

School Business Operations Manager



EVERYONE Matters
EVERYONE Helps
EVERYONE Succeeds



PROUD TO BE A MEMBER OF
EVERYONE MATTERS
SCHOOLS TRUST

Principal's welcome

As Principal of Rainford High and CEO of the Everyone Matters Schools Trust. I am passionate about making Rainford High the best possible school for the young people who come here. This school is an inclusive and continually improving school, we are moving towards our goal of achieving excellence. As part of the Everyone Matters Schools Trust our aim is to build a legacy of excellent education for all our children and our community.

Our school has a clear ethos that **Everyone Matters, Everyone Helps and Everyone Succeeds**. This means we expect our community to be polite, kind and respectful, make sensible choices and work hard. To ensure **Everyone Matters** we are compassionate, understanding and ethical in how we operate as a school and trust. We understand that as a community we are an interconnected team and - put simply - we improve every day when **Everyone Helps**. We value the importance of hard work and the ability to keep going and overcome challenges as this means **Everyone Succeeds**.

Schools are fantastic places because they are about making dreams a reality. I believe young people can achieve anything that they want but they must underpin their dreams with a solid foundation of hard work, respect and honesty. It is Rainford High's job to prepare its young people for the future. I believe that the same applies to our staff we want them to be the best they can be and be happy, proud and fulfilled as part of our school community

We are looking for a special kind of person who wants to be part of community, live our ethos and make a difference to everyone who is part of the school and the trust. We believe that better people make better teachers, and we want the best people to work as part of our very special school community



Principal
Ian Young

Role overview

School Business Operations Manager

Salary: NJC Grade 9-10. Actual Salary £39862-£45091
Hours : 37 hours per week
Contract: Full time, Full Year
Reporting to Headteacher

Closing date: Friday 5th June @ 12pm
Interviews: TBC
Start Date: Monday 1st September 2026

Main Purpose

The School Business operations Manager is responsible for managing the strategy and operation of the business functions of our school, including the management of Health and Safety, Human Resources, Exams, Compliance and Administration. They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

This role will also include acting Personal Assistant to the Headteacher.

Our School

Rainford High is an inclusive, inspirational and aspirational school community that prides itself on being truly comprehensive providing a great all-round education for our community.

We offer a broad, balanced and enriched curriculum that exceeds the National curriculum across key stage 3, 4 and 5. We are proud that we try to excel in all areas of school life including sport, the Arts, STEM and community work to make sure that all our community benefit from being part of Rainford High.

The students and staff are key to making Rainford High a special place that is compassionate, understanding and kind as well as being focused on achieving the highest standards for everyone in everything we do.



The Trust



EVERYONE MATTERS SCHOOLS TRUST

We are a trust that is passionate about making a difference to every child and person in the community we serve. We work tirelessly to ensure we have great schools made up of great people supported by the trust to provide a great educational offer for every child who attends one of our schools.

Our mission is to improve every person's life and their opportunities

Our trust culture is based on our humanity and the principles of compassion, generosity and kindness. We are proud of the trust's ethos and vision:

Everyone Matters: we strive for all our partners to be happy and successful schools within our trust community based on our culture of compassion, generosity and kindness.

Everyone Helps: we work together to make great choices for our schools and our children to create an interconnected community of team members who do the best for children, staff and our community.

Everyone Succeeds: we work tirelessly together to overcome the challenges we face to invest in our schools, so all our schools, children and team members are successful.



www.rainford.org.uk

Job description

Rainford High is more than just a school; it's a place where Everyone Matters, Everyone Helps, and Everyone Succeeds. Join us in shaping a brighter future for the next generation.

The purpose of this job role is to provide day to day operational support of the running of the school. This role is directly line managed by the Director of Business and Finance.

