up time for higher-value work.



SCHOOL BUSINESS MANAGER

Dual Site: Billesley Primary School & Tiverton Academy

As School Business Manager across Tiverton Academy and Billesley Primary School, you'll play a central role in helping both schools run smoothly, safely and effectively. Working closely with Senior Leaders, you'll provide strategic and operational leadership across finance, HR, estates and day-to-day operations - making sure resources are well managed and focused on what matters most: great outcomes for children.

This dual-site role offers the opportunity to lead across two very different settings: a large, busy three-form entry school at Billesley and a close-knit one-form entry community at Tiverton. It's a collaborative model that's already working successfully across the Trust, supported by strong regional and central teams who manage much of the statutory compliance and complex procurement. That means you're not doing this alone — you'll be the key operational lead on the ground, balancing strategic oversight with hands-on delivery, building strong relationships with staff, and creating environments where pupils and teams can thrive.

If you enjoy making things work behind the scenes, are comfortable switching between big-picture planning and practical problem-solving, and want to make a real difference in education, this is a role where your expertise will genuinely count.

Your Role in Summary:

Billesley (3FE):

- You will be a strategic leader. Leading a large team including dedicated finance and HR staff and an in-house catering function, your focus will be on oversight, compliance, and long-term resource planning.

Tiverton (1FE):

- You will be both a strategic and operational leader. Working within a tight-knit Senior Leadership Team (SLT) and a small admin unit, you will be the operational engine, rolling up your sleeves to ensure the school runs smoothly.

Grade	Grade 5 (£42,840 - £51,357 FTE per annum)
Responsible to:	Principals of Billesley & Tiverton
Direct Reports:	See below

Key Responsibilities

- Work with Principals to ensure financial and operational decisions directly support the Academy Improvement Plan and curriculum delivery.
- Maintain strong financial control and accurate forecasting, proactively identifying risks to financial sustainability.
- Lead support teams across both sites (Admin, Estates, Catering and Lunchtime Supervision), adapting your approach between strategic oversight at Billesley and hands-on leadership at Tiverton.
- Act as the local lead for Health & Safety, Single Central Record (SCR) compliance and GDPR.

Key Relationships (Internal and External)

- Overall School Community including Staff and SLT
- School Principals
- Regional HR Business Partner
- Regional Finance Business Partner
- Finance Director
- HR Director & Head of HR
- Estates Director

Please note:

- This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of TEFAT. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed;
- The responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment; and
- Recruitment and induction practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Barred list and enhanced Disclosure and Barring Service (DBS) check



BENEFITS PACKAGE



Contract Type:

Permanent, full-time position, 52 weeks per year



Competitive Salary

£42,840 - £51,357 FTE per annum, depending on experience.



Generous Leave:

29 days of annual leave, in addition to public holidays.



Pension Scheme:

Access to the Local Government Pension Scheme.

We can also offer you...

- ✓ Shopping Discounts
- ✓ Free eye tests and flu jabs
- ✓ Cycle and tech, salary sacrifice schemes

Location:

Birmingham-based. Dual-site: Billesley Primary School and Tiverton Academy



RESPONSIBILITIES & EXPECTATIONS

General Responsibilities

- ✓ Uphold and promote the Trust's values in all aspects of your work.
- ✓ Comply with relevant policies and procedures, including safeguarding, health and safety, confidentiality and data protection.
- ✓ Embrace and celebrate diversity, ensuring equal opportunities for all;
- ✓ Contribute to the overall aims of the Trust and the HR;
- ✓ Act professionally at all times, showing respect and courtesy to all, and modelling positive behaviour for pupils.
- ✓ Take responsibility for your own professional development, seeking opportunities to improve practice.
- ✓ Undertake any other reasonable duties appropriate to the role.

Shaping the Future (Strategy & Planning)

- ✓ Work with Principals and the Trust Finance Business Partner (FBP) to build a zero-based annual budget, ensuring spending is aligned to educational priorities.
- ✓ Manage and grow income streams across both schools, including Billesley's nursery, ARP, Research School and SCITT, ensuring all traded services are financially sustainable.
- ✓ Champion Value For Money (VFM) efficiency and use Trust contracts to maximise value and help mitigate inflationary pressures.

Leading Business Operations (The Dual Approach)

- ✓ Provide strategic oversight of Billesley's Catering Manager, Site Manager and Admin team, and oversee the financial administration of the Research School and SCITT.
- ✓ Provide hands-on leadership at Tiverton, managing the Admin Team, Site Manager and Lunchtime Supervisors, and acting as contract manager for outsourced catering to ensure service quality aligns with the school's ethos.
- ✓ Support the "Google First" and serverless strategy, ensuring hardware refreshes are coordinated through the central ICT Hardware Fund.

Financial Resource Management

- ✓ Ensure Trust financial policies are followed, with all spend authorised before commitment.
- ✓ Produce accurate monthly forecasts, giving Principals and the Trust a clear picture of financial performance.
- ✓ Work with the Central Finance Team on statutory returns (including VAT and annual accounts), ensuring local records are audit-ready.

Human Resources & Payroll

- ✓ Maintain iTrent as the single source of truth for staff data, ensuring contract changes, sickness and absence are recorded accurately and on time.
- ✓ Review monthly payroll reports to identify and resolve errors before the final pay run.
- ✓ Oversee the Single Central Record (SCR) across both schools, ensuring all recruitment checks (including DBS and Right to Work) are compliant with Keeping Children Safe in Education.
- ✓ Manage HR documentation, producing contracts, offer letters and related correspondence in a timely and professional way.

