



Enquire Learning Trust Application Pack

Reference: ELTMAR2613

Academy Business Manager

Oakfield Primary School



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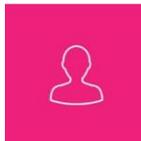
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We are a multi-academy trust currently responsible for 32 academies in four clusters across the North of England: North East Lincolnshire, Hull, Manchester, Teesside and North Yorkshire.

We work in complete collaboration with each of our academies and place a strong emphasis on school-to-school support and learning. Our academies work in collaboration with one another, sharing both their talent and ideas with others, giving employees the opportunity to learn from individuals within our other academies.

We recognise that the most important assets we have are our employees, and for our academies to succeed we need to ensure we employ the very best people in every single role. Our core values and beliefs are consistent throughout all our academies, and our keys to success are at the heart of everything we do.

Every role across the Trust is valued, appreciated and purposeful. We believe that the outcome of every role across the Trust should improve the education each of our learners receive. Whether teaching, support or leadership, every single role is vital to the success of our academies.

We also recognise that all of our academies are different, and we encourage individuality. Whilst we believe our academies should work together to support best practice and to share ideas, we don't believe that implementing blanket priorities and objectives is pertinent to a successful academy, and we encourage autonomy for academy leaders wherever possible.

Values

- We believe that all learners can be powerful learners given access to extraordinary learning experiences. We want children and the academies they attend to be confident, successful and ambitious.
- We envisage a Trust where well led, highly skilled and committed professionals collaborate, learn and innovate together to ensure that all academies are successful and where all learners have access to effective and innovative provision that meets their needs and aspirations.
- We want to add value to achievement and raise standards. We also want to change lives. We know this requires our provision and our practice to be world-class – because of the distance we have to travel, we understand that good will not be good enough and that we need to develop a shared appreciation of excellence and then strive to enact this every day.
- We take learning seriously and work together to create a vibrant culture in which this can happen. We know that it's what we do that counts and that our thinking must be visible in classrooms if it is to have leverage. Children are at the forefront of all that we do and aspire to do. We take serious steps to engage them, to hear their voice in authentic ways and then to use their insight and expertise to develop radical pedagogies that tap into their passions and interests and use the potential of emergent technologies.



Oakfield Primary School

Oakfield Primary School is proud to be part of the Enquire Learning Trust. We are a one form entry school with 7 single age group classes. There is also a 26 place nursery class, to which children may be admitted after their third birthday. There are approximately 210 children in main school.

The school has a Resource Provision, which caters for children with moderate learning difficulties. The Resource Provision is part of Tameside Council's provision for children with moderate learning difficulties and can accommodate 24 full time pupils from year 1 through to Year 6. The children are able to join in some mainstream lessons with support, together with withdrawal for individual and small group work.

The school is situated in extensive grounds, which include a good sized playground, playing field, multi-use games area and outdoor learning area.

EAP Programme



The Trust offers a plan through Health Assured which provides access to valuable health and wellbeing services.

Key Features:

- Unlimited access to 24/7 confidential telephone helpline
- Up to 10 sessions of face to face, telephone and online counselling
- Access to the portal and wisdom app
- Coverage for spouse/partner and dependants
- Medical information line including articles, webinars and podcasts
- Menopause Support access to other resources such as 'Menopause Matters'
- Access to Perks and Discounts
- Online and mobile access, anywhere and anytime
- Self-help guides, mood and wellness trackers

Job Advert – Academy Business Manager
Reference Number: ELTMAR2613

Salary Scale Range: NJC 26-30

Contract Type: Permanent

Start Date: ASAP

Location: Oakfield Primary School, St Mary's Road, Newton, Hyde Sk14 4EZ

Working Hours: 35 hours

Working Weeks: Term Time Only + 2 weeks

Working arrangements

Working Pattern: Monday: 8.30am - 4.30pm
Tuesday: 8.30am - 4.30pm
Wednesday 8.30am - 4.30pm
Thursday 8.30am - 4.30pm
Friday 8.30am - 4.30pm

About the role

We have an exciting opportunity for an organised and experienced professional to join Oakfield Primary School as our new School Business Manager.

Do you have experience in finance?

Do you have excellent communication and interpersonal skills?

Do you have experience of budget planning and monitoring?

Do you have the ability to work accurately and methodically with attention to detail?

Are you friendly with a solution focussed and 'can do' attitude?

We are looking to appoint a knowledgeable, organised, experienced and highly skilled business manager who will work alongside the Principal, Office and Site Managers to support the effective administration and running of our busy primary school. As Business Manager, you will be responsible for the business operations of the academy and the oversight of all matters pertaining to its organisation and running.

Oakfield Primary School is a one-form entry school with a strong sense of aspiration for all our children. We have a high percentage of children with SEND in school, and as such, all members of the team strive to get the very best outcomes for all. We are proud to be part of the Enquire Learning Trust—a forward-thinking and innovative network of 32 schools. This partnership provides us with a wealth of CPD opportunities and the chance to collaborate with professionals who share our passion for children's learning.

