

JOB DESCRIPTION

Job Title: Trust Business Manager
Reporting to: Executive Headteacher

Grade: Grade K/L (depending on experience)
Salary Range: £45,091 - £60,771
Hours: 37 hours per week/52 weeks per year

JOB PURPOSE

- The Trust Business Manager is one of the Trust's leading support staff professionals and assists the CEO in ensuring that the Trust meets its educational aims.
- The Trust Business Manager will provide strategic and operational leadership across the Trust's support services, ensuring effective strategic management of HR, Estates, Health & Safety, Events, and Day-to-Day Operations. As a key member of the Trust's leadership team, they will work collaboratively with senior leaders, trustees and external partners to deliver efficient systems that enable high-quality education and excellent outcomes.
- The Trust Business Manager will work closely with the Finance Manager to ensure best value for money for procurement and services used by the Trust.
- The Trust Business Manager is responsible for leading and managing improvement projects relating to the functions of the role and is responsible for the operational management of the trust schools during school holidays.

MAIN DUTIES AND RESPONSIBILITIES

Human Resources (HR)

- Lead and line manage the Trust's HR team, ensuring high standards of service delivery across all schools.
- Provide strategic direction for HR, aligning policies and practices with Trust priorities and statutory requirements.
- Oversee recruitment, on boarding, contracts, and compliance, delegating operational tasks to the HR team while maintaining accountability.
- Support and develop HR staff, fostering a culture of professional growth, collaboration, and continuous improvement.
- Advise senior leaders and Trustees on workforce planning, employee relations, and organisational development.
- Ensure accurate HR records, reporting, and data analysis to inform decision making and compliance with external bodies.

Estates & Facilities

- Oversee the site teams across the schools in the Trust who are responsible for maintenance, security, and development of Trust buildings and grounds.
- Manage contracts with external providers, ensuring value for money and compliance
- Lead on sustainability initiatives and long-term estate planning.
- Ensure facilities are safe, accessible, and conducive to learning.

Health & Safety

- Oversight of the Trust's Compliance and Health & Safety lead, ensuring compliance with legislation and best practice.
- Develop and implement policies, risk assessments, and emergency procedures.
- Provide training and guidance to staff on health and safety responsibilities.
- Monitor and report on incidents, audits, and inspections.

Events & Community Engagement

- Coordinate Trust-wide events, including staff training, parent engagement, and community activities.
- Support the organisation of student enrichment programmes and celebrations.
- Ensure events are well-planned, safe, and aligned with Trust values.

Day-to-Day Operations

- Lead the operational running of the Trust, ensuring systems and processes are efficient and effective.
- Manage administrative teams across schools to ensure consistency and high standards.
- Oversee procurement, contracts, and financial controls in collaboration with the Trust Finance Manager.
- Provide regular reports to Trustees and senior leaders on operational performance.

PROFESSIONAL VALUES AND PRACTICE

- Have high expectations of all students encouraging them to live our school motto – 'Personal Excellence and Collective Responsibility'.
- Respect students' social, cultural, linguistic, religious and ethnic backgrounds.
- Build and maintain successful relationships with students, treating them consistently, with respect and consideration and to be concerned for their development as learners.
- Demonstrate and promote the same positive values, attitudes and behaviour that are expected from students and as outlined in the NAT Staff Code of Conduct.
- Work collaboratively with colleagues to meet the needs of all students (inc SEND students).
- To play a full role in the life of the school community.
- Carry out all aspects of the role effectively and to seek help, advice or guidance as necessary.

STAFF DEVELOPMENT

To take part in the school's staff development programme by participating in arrangements for further training and professional development.

- To continue personal development in the relevant areas.
- To engage actively in the Performance Management Review process.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

SCOPE OF JOB (Budgetary/Resource Control, Impact)

- Line Management for: HR Team, Site Managers, Office Managers, Compliance Officer, MIS Manager
- Budgetary responsibility for: Site works and capital projects.

OTHER SPECIFIC DUTIES

To be responsible for ensuring that the Trust's Safeguarding policy is adhered to, ensuring concerns are raised in accordance with this policy, including logging information on CPOMs.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager or Headteacher to undertake work of a similar level that is not specified in this job description.
Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all written and spoken aspects of the role with confidence in English will be required. Conversing at ease with the public including students, answer questions and provide advice, including the use of appropriate specialist terminology relevant to the job role/profession and where necessary for an extended period of time.

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

Date: December 2025

Safeguarding Statement:

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The post holder is responsible for ensuring they adhere to the School's Child Protection Policy and that any concerns are raised in accordance with this policy. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant pre-employment checks.

PERSON SPECIFICATION

Job Title: Trust Business Manager

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications, Training and experience	<ul style="list-style-type: none"> • Minimum educational qualifications of 5 A* - C grades at GCSE or equivalent • Minimum of 2 Level 3 qualifications (A Level or equivalent) • Experience of operational management in a large organisation (minimum of two years required) • Experience of line management of staff. 	<ul style="list-style-type: none"> • A recognised relevant business management qualification and/or membership of a professional body • Relevant degree or equivalent • NEBOSH qualification • CIPD (HR) qualification • Experience of working in a school or academic environment.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • To be able to demonstrate strong effective leadership and management skills with experience of project management and strategic planning including business planning and the ability to make a strategic contribution to the Trust's wider leadership team. • To be able to demonstrate strong leadership skills and have the experience of identifying clear goals and delivering positive outcomes through effective performance management arrangements. • Knowledge of data protection (GDPR) and understanding of the importance of maintaining confidential information. • Advanced and developed understanding of procurement procedures and processes. • Full working and in-depth knowledge of relevant policies/codes of practice and legislation, including detailed knowledge of administrative statutory reporting requirements in schools in relation to Health and Safety Law. • High level of computer literacy including in-depth knowledge of MS office – Outlook/ Word/ Excel – and MIS (Management Information System) ACCESS preferred • Understanding and knowledge of the importance of safeguarding / child protection when working in a school setting. 	<ul style="list-style-type: none"> • Knowledge of premises management statutory requirements as applied to schools.

	<ul style="list-style-type: none"> Analysing information from a number of sources and resolving problems using own initiative. The ability to exercise training and motivational skills in relation to team members. Ability to liaise with school employees, school leadership team and external agencies at all levels. 	
Work-related Personal Qualities	<ul style="list-style-type: none"> Strategic thinker – able to see the bigger picture and align operations with Trust priorities. Resilient and adaptable – thrives under pressure and responds positively to change. Decisive leader – confident in making informed decisions and taking responsibility for outcomes. Collaborative communicator – builds strong relationships with staff, governors, and external partners. Empathetic and approachable – values staff wellbeing and fosters a supportive culture. Organised and detail oriented – demonstrates meticulous attention to detail in planning, reporting, and compliance. Commitment to high quality – sets and maintains consistently high standards across all operational areas. Problem solver – proactive in identifying challenges and delivering practical solutions. Innovative mindset – embraces new technologies and systems to improve efficiency and impact. Integrity and professionalism – acts with honesty, discretion, and fairness at all times. Motivational presence – inspires confidence and commitment in teams, encouraging continuous improvement. Accountability – takes ownership of responsibilities and delivers consistent results. Commitment to inclusion – champions equality, diversity, and safeguarding across the Trust. 	
Other Work Requirements	<ul style="list-style-type: none"> Suitability to work with Children Fluent in spoken and written English to an appropriate level for the role. Right to work in the UK. 	