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# APPLICANT INFORMATION

## SCHOOL BUSINESS MANAGER



**Springwell**  
School

SMILE • ACHIEVE • BELONG Wiltshire Way, Hartlepool, TS26 0TB

**Keep In Touch  
With Us**

01429 280600 

[www.springwellschool.co.uk](http://www.springwellschool.co.uk) 

**EXTOL**  
TRUST 



**Springwell**  
**School**

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Dear Applicant,

Thank you for taking the time to look through the following information about our school. We very much look forward to hearing from you as you progress your interest in the post to an application.

It is a privilege to be the Headteacher of Springwell School, an outstanding school where the children are a delight and the hard-working staff and governors are committed to ensure the best possible outcomes for all our children.

Informal visits are welcome and can be facilitated either within, or outside of, the school day. Please feel free to get in touch to arrange a visit if you would like to do so.

Kind regards,

Zoe Westley  
*Headteacher*





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**Springwell**  
**School**  
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# TRUST VISION & VALUES

Extol Trust is an ambitious and collaborative Trust based in the North East of England. The Trust's conception was driven by a passion and a moral belief that all pupils deserve to attend a 'stand out school', where they flourish personally, academically and socially.

We place children at the centre of all we do, aiming to create a climate where excellence flourishes as a result of outstanding leadership, engaging teaching and high quality learning. We are a Trust which works hard to be an employer of choice ; we know we can't have great schools without great staff and we work very hard to recruit, retain and develop our people to be the best they can be.

We place Extol Trust as both a system and civic leader, working with other organisations to advance education for the wider common good. Through the development of purposeful partnerships and true collaboration, we aim to impact not only on our school communities but the wider education landscape. We believe that strong collaborative Trusts should be at the front and centre of shaping education reform.



Mr Craig Nicholson  
CEO





# TRUST VISION & VALUES

Our aims are reflected in our continual commitment to the 'levelling up' agenda within education and the North East communities that we serve. As a collective we are determined that all pupils, regardless of background or where they go to school, have equal access to a high-quality education which equips them with the knowledge, skills and understanding to realise their ambitions and attain their potential.

## OUR CORE VALUES

**Inspiration** Extol is a Trust that inspires all of its schools to be that "stand out school". We constantly seek inspiration from local, national and international initiatives/research. We passionately believe that by investing in our workforce we develop an inspiring, committed and professional team within each school

**Excellence** Extol has a focus on excellence in all that we do. We strive to achieve the very best for our schools and their communities. We know that access to an excellent education opens opportunities for individuals and the community in which they live

**Partnership** Extol knows there is power within a partnership of schools. We believe that a true, inclusive partnership with people driven by the same 'why', allows our family of schools to learn with and from each other.



# OUR SCHOOL

Our school is not just a place for education, it's a thriving and welcoming community where a smile is the norm.

Children have the opportunity to take part in a wide range of additional activities such as cookery, trampolining, sports clubs, residential and performing arts. During their time at Springwell School, children will grow in confidence, develop independence and enjoy learning in a school that goes that extra mile.

The school is blessed to have the most dedicated and passionate Senior Leaders, Teachers and Support Staff who truly care about every single child within our school and who will exceed expectations to ensure that Springwell gives children lasting memories and is an experience through which they will truly flourish.





# ADVERTISEMENT

We are looking to appoint for September 2026 a School Business Manager to work 37 hours a week (flexible working if possible).

The post is term time only + 10 additional days

Band 10 Point 23 - 26

Actual Salary £ 30,509 - £33,031

Springwell School caters for the needs of primary aged pupils with Profound and Multiple Learning Difficulties, Severe Learning Difficulties, Specific Learning Difficulties, Autistic Spectrum Disorders and Social, Emotional and Mental Health Difficulties.

Springwell School, as part of Extol Academy Trust, is committed to safeguarding and promoting the welfare of children. It will ensure that the highest priority is given to following current guidance and regulations to keep the children in our care safe. As such this post is subject to safer recruitment measures and is exempt from the Rehabilitation of Offenders Act 1974 (as amended) and requires an Enhanced check to be made through the Disclosure and Barring Service (DBS).

Visits to the school can be arranged for applicants who have read and meet the person specification.



# ADVERTISEMENT

As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.

Applicants must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English. Applicants will also be expected to provide proof of qualifications.

If you would like to visit Springwell or discuss this post, please contact the Headteacher (Zoe Westley), the Deputy Headteacher (Sam Beacher) or the Assistant Headteachers (Louise Hillan & Caroline Derbyshire). They can be contacted via the school telephone number: 01429 280600.

