



Kelsall Primary and Nursery School

Kelsall, Cheshire

School Business Manager

Application Pack

September 2026



Cheshire Academies Trust

Inspiring hearts and minds

Welcome from the Headteacher

Welcome to Kelsall Primary and Nursery School, a warm and inclusive primary and nursery school in Kelsall for around 250 children aged 2 to 11. We're part of Cheshire Academies Trust and we share its aim of inspiring hearts and minds. Our most recent Ofsted inspection (March 2024) judged the school Outstanding overall, including personal development, leadership and management, and early years provision.

Our school runs on warmth, care, collaboration and creativity, and everything we do is shaped by our commitment to a love for learning.

We're looking for a School Business Manager who wants to play an important part of that.

Working closely with the Headteacher and wider leadership team, you will take a leading role in the effective management of the school's finances, HR, premises, compliance and operational functions. You will also play an important part in helping us deliver our plans for school development, ensuring that our ambitions are supported by effective financial planning, strong systems and the best possible use of our resources. This is a key role in helping the school remain well organised, financially sustainable and able to achieve its goals for our children and community.

Whether you're an experienced School Business Manager looking for a new challenge, or you bring strong transferable skills from another sector and are ready to move into education, this is a real opportunity to shape how the school runs and to grow professionally within a supportive trust.

We warmly encourage prospective applicants to come and visit us, meet the team and get a feel for Kelsall before applying. If you think this could be the role for you, we would be delighted to hear from you.

Mrs Sarah White

Headteacher, Kelsall Primary and Nursery School

Why join Kelsall Primary and Nursery School?

- A supportive network: you'll join a team of school business professionals across the trust who share ideas and support each other while keeping autonomy in their own schools.
- Professional development: regular CPD, dedicated training days, ISBL membership, and attendance at a minimum of two School Resource Management conferences a year.
- Career progression: as a growing trust, we can offer opportunities to develop your career across our family of schools.
- Flexible working: considered by agreement with the Headteacher.



The Role

As School Business Manager, you'll provide strategic leadership across finance, HR, administration and school operations, working closely with the Headteacher, senior leadership team and the Trust's central team. You'll ensure that our business and financial systems are effective, compliant and well managed, while helping us make the best use of our resources to deliver our priorities and plans for school development.

As the school's lead professional for business and operational matters, you'll be a valued member of the senior leadership team and play an important part in shaping the future development of Kelsall.

Post	School Business Manager
Salary	Grade 8 · FTE salary £35,570 to £40,444 (NJC 2026). Actual salary - £32,265 to £36,686
Hours	37 hours per week, 41 weeks per year
Location	Kelsall Primary and Nursery School Flat Lane, Kelsall, Cheshire, CW6 0PU
Reports to	Headteacher

Job Description

Job Purpose

- Work as an effective member of the school's senior leadership team to ensure the safe and effective day-to-day operation of the school.
- Lead and manage the operational and strategic functions of the school office to provide an efficient administrative service and coordinate all support activities.
- As the school's lead finance professional, work within the trust's financial framework to give strategic financial advice to SLT and the Local Governing Body. This includes monitoring and reviewing the budget and reporting on the in-year financial position, three-year budget forecast, capital and other grant expenditure, and any trading operations. You would use trust systems such as IMP, Xero and Planergy to work within the trust financial framework.
- Oversee the school's HR service, including issuing Statements of Written Particulars and maintaining HR, payroll and pension records, so that staff are correctly contracted, paid and advised on HR matters. This would involve using CIVICA HR.
- Act as GDPR and cyber lead for the school, ensuring compliance with the trust's data protection and insurance policies.
- Lead, develop and train school office and other non-teaching staff to ensure they're deployed effectively for the benefit of the school.
- Liaise with contractors and suppliers on the ordering of goods and services, monitoring provision to ensure best value.
- Oversee pupil records, including registration, admission and transfer procedures, and the statistical analysis and returns required by the Headteacher, trust and DfE.

- Monitor and coordinate the care, maintenance and improvement of buildings, technology, equipment and grounds, working with the Health and Safety representative to safeguard the health and safety of the school community.
- Undertake professional development to keep skills current, and play an active part in the trust's wider SBM network.
- Attend governing body and other professional meetings to report on the school's financial and business activities and support the Headteacher.

Person Specification

Candidates should show how they meet the criteria below in their letter of application. The columns show whether each criterion is essential or desirable.

Knowledge and / or Experience

Knowledge and / or Experience	Essential	Desirable
Experience in a senior or middle management role in education, the public or private sector, in administration, finance and/or HR		✓
Knowledge and experience of financial and budget management procedures and systems	✓	
Knowledge and experience of management and administrative procedures	✓	
Adept at Microsoft Excel; knowledge of IMP, Planergy & Xero, SIMS and/or Civica HR	✓	✓
Knowledge and experience of personnel management, management information systems, databases and spreadsheets	✓	✓
Knowledge of accessing and returning statistical information required by the DfE or similar bodies		✓
Knowledge of relevant legislation (e.g. equal opportunities, health & safety, data protection)		✓
Recognised financial/accountancy qualification and/or professional qualification to degree level or equivalent		✓

Skills / Abilities: Interpersonal

The School Business Manager should be able to:	Essential	Desirable
Analyse information and communicate effectively, orally and in writing, with governors, pupils, staff, parents and outside bodies	✓	
Demonstrate leadership and motivate and encourage teamwork	✓	
Negotiate and consult effectively	✓	
Direct, prioritise, plan and co-ordinate the work of others	✓	
Build, support and work as part of a high-performing team	✓	
Be approachable and flexible	✓	
Develop good relations with staff and other stakeholders	✓	
Devolve responsibilities, delegate tasks and monitor outcomes	✓	
Seek advice and support when necessary	✓	

The School Business Manager should be able to:	Essential	Desirable
Deal sensitively with people, find solutions and resolve conflicts	✓	
Use appropriate leadership styles in different situations and appreciate their impact	✓	

Skills / Abilities: Other

The School Business Manager should also:	Essential	Desirable
Have good decision-making skills, after collecting and weighing up evidence	✓	
Have a high level of ICT skills, in particular Microsoft Office	✓	
Be able to develop new and better practice	✓	
Have good organisation and planning skills	✓	
Be able to manage and prioritise a range of demands	✓	
Have proven experience in a management role	✓	
Have experience of change management		✓

Attributes

Attributes	Essential	Desirable
Flexibility and a willingness to adapt to changing circumstances	✓	
Resilience, enthusiasm and energy	✓	
Honesty, reliability, integrity and commitment	✓	
Intellectual ability	✓	
A sense of humour and perspective	✓	
A commitment to professional development and further training	✓	

Equal Opportunities

Equal Opportunities	Essential	Desirable
Awareness, understanding and commitment to equal opportunity and anti-racism in service delivery and employment practice	✓	
Awareness and knowledge of disability discrimination policy	✓	
A willingness to share expertise with colleagues and support their development	✓	

Work-Related Circumstances

Work-Related Circumstances	Essential	Desirable
Willing to undertake further training and development to enhance service delivery	✓	
Willing to share information and expertise with other staff	✓	

How to Apply



Please read the job description and person specification closely. The interview process will give you further opportunity to expand on your skills and experience.

For an informal discussion about the role, please contact Kier Glover at kierglover@cheshireacademiestrust.co.uk.

To arrange a visit, please contact the school office on **01829 752811** or admin@kelsall.cheshire.sch.uk. Applications are made through the MyNewTerm portal; details of deadlines and other information can be found on the school and Cheshire Academies Trust websites.

Safeguarding

Cheshire Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, volunteers and third parties to share this commitment. Safer recruitment practice and pre-employment checks will be carried out before any appointment is confirmed, including references sought prior to interview. Shortlisted candidates must provide evidence of qualifications at interview, and a satisfactory enhanced DBS check will be completed before appointment. The school may carry out social media checks on shortlisted candidates, in line with the current edition of Keeping Children Safe in Education.

We warmly welcome applications from every suitably qualified member of our community. We're unable to provide feedback on shortlisting. If you haven't heard from us within two weeks of the closing date, your application has been unsuccessful on this occasion.

Key Dates

Closing date	13 th October 2026 at 12pm
Interviews	20 th October 2026

We reserve the right to close the advert early. Adverts close at 12.00pm on the advertised closing date, or on the day a decision is taken to close early.