

Application Pack

Assistant Business Manager



**Ashton Community
Science College**

A SCHOOL TO BE PROUD OF

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Mrs J Hoyle

Headteacher

At Ashton, we are incredibly proud of our school and its successes. We make no secret of striving for excellence in every aspect of school life for all our students. Our school motto declares that we are “A School to be Proud of” and this underpins our ethos.

We provide a unique way to give students the opportunities to learn they deserve from 11 to 16, and to equip them with the attitudes, skills and knowledge that they will need to lead successful lives. We want our students to have ambition and aspirations, to stretch themselves and to reach further than they ever thought possible, we have a student-centred approach to all that we do, which ensures that students are placed at the very heart of the decisions we make and the actions we take.

We expect all our students to succeed both academically and socially and we support them in this journey so that they can take their place in adult life well prepared.

We place particular emphasis on members of the school community being part of the school family. With over 800 students on roll, we are relatively small, which allows us to get to know our students very well, to focus on their individual needs and work in real partnership with parents and carers.



Our Vision

At Ashton, we are resolute in wanting the best for every child. We hold high standards and expectations for all, from all, underpinned by a no-excuses mindset. We believe that every student deserves to feel valued, supported, and inspired to attend school and engage with what is offered every day.

We aim to create a supportive and challenging environment where every individual can aspire, enjoy, and achieve. We are committed to fostering a culture where students want to be present—where attendance is not only expected but encouraged through meaningful relationships, engaging learning experiences, and recognition of effort and success.

Our staff lead by example, demonstrating passion for their subjects and dedication to the school community. We support this with high-quality professional development which ensures all our staff stay at the forefront of research informed practice.

We are a “School to be proud of,” and our ethos—built around creating an acronym from the word PROUD—reflects our belief that every member of our school family plays a vital role in our collective success. We work closely with parents, carers, and families to ensure that the interests of the child are at the heart of everything we do. PROUD gives us a strong set of values and lays a solid foundation for life as well as school.

P- Punctual

R-Responsible

O-Organised

U-Uniform

D-Determined

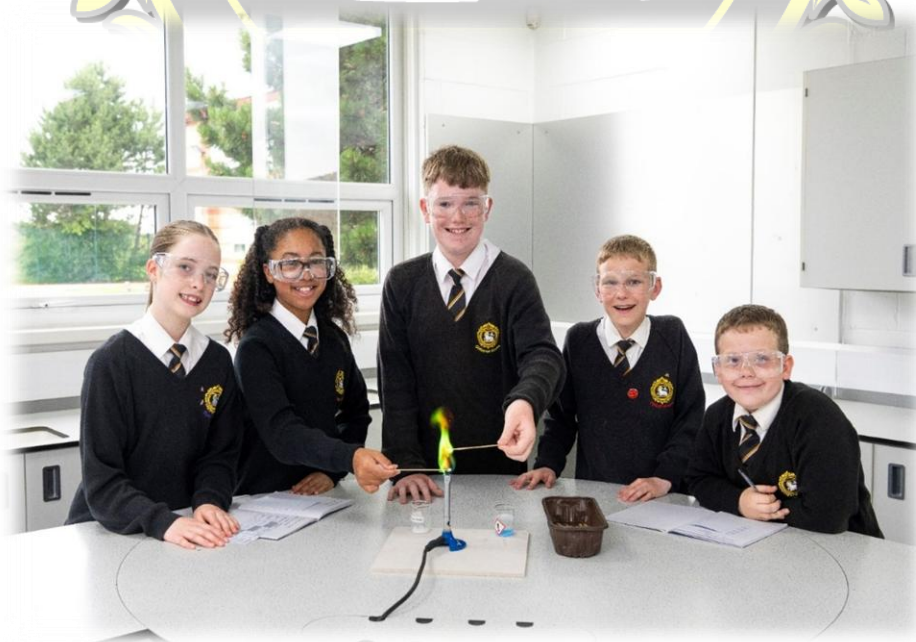


Our Values

We are developing students who understand their responsibilities within the school, local, and wider communities, and who are motivated to make a positive contribution. Our PROUD ethos provides a moral compass for both students and staff:

To help this we have developed the following guiding principles to achieve our vision-

- Our environment must be inclusive. Students must feel safe, supported and motivated to attend. This is our number one priority.
- We work in close partnership with parents, carers, and families.
- We insist on mutual respect and the highest standards of behaviour.
- We have a relentless pursuit of excellence in teaching and learning.
- We offer a rich curriculum and a wide range of extra-curricular opportunities.
- We celebrate attendance, effort, and achievement to build confidence and pride.
- We believe in continuous improvement for both staff and students.
- We value examination performance and personal growth equally.
- We promote collaboration and teamwork at every level.
- We believe raising capability is the key to future success.



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How to apply

To apply for the position at Ashton Community Science College, you would:

Go to our "Job Vacancies" page and download the appropriate application form (there are separate forms for teaching and non-teaching (support) roles.)

Complete the form carefully, following any guidance notes included, and make sure any required background-checks documentation (e.g. DBS, right-to-work) is prepared.

Submit your completed application electronically, (via an email address provided in the vacancy posting). If included, attach any additional documents requested (such as a cover letter, references or evidence of qualifications).

POINTS TO BEAR IN MIND BEFORE YOU START

- Look carefully at the job description and application form. Ask yourself why you are interested in the job. Don't copy the same application for a series of jobs.
- Read the Person Specification carefully. This outlines the type and range of skills/experience etc. that we would like the candidate to possess or have the potential to develop.
- Try to complete the form in a concise, well organised and positive way.
- Please use the application form provided, continuing on a separate sheet if necessary. Please do not send standard details of your own, i.e. in the form of a curriculum vitae, unless specified in the advertisement.
- Please remember to complete the Monitoring Job Applicants Form as this is essential for the County Council to determine whether its Equal Opportunities Policy is working with regards to employment.

