



Stobhillgate and Morpeth All Saints *CofE First Schools* School Business Manager Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust educates over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of providing an excellent education service to their local populations. We are seen locally as a centre of

educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

Job Advert

Stobhillgate and Morpeth All Saints CofE First Schools
Part of the Cheviot Learning Trust
Headteacher: Miss Lucy Howells and Mrs Kirsty Frayne
(Acting Headteacher)

Job title: School Business Manager

Pay scale: Band 8, £39,862 – £44,075 FTE, £36,157.90 pro rata

Responsible to: Chief Financial and Operations Officer

Terms: Term time only + 15 days

Start date: 1st September 2026

The Trust has an exciting opportunity at Stobhillgate and Morpeth All Saints CofE First School that would appeal to a highly skilled School Business Professional who is ready to move on with their career development.

The schools are part of the Cheviot Learning Trust. Whilst the schools within the Trust are separate with their own unique identity, there is one engaged and supportive Board of Trustees to whom each school reports.

Our Trust can offer you:

- An opportunity for you to make a real difference to our students, staff and schools.
- A supportive Trust community.
- A welcoming and enthusiastic environment with a talented and dedicated staff team.

The successful candidates will need to have:

- A passion for professional service provision
- Fantastic resilience with a real 'can-do attitude'
- A willingness to go over and above the call of duty
- Evidence of continuing and recent professional development relevant to the post
- Proven ability to make a positive impact in leading business services and successfully developing effective systems

- Proven record of raising standards
- Experience in promoting highly effective communications within and between teams and other stakeholders in the Trust community
- A great sense of humour.

The Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Further details and an application form are available by accessing the job vacancies section of our website (<https://www.cheviotlearningtrust.co.uk/vacancies>) or by emailing s.mungall@sfs.cheviotlt.co.uk.

Closing date: Monday 15th June 2026 at 12 noon

Shortlisting: Tuesday 16th June 2026 (am)

Interviews: Tuesday 23rd June

Completed applications should be returned via email directly to s.mungall@sfs.cheviotlt.co.uk by 12 noon on Monday 15th June 2026.

Job Advert Continued

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed.

Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities, and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. [This policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

Further details and an application form are available by accessing the job vacancies section of the [trust website](#).

Completing an Application Form: Application forms can be downloaded from the school [website](#).

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in Google

If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app



Job Description

Job purpose

To contribute to continuously improving the effectiveness and performance of the school by:

- Ensuring the effective management of the Core Budget and associated Project Budgets.
- Establishing, developing and implementing mechanisms for the promotion of partnership and communication with all Stakeholders.
- Developing information sources and systems relevant to the work of the school.
- Developing, co-ordinating, implementing and monitoring policy and performance management.
- To promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.
- To be responsible for the Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management/Facility & Property Management/ Health & Safety Management of the School as directed by the Headteacher.

Staff

- Direct line management of associate staff

Finance

- Day-to-day control of the school budget

Physical

- Responsibility for the accuracy and security of the school databases and website

Clients

- Extensive involvement with and shared responsibility for Service Users and Partner organisations etc. Providing relevant advice and information to staff and the governing board.

Duties and key result areas

Budget Management

- To be responsible for the effective day-to-day operation of the school budget and separate project budgets.
- To monitor the delivery and progress of projects, in terms of financial performance and outputs, taking responsibility for remedial action, if necessary, in agreement with the Headteacher, CFOO, CEO and funding partners.
- To evaluate and advise on best value with relation to service level agreements and all contracts.
- To be responsible for identifying efficiencies, income generation, external funding opportunities and ensuring the overall smooth running of all business.
- Conduct financial appraisals and prepare reports/ recommendations

Job Description (continued)

Marketing & Communication

- To develop and manage the school website and associated micro-sites, ensuring all partners realise its value in terms of information provision and promotion of the School, Partnerships, business, programmes and projects across the activity spectrum.
- To represent the school on external bodies and partnerships.
- To manage all communication activities to support the effective and efficient governance and delivery of the school's core business.
- To support the school in achieving its strategic aims, through a range of media and events, including the production of other publicity and information.
- To continually develop the profile of the school.