References will be sought from current and previous employers. Testimonials and open references will not be accepted.

# JOB DESCRIPTION

<b>Post Title</b>	School Business Manager
<b>Overall Purpose</b>	Within the school undertake a significant role in the planning, development and monitoring of business services, administrative systems and/or the management of administration staff, including co-ordination and delegation of relevant activities. The Postholder will have an operational role in respect of Human Resources and Health & Safety. The Postholder will also undertake team working across the Academy Trust. The Post Holder will by invitation attend Leadership and Governor meetings as appropriate and relevant to the role
<b>Responsible to</b>	Headteacher
<b>Administration &amp; Management</b>	<ul style="list-style-type: none"><li>• Lead on the operation, monitoring and evaluation of all computer-based school management and recording systems, and attendant procedures, and ensure the efficient running of those systems.</li><li>• Manage the development and implementation of the school's annual cycle of administration tasks to ensure the business of the school supports its educational vision.</li><li>• Plan, manage, monitor and direct the work of administrative staff.</li><li>• Provide assistance in ensuring that the school is fully compliant with Data Protection/GDPR Regulations</li><li>• Undertake the recruitment, induction, appraisal, training/mentoring of the administration staff as appropriate (this would not be expected to include the responsibility for formal disciplinary activity).</li><li>• Provide detailed analysis and evaluation of data and produce detailed reports and information as required</li><li>• Produce, and respond to, complex correspondence</li><li>• Provide organisational and complex advisory support to staff</li><li>• Lead on the development and implementation of administration systems and services and manage complex administrative procedures.</li><li>• Develop and maintain a detailed knowledge of all the relevant administration policies and procedures in School and be able to advise junior colleagues with regard to the same</li><li>• Take responsibility for the completion and submission of complex returns/information etc., including those to outside and Government agencies (census returns)</li><li>• Manage diaries as appropriate to include arranging meetings, conferences, travel and accommodation as required.</li><li>• Ensuring that the administrative functions of the school are carried out to required standards and deadlines, monitoring the progress of work.</li><li>• Be responsible for health, safety and security in the main office.</li><li>• Work with the Leadership Team in the production of components for the school's administration function.</li><li>• To work with the leadership team in the development and implementation of administration systems and services.</li><li>• Develop administration procedures for the team to follow</li><li>• Responsibility for the effective operation of administrative procedures.</li><li>• When required, deliver training to the immediate team as required with regard to the administrative function using a range of methodologies</li><li>• Maintain records, organise and take notes, where required at formal meetings</li><li>• Ensure that office equipment, stationery and other School Office consumables (including basic maintenance) are ordered in accordance with the Trust's purchasing procedures, including liaising with external suppliers and providers.</li><li>• Undertake accurate data-inputting, word processing and complex IT based tasks, and the manipulation and presentation of data/information</li><li>• Responding to and answering more complicated non-routine queries from parents/carers/the public and School Staff through being able to offer tailored guidance drawing on an understanding of local procedures and protocols, internal policies and external regulations/legislation relating to the queries received.</li><li>• Provide and/or arrange cover for the administration team as and when required.</li><li>• Undertake the activities associated with project management e.g. undertake research and obtain information to inform decision making by senior colleagues.</li><li>• Assist with promotion and marketing activities across the school, including ensuring the school website is compliant</li><li>• Responsibility for the production of the School's annual academic year calendar.</li><li>• Provide assistance with quotations (such as long-term sickness insurance provider)</li></ul>