What we are looking for

We are looking to appoint a motivated and friendly individual who:

- Shares our vision and values, and is committed to achieving the very best outcomes for all children
- Can contribute to a safe, inclusive environment that nurtures pupils' social, emotional, and academic development
- Demonstrates flexibility and a positive attitude in response to change
- Brings energy, creativity, and a genuine passion for making a difference
- Has experience using finance and payroll systems
- Possesses excellent communication and interpersonal skills
- Works with accuracy, methodical attention to detail, and a high level of organisation
- Maintains a friendly, solution-focused approach with a 'can-do' attitude

What we can offer

- Enthusiastic and supportive colleagues who value collaboration and shared learning.
- A strong culture and commitment to professional development through a comprehensive CPD programme within school and across our Trust
- Ongoing support and training from the Trust Finance and HR Teams
- Enthusiastic and friendly children who are keen to do well.
- Membership of Greater Manchester Pension Fund
- Employee Assistance Programme provided by Health Assured
- Cycle to Work Scheme
- Lifestyle savings

This is an excellent opportunity for a highly professional individual to join our hardworking team.

For more information, please contact:

Mrs Joanne Taylor – Executive Principal
j.taylor@oakfieldhyde.co.uk

Visits to the school are warmly welcomed and can be arranged by contacting the school office.

How to apply

You can apply for this position by visiting [Recruitment | The Enquire Learning Trust](#)

Closing date and time: Friday 17th April 2026

Interview Date: Wednesday 22nd April 2026

DBS/Safeguarding Statement

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. As this post involves access to children or vulnerable adults, the successful applicant will be required to obtain an **Enhanced Disclosure from the DBS**

Job Description – Academy Business Manager

Purpose of post:

Responsible for the business operations of the academy and the oversight of all matters pertaining to the organisation and running of the academy, save for teaching and learning

Reporting to: Academy Principal/Trust CFO

Main responsibilities

Leadership and Strategy

- Contribute to senior leadership team meetings and attend Trust business meetings as required
- Actively contribute to the development of the organisation by sharing good practice across the Trust
- Provide leadership support to the senior leadership team including undertaking research and obtaining information to inform decision making
- Plan and manage change in accordance with the academy's improvement plan
- Manage premise staff, office staff, middays and breakfast club including line management responsibilities
- Take a lead role in the recruitment of staff and in managing associated employment procedures such as induction/probation/appraisal processes and paperwork.
- Data Champion Lead

Finance

- Work with the Principal to prepare an annual budget for submission to the Chief Finance Officer and for approval by the Board of Trustees
- Evaluate budget and financial information and present budget performance to the senior leadership team to inform decisions relating to ongoing budget management
- Regularly and actively monitor the agreed budget to ensure effective financial management, including the preparation of budget reports for the Principal and Trust finance leads
- Be responsible for the effective management of financial administration procedures, including responsibility for compliance with the Trusts Finance Policy and the ESFA's Academies Financial Handbook
- Monitoring the weekly/monthly expenditure and advising the Principal of possible under/overspending whilst providing narrative of the issues
- Assist with forecasting future years' budgets, taking into consideration any relevant plans and new directions as well as predicted changes to budgets, salaries and other costs
- Identify the need for, select and manage the ordering of supplies, services and equipment for the academy, ensuring invoices are inputted on the system in a timely manner
- Maintaining assets register and inventory in line with the Trust's policy
- Lead and process academy insurance claims in line with the relevant processes
- Prepare statutory returns as agreed or directed by the Principal or relevant Trust officers

- Negotiate, manage and monitor service level agreements, tenders and agreements for the academy to ensure effectiveness of delivery and value for money, under direction of the Principal and having awareness of the SLA's to be procured and maintained by the central trust team.

HR and Payroll

- Manage the administration and approval process of the payroll system, ensuring all new starters, variations, expenses and other information is submitted accurately and on time in line with payroll deadlines
- Ensure that recruitment procedures are followed for all new staff and coordinate the relevant employment checks for all individuals
- Maintain the academy's single central record ensuring that all employees records are completed and always updated and correspond effectively with the documentation held in personnel files
- Maintain and update confidential information on the relevant systems including Bromcom, Access Finance, iTrent and Flick
- Liaise with the Principal on personnel issues and undertake relevant actions including sickness absence reviews with support staff and monitoring absence trends across the academy, highlighting potential issues to the Principal
- Provide advice and guidance to the Principal and employees on payroll and employment issues where relevant.

Estates Management

- Manage facilities including premises lettings and associated income
- Manage catering and cleaning services to ensure they remain consistently effective
- Implement risk management and loss prevention strategies in conjunction with the Trusts Estates Officer
- Coordinate the security and maintenance of the academy site, including oversight of maintenance schedules and the efficient operation of all facilities on the property
- Ensuring effective records of maintenance of fire protection equipment is in place and that regular fire tests and alarm checks are undertaken
- Ensure business continuity procedures are in place
- Prepare work specifications for tenders and assist with the selection of contractors.