Estates, Health & Safety

- ✓ Prioritise capital spending on health, safety and building fabric to ensure learning environments are safe, warm and welcoming.
- ✓ Ensure local statutory checks (such as weekly fire alarms and contractor inductions) are completed and recorded, working alongside the Trust on major compliance contracts including gas and legionella.
- ✓ Support the Trust's sustainability and decarbonisation agenda by promoting energy-saving behaviours across both schools.

ICT & Information Management

- ✓ Support the Trust's "Google First" and serverless strategy, ensuring staff and pupil devices are managed effectively.
- ✓ Act as the local Data Protection Lead, ensuring GDPR compliance and managing Subject Access Requests with central support.

Developing Self and Working with Others

- ✓ Lead, motivate, and appraise the support staff across both schools, fostering a culture of professional development.
- ✓ Actively collaborate with your HR and Finance Business Partners, and Regional Estates Lead, to utilise the central support network to resolve complex issues rather than working in isolation.

Safeguarding Checks

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this.

Appointment to this post will be subject to satisfactory safeguarding pre-employment checks including a Barred List check, Disclosure and Barring Service check, and references.

Please note, it is a criminal offence to apply for this post of employment if you are barred from working with children and young people.



REQUIREMENTS

Knowledge & Experience	Required	Desired
Good standard of education (to A level including GCSE English/Maths or equiv.)	✓	
CSBM/DSBM (Certificate/Diploma in School Business Management) OR relevant degree/accountancy qualification (NVQ L4+).	✓	
Experience conducting Finance and/or HR in a school/education setting	✓	
Degree level education		✓
Health & Safety Qualification (IOSH / NEBOSH)		✓
CIPD or accountancy qualification.		✓
Professional Skills		
Ability to switch between strategic oversight and hands-on delivery.	✓	
Proficient in either Google Workspace (Sheets/Docs) or Microsoft (Excel/Word) and some form of mainstream financial software.	✓	
Exceptional time management to balance the demands of two Principals and sites.	✓	
Ability to write successful grant bids.		✓
Personal Qualities		
Commitment to the Nolan Principles (Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership).	✓	
Resilience and the ability to work under pressure.	✓	
A collaborative team player who engages positively with the Trust Central Team.	✓	
Passionate about providing an excellent service for children and the community.	✓	
A commitment to Equal Opportunities, as outlined in the Elliot Foundation Equal Opportunities Policy	✓	

NEXT STEPS

Before you apply:

Please visit the Elliot Foundation website: www.elliottfoundation.co.uk

Visit the school websites:

- www.billesley.bham.sch.uk
- www.tivertonacademy.org

Important dates:

- Application deadline: 3.00pm Friday 20th February
- Interview day: Friday 27th February 2026

HOW TO APPLY

ImpactMatch is acting as an employment agency advisor to the Elliot Foundation on this appointment. Candidates should apply for this role via Click on the 'apply' button and follow the instructions to upload a CV and cover letter of no more than two sides of A4 and complete the online equal opportunities monitoring* form.

*The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

Is this the role for you? Apply if you think we're a good match and we'll get in touch to let you know the next steps.

APPLY NOW

NEXT STEPS

Inclusion Statement:

As a social impact organisation, the Foundation believes everyone, regardless of visible or invisible difference, should be welcomed to participate in creating a better future. We are committed to achieving equality of opportunity for every team member. To achieve our goals, we need a diversity of ideas, which can only come from a diverse range of people with different perspectives and backgrounds. We aspire to maximum inclusion in our work and endeavour to challenge systemic inequity and all forms of discrimination. We therefore welcome applications from everybody who is committed to our values and can demonstrate the skills, competencies, and experience required for the role applied for.

GDPR Personal Data Notice:

GDPR personal data notice: According to GDPR guidelines, ImpactMatch are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

ABOUT IMPACTMATCH

PURPOSE LED | OUTCOME OBSESSED | LEGACY FOCUSED

Delivering the plan, people, partnership and support to drive social impact.

ImpactMatch are experts in creating Social Impact, knowing only too well what great leaders can do. We are passionate about delivering the best solutions for our clients quickly.

Operating within our extensive network, we partner closely with public, private and third sector individuals who share our passion for impact led work. These individuals across the UK and the globe get us in front of the right candidates with care and precision.

We offer matches to Board advisory, Executive and Leadership Search, Executive Advice as well as Impact Strategy. We also host a no-fee access #ImpactMaker masterclass to share expert advice to #ImpactMatch followers from our high impact networks.

WHO WE ARE

ImpactMatch is an end to end social impact partner. We deliver the plan, people, partnerships and training that turn purpose into measurable impact.

HOW WE DO IT

- Consult and Complete - social impact strategies, training, measurement and reporting
- Convene and Connect impact talent, leaders and organisations
- Communicate and Campaign to amplify impact

OUR WHY IS

Steering organisations and leaders towards social impact isn't just an ethical imperative, it's a smart business move.

For more information, visit [impactmatch.global](https://www.impactmatch.global), follow us on [LinkedIn](#) and [Instagram](#) and [join our community](#).