# JOB DESCRIPTION

<b>Human Resources</b>	<ul style="list-style-type: none"> <li>• Work closely with the Trust's People &amp; Culture manager and follow their advice and guidance in ensuring the school remains compliant in all employment related matters.</li> <li>• Support the Headteacher in the administration of the whole recruitment cycle for all posts across the school, in accordance with the Trusts Safer Recruitment Policy and Keeping Children Safe in Education statutory guidance.</li> <li>• Liaison with the DBS on-line service provider</li> <li>• Undertake the School Workforce Census Survey, and other employer/workforce surveys on behalf of the school</li> <li>• Ensure the "Single Central Register of Staff" is kept up to date at all times.</li> <li>• Undertake and produce an annual pay statement for each teacher</li> <li>• In accordance with the relevant policy and procedure, undertake Part-time Teaching Calculations</li> <li>• Use information provided by payroll to provide monthly sickness absence monitoring information to the Headteacher</li> <li>• Keep a record and monitor all documentation with reference to staff absence</li> <li>• Undertake liaison with Occupational Health Providers, ensuring that referral documentation is fully completed.</li> <li>• Update and maintain a HR File for each employee</li> <li>• Ensure that monthly payroll information is provided within deadlines to the Payroll Provider, and undertake payroll liaison, which includes dealing with queries</li> </ul>
<b>Estates, Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• Work closely with the Trust's Estate Manager and Site Supervisor to ensure all school Health &amp; Safety documentation is kept up to date and accessible for inspection.</li> <li>• Assist in the arrangement for the reception of visitors and to liaise with contractors, agencies and service providers (caretaking, catering, cleaning etc.) as required</li> <li>• Take responsibility for specific areas of premises activity as requested by the school. This may include supporting the organisation of whole-school function events and activities e.g. Parents Evenings, PD Days, Assemblies, Social Events, PSA activities.</li> <li>• To be responsible for the monitoring of service contracts</li> <li>• To contribute to developing School procedure and practice to improve service delivery, which ensure compliance with legislation and/or national standards</li> <li>• Ensuring appropriate risk management arrangements for the school are in place</li> <li>• Monitor school licenses and insurance</li> </ul>
<b>Working with others across School/Trust</b>	<ul style="list-style-type: none"> <li>• To undertake cross organisational team working</li> <li>• Assisting senior colleagues with finding ways of integrating services within the School and across the Trust to achieve efficiencies and improve quality of service delivery.</li> <li>• To be responsible for briefing the CEO, Headteacher and Leadership Team and refer issues to them as appropriate</li> </ul>

*The work of schools changes and develops continuously which in turn requires staff to adapt and adjust. Whilst the main duties and responsibilities of the post are set out above, the job description is not an exhaustive list of tasks and each individual task to be undertaken has not been identified. The duties and responsibilities above should not therefore be regarded as immutable but may change in line with national prescription on teachers' terms and conditions of employment and/or any relevant school improvement priorities set from time to time. Any major changes will involve discussion and consultation with you.*



# PERSON SPECIFICATION

## Essential Criteria

GCSE in maths and English (or equivalent). (A)

Experience of using management systems e.g. SIMS, Bromcom etc. (A, I, R)

Have experience of a range of business functions, i.e. facilities management & Human Resources (A, I, R)

Present clearly a wide range of specialised information to both school staff and others, including LGB and Trustees (I, R)

Demonstrate a proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice. (A, I, R)

Demonstrate an ability to lead and manage the work and outcomes of other people as well as working in a team (A, I, R)

Show that they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail (A, I, R)

Problem solve and create innovative solutions. (A, I, R)

Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft. (A, I, R)

Demonstrate significant experience of a range of general administrative functions within an office environment (A, I, R)

Ability to effectively work with sensitive and confidential information/data (A, I, R)

Ability to produce minutes of both formal and informal meetings (A, I, R)

Knowledge of GDPR policy and procedure (A, I, R)

A calm and organised nature.

Excellent verbal and written communication skills.

Excellent time management and organisation skills.

A flexible approach towards working practices.

High expectations of self and professional standards.

The ability to work as both part of a team and independently.

The ability to maintain successful working relationships with other colleagues.

High levels of drive, energy and integrity.

A commitment to equal opportunities and empowering others.

Have experience or understanding of working with children with SEND

The successful candidate will be:

- Committed to promoting high-quality care to pupils.
- Dedicated to promoting their professional development and achieving desired qualifications.
- Able to plan and take control of situations.
- Committed to contributing to the wider school and its community.
- Capable of handling a demanding workload and successfully prioritising work.
- Professionally assertive and clear thinking.

## Desirable Criteria

Have a recognised business qualification (A)

Educated to degree level (A)

Hold a level 4 Diploma for School Business Managers or equivalent, or willingness to obtain one (A)

Experience of working in a school (A, I, R)

Previous experience as an SBM (A, R)

Experience of maintaining budgets (A, I, R)

Capacity for, and interests in, enhancing further personal development.

\* Experience of applying for school grants, fundraising and submitting bids

A – Application I – Interview R - References





# APPLYING

## **Requesting an application form**

Application forms and further details are available to download from the school website  
<https://www.springwellschool.co.uk/vacancies/>

Personal information provided on application forms will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions. Please review our Privacy Policy at <https://www.springwellschool.co.uk/gdpr/>

## **Completed application forms**

Please email completed application forms to:  
**office@springwell school.co.uk** or post to Springwell School, Wiltshire Way,  
Hartlepool, TS26 0TB by the closing date specified.

**Closing date for applications:** Friday 5<sup>th</sup> June 12pm 2026

**Shortlisting:** Tuesday 9<sup>th</sup> June 2026

**Interviews will be held on:** Thursday 18<sup>th</sup> June 2026