Leadership and strategy

- Be responsible for line-managing some areas of support staff, including supporting the Director of Business and Finance with carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Assist the Principal and Director of Business and Finance with Implementing a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- Attend leadership team meetings when required and report to governors where appropriate
- Work with the Headteacher on a daily basis to support and assist in the administrative aspects of their role and responsibilities
- Manage the schools Lettings offer including liaising with staff and dealing with any queries
- Comply with financial reporting requirements set by the Trust Financial Handbook
- With support from the Trust, have an overview and input on procurement processes and tenders
- Lead the internal and External Examinations process for the school.

Human resources

- To oversee the recruitment process for all jobs within school.
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and communicate outcomes and communicate changes to the Trust HR team.
- Advise on HR issues within school and liaise with the Trust HR Team
- To keep accurate HR records
- To attend and minute meetings when required
- Facilitate Occupational Health Reviews as and when necessary
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Completion of the school's workforce census
- To monitor sickness absence across the school and report back to the Director of Business and Finance
- To run whole school cover

Health and safety

- With the Principal, Director of Business and Finance and PFI team, supervise the maintenance and compliance of the school site
- Manage the school's compliance with health and safety regulations and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety, and other relevant training for staff
- Act as the responsible person for accident reporting
- Liaise with the PFI provider ensuring the requirements of the school are met
- Liaise with the site team ensuring school events are catered for.

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Have an input to the school's risk register

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the Headteacher and Governing Body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- To support the operational and strategic needs of the headteacher

- To organise the diary of the Headteacher and provide support, when required, with the minuting of meetings

Exams Management

- To line manage the exams team within the school, providing guidance and CPD where necessary
- To ensure invigilators are fully trained and compliant with school processes
- Understand the regulations and requirements of all examinations held by the school, both internal and external
- Comply with all JCQ and awarding body regulations and keep up to date with any changes to these
- Contribute to development and review of examination-related school policies
- Work with the SENCO to ensure appropriate access arrangements and reasonable adjustments for appropriate pupils

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment

Notes:

This job description is current at the date shown, but, in consultation with you, may be changed by the principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Rainford High School is an Equal Opportunities Employer and positively welcomes applications from all people regardless of their sex, creed, marital status, race, age, disability, gender identity, sexual orientation or religious belief.

Rainford High School is committed to safeguarding and promoting the welfare of children. Post holders must receive a satisfactory enhanced DBS check before taking up the post and undertake a minimum of three-yearly checks.

Rainford High School is committed to promoting positive mental health and emotional well-being to our student body and to every member of our school staff. We pursue this aim through the use of effective policies and procedures within a safe and supportive school/work environment

How to apply

The Everyone Matters Schools Trust Mission is to make a difference to every person so that we improve their life and opportunities. The Trust is working hard to make a difference to staff workloads by investing time, technology and support to make Rainford High a great place to work. For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school. If you believe you are good enough and can meet the standards, maybe Rainford High is the school for you.

Benefits of working for the Everyone Matters Schools Trust

- Flexible working Opportunities
- Development opportunities within the trust
- Long Service awards
- Cycle to work scheme
- Holiday buying and selling scheme (support staff)
- Generous Annual Leave Package (support staff)
- Access to the Employee Assist Programme
- We look forward to receiving your application.

The school is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees and volunteers to share this commitment, and staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhance DBS check.

Application forms can be downloaded from the Rainford High School website at:
<https://rainford.org.uk/about-us/vacancies/>

Completed application form and supporting letter should be returned to my Personal Assistant, Mrs Julie Kershaw, J.Kershaw@rainford.org.uk. We look forward to receiving your application

Guidance

Application forms and letters should be typed in Calibri font and size 11.

Your letter of application should outline:

- Your experience
- Your qualities
- Any impact you have been able to show in previous roles
- How you believe you would contribute to our team
- Why you would want to work at Rainford High School as part of the Everyone Matters Schools Trust.

Please include two referees one of whom must be your present or most recent employer.

We would recommend that application forms are submitted prior to deadline by at least two hours to allow for any issues that can occur with email and communication devices.