About the role

“Ashton Community Science College is a Good School”. (Ofsted 2023)

We are looking for a dedicated, skilled and ambitious finance and business professional to join our supportive and friendly business support team within the school. The post is paid on Grade 8, for 37 hours per week, all year round. The FTE salary is £37563 - £42123.

ACSC is a popular and thriving school that sits at the heart of the community, enjoying an excellent reputation locally and across Lancashire. The Governors of ACSC are wishing to appoint a permanent Assistant Business Manager to assist the Business Manager and school business support services, with a strong focus on financial responsibility. We require a hardworking, reliable and motivated candidate with the ability to multi-task, who has a genuine desire to work in a busy school.

We are looking for someone with an accounts, finance, or payroll background who has experience in business and financial management, report creation, and business administration, as well as procurement and budget monitoring. Experience of working in a school environment is desirable but not essential.

In return we offer a positive and thriving school environment, a great team of staff and a commitment to continuing professional development. 37 hours per week 8am – 4pm Monday to Thursday and 8am – 3.30pm Friday. A flexible working approach to school holidays can be discussed at interview.

If you are interested in becoming part of our team and helping us to continue our drive for further success, then we would be pleased to hear from you. A full programme of support is available as part of our commitment to investing in high quality staff.

ACSC is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to provide a disclosure from Disclosure Barring Service before any appointment is confirmed. On-line checks will be carried out on short-listed candidates.

Application documents are available to download in the vacancies section of the school website <http://www.ashtoncsc.lancs.sch.uk/job-vacancies>

Applications should be submitted electronically by 9am Monday 2nd November to hr@ashtoncsc.com



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Interviews will be held in the week commencing 9th November.

Please note we regret we are unable to contact individual applicants who may be unsuccessful at this time. Start date: ASAP.



Job Description

Post:	Assistant Business Manager – Financial Responsibility
Reporting to:	Business Manager
Responsible for:	-
Working Hours:	37
Working Weeks	Full year, or Term Time + 4 Weeks - to be discussed at interview.
Salary/Grade:	Grade 8 - £37563 - £42123

Job Purpose

To be responsible for the planning, development and implementation of financial services, and the day-to-day management of accounting, finance, and administrative systems, procedures and services within the school. They must be able to use judgment to deal with unforeseen problems with limited guidance, within established procedures.

Accountabilities / Responsibilities

- To be responsible for the business and financial management of school resources
- To assist the Headteacher and governing body with income generation activities and in promoting and marketing the school
- Arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies
- To manage the procurement process, including securing appropriate service contracts, licences and insurance
- To prepare and submit bids for funding from outside agencies, under the direction of the Headteacher, including lettings
- Manage a small budget, and/or influence decisions about a larger budget, to ensure appropriate resources are available to run the team or work area

Knowledge, Skills and Experience

- Experience in administrative / finance roles.
- Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications level 4 or having or willing to work towards the Certificate of School Business Management (CSBM)
- Need to be authoritative on methods, systems and procedures over a variety of areas.



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- Co-ordination of a small team of employees whose tasks are broadly similar in basic objective, for example, finance, HR, administration. Planning months to a year ahead
- Skills of persuasiveness or assertiveness as well as sensitivity to the other person's point of view are often required to influence behaviour, change opinions or turn situations around, but debates can be won by presenting fact or evidence. May have a role in dealing with parents and pupils
- Because of changing priorities and differing situations the jobholder has the latitude to consider which among many procedures should be followed. Differing situations requiring the identification and solution within the area of expertise and acquired knowledge, occasionally new facts may need to be sought. Heavy supervisory or technical professional requirement
- Working within already established precedents, policies and procedures
- Working with given resources, but contributing to the long-term determination of what those resources will be in the future

General

- To work within school policies and procedures
- To contribute to the provision of an effective environment for learning
- To attend skills training and participate in personal/performance development as required
- To take care for their own and other people's health and safety
- To be aware of and respect the nature of issues
- Commitment to safeguarding and protecting the welfare of children and young people
- Other duties at the same responsibility level may be interchanged/added to at the discretion of the Headteacher
- Commitment to sustaining regular attendance at work

Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school.

Date: 05/10/2026



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Personal Specification

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications and experience - Competent use of Microsoft packages - Excellent Excel skills - GCSE at level A-C in English and mathematics (or equivalent) - NVQ Level 4 or equivalent professional qualification - A recognised accounting qualification - Excellent written and verbal communication skills - Previous experience in computerised finance, pay, personnel and administrative systems - Experience of working in a school that operates its own bank account - Experience of financial planning, budget setting, reporting and monitoring - Experience in the SIMS suite of packages commonly used in schools - Experience of HR procedures and knowledge of employment legislation and payroll processes - Experience of the management of teams - Willingness and motivation to develop own skills and evidence of continuous professional development	E E E D E E E D E D D D E	A A/I A A A A A A A A A A A/I
Knowledge - An understanding of health, safety and security issues in schools as well as GDPR and confidentiality - Thorough understanding and knowledge of financial and accounting procedures	E E	A/I A/I

Skills and abilities • Ability to organise one's own work, to prioritise tasks and keep to deadlines • Ability to manage the work and outcomes of other people • Ability to manage the financial resources of the school to best practice standards • Ability to communicate and interact effectively with adults, children and young people • Ability to manage the information and data requirements of the school and a variety of outside agencies • Ability to manage ICT systems • Ability to write effectively for a variety of different audiences	E E E E D E	A/I A/I A/I A/I I A/I
Other • Commitment to undertake in –service development • Commitment to safeguarding and protecting the welfare of children and young people	E E	A/I A/I



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