Health and Safety

- Ensure the Health and Safety Policy is always implemented and is subject to relevant review and assessment at regular intervals or as situations change, in liaison with the Trusts Estates Officer
- Ensure the academy's written Health and Safety Policy is clearly communicated and available to all including external visitors
- Ensure that relevant staff are trained in First Aid and that their training is updated as necessary
- Ensure that all statutory testing is carried out annually or in accordance with policy.

Administration

- Manage the administrative function of the academy, including overseeing the entire office function and staffing
- Oversee the academy website ensuring that it remains compliant and always updated, and that the academy is promoted effectively through social media
- Ensure that administrative processes and procedures are effective and efficient, and review these on an ongoing basis
- Act as the point of contact for central team staff for the purposes of collating information and responding to external requests for information – including freedom of information, subject access requests and any other formal request for information.

General Responsibilities

- Undertake any other duties that are reasonably in line with the general nature of this job description
- Ensure all work is undertaken in line with Trust policies, procedures and guidance documents including (but not limited to); child protection, health, safety, equality, security and confidentiality
- Pay particular attention and adhere to the Information Governance Policy and its subsequent policies and the guidance within, in relation to keeping information and data safe and understanding your individual and collective responsibilities
- Take responsibility for reporting and acting upon any personal concerns held for the safety, security and appropriateness of data and information storage or processing
- Always Ensure compliance with the Trusts Equality Policy and promote the Trust values of equality and always treat all employees and colleagues in a professional and respectful manner.
- The post holder may reasonably be expected to undertake such duties, which are commensurate with the general character of the post and its level of responsibility.

PERSON SPECIFICATION

Quality of Successful Candidate	Essential	Desirable	Assessed at Application/Interview
Qualifications and Training			
To be educated to degree level (or equivalent)	X		A/I
Level 5 Diploma for School Business Leaders or Accounting qualification		X	A/I
Knowledge and Experience			
To be able to demonstrate excellent financial and accounting skills whilst understanding school funding	X		A
To have a working knowledge of Access Education Finance, or similar accounting software	X		A/I
Significant experience of successfully leading staff, developing administrative and financial systems and policies, including sound budget control and advice to senior leaders	X		A/I
To have current knowledge of site maintenance and development and appropriate knowledge of Health and Safety requirements		X	A/I
Have a working understanding of risk assessment techniques		X	A
Experience of financial management, policy and practice	X		A/I
Experience of asset and facilities management		X	A
Excellent attention to detail	X		A/I
Understanding of GDPR and data protection	X		A/I
Ability to build effective working relationships with staff and other stakeholders	X		A/I

Personal Qualities and Attributes			
To be confident and competent in maintaining and updating complex systems of data	X		A
To have the ability to use initiative and have well developed and incisive problem-solving skills	X		A/I
Have strong interpersonal, communication and team working skills – ability to inspire, motivate, enable and get the best from people	X		A/I
To be a confident leader, able to work as part of a team or independently	X		A/I
Flexible and able to respond to rapidly changing demands and environment	X		A/I
Excellent literacy, numeracy, ICT and problem-solving skills	X		A/I

Contact Details:
Oakfield Primary Academy
St Mary's Road
Hyde
SK14 4EZ

Executive Head: Joanne Talyor
Head of School: Dawn Chamberlain

Telephone: 0161 368 3365
Email: j.taylor@oakfieldhyde.co.uk

The Enquire Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All ID and qualification checks will be made prior to appointment, as will online searches of candidates (Keeping Children Safe in Education 2023). Any offer of employment will be subject to receipt of a satisfactory Disclosure & Barring Service check and Disqualification by Association Disclosure.

DISCLOSURE AND BARRING AND RECRUITMENT CHECKS

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts.

The DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate.

For posts in regulated activity, the DBS check will include a barred list check.

It is an offence to seek employment in regulated activity if you are on a barred list.

We'll use the DBS check to ensure we comply with the Childcare Disqualification Regulations. It is an offence to provide or manage childcare covered by these regulations if you are disqualified.

Any data processed as part of the DBS check will be processed in accordance with data protection regulations and the trusts information governance policy which can be found on the website.

Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and subject to satisfactory references and an enhanced DBS criminal records and barred list check for work with children. An online search may be undertaken as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with [Keeping Children Safe in Education](#).

Any job offer will be conditional on the satisfactory completion of the necessary pre-employment checks. Only applicants who have been shortlisted will be asked for a self-declaration of their criminal record or information that would make them unsuitable for the position. Any convictions that are self-disclosed or listed on a DBS check will be considered on a case-by-case basis. All documentation will be treated confidentially and processed in accordance with Data Protection regulations