Information Management

- To support the Headteacher in developing school events and to look at the future progress of the school, paying particular attention to the demographic of the school catchment area and planning for the peaks and troughs.
- To determine the research and information needs of the school and continuously develop a range of information sources and databases relevant to the core business.
- To establish, develop and implement an effective, efficient and user-friendly information management system, to record baseline information regarding school provision, activities and quality standards.

Performance Management

- To support the Headteachers in developing robust and personalised HR systems.
- To lead performance management activity, supporting the effective and efficient governance and delivery of the school's core business as directed by the CFOO.
- To contribute to the performance management systems and to play a leading role, with the other members of the Leadership Team, in proactively preparing for external inspections.
- To contribute to the development and implementation of service standards and continuous improvement.

Facility and Property Management/Health & Safety

- Manage the maintenance of the school site, including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services and equipment.
- Follow sound practices in estate management and grounds maintenance whilst monitoring and assessing the contractual obligations for outsourced school services.
- Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors, and, where appropriate, the Health & Safety Executive.

Job Description (continued)

Generic Responsibilities

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through your role within the structure.
- To model the values, ethos and vision of the Trust.
- To maintain at all times the utmost confidentiality with regard to all financial reports, records, personal data relating to staff, students and other information of a sensitive or confidential nature.
- The post-holder will be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the above duties.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the workplace. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.
- Be aware of and support differences and ensure equal opportunities for all.
- To undertake other duties and responsibilities as required, commensurate with the grade of the post

Work Arrangements

Transport requirements: Required to use own transport to move between schools.

Working patterns: Normal hours but need to also work 'out-of-hours' as necessary.

Working conditions: Normally indoors.

Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

| ESSENTIAL | DESIRABLE |
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| Qualifications and Knowledge | |
| <ul style="list-style-type: none"> • Educated to Degree Level or equivalent level of experience in a large organisation. • Relevant Professional Qualification | <ul style="list-style-type: none"> • Post-graduate qualification in Management or related areas |
| Experience | |
| <ul style="list-style-type: none"> • Substantial experience in a service operation, financial, human resources, or information management role. • Management of systems for measuring performance, assuring quality linked to customer needs/ organisational targets. • Preparation of clear and concise reports, including recommendations. • Devising and delivering on action plans. • Experience of managing staff, budgets and physical resources. | <ul style="list-style-type: none"> • Successful application of Quality Assurance models. • Development of communications strategies within a multi-agency/partnership environment. • Experience of working with local media. |
| Skills and competencies | |
| <ul style="list-style-type: none"> • Excellent communications and interpersonal skills. • Excellent organisational skills and knowledge of systems which facilitate achievement of performance /quality goals. • Good IT skills. • Able to work collaboratively with partners. • Customer focused approach. • Methodical/accurate/thorough but with the ability to be innovative and creative, in order to inspire team members/partners. | <ul style="list-style-type: none"> • Knowledge of the current developments in schools, including Government policies relating to the role of Schools and Local Authorities, etc. |

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| <ul style="list-style-type: none"> • Adept at planning and prioritising resources, including own time. • Listens, consults others and communicates clearly. • Skilled in writing clear and logical reports. | |
| Physical, mental, emotional and environmental demands | |
| <ul style="list-style-type: none"> • Lengthy periods of concentrated mental attention and pressures from conflicting deadlines and frequent interruptions. • Emotional demands linked to investigating situations that could be distressing | |
| Motivation | |
| <ul style="list-style-type: none"> • Customer led. • Committed to a 'total quality approach'. • Self-motivated – able to work alone with minimum supervision. • Team player and committed to sports equity. • Ability to develop and deliver clear work programmes and targets. • Assertive – able to communicate effectively at all levels | |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits