



Business Operations Manager

together resilient ambitious caring



Welcome from the Headteacher

Dear Candidate

Thank you for responding to our advert for the position of Business Operations Manager at Titus Salt School, I hope you find all the information you need in this booklet to support your application. I wanted to take this opportunity to introduce myself and the school and assure you that should you be successful in applying for the role you will enjoy the full support of an ambitious SLT, superb staff and an excellent team of Governors. More importantly you will have the opportunity to work with an inspirational pupil and student body full of character, talent and potential.



Titus Salt is a fantastic school where everybody is valued and cared for, and I am incredibly proud to lead such a wonderful institution.

I passionately believe that Education is the single most important factor in both enabling young people to achieve of their full potential and ensuring equality of opportunity for all. It is in this spirit that we seek to appoint an inspirational and ambitious Business Operations Manager to help drive forward the next stage of our development.

At Titus Salt School we enjoy an excellent reputation for the quality of education we provide and pride ourselves on our ethos which is summarised in our TRAC values, Together, Resilient, Ambitious and Caring.

Inclusivity and Ambition for all define us and we strive hard every day to give the best opportunities to every child in our care. Titus Salt School is proud to serve the community now as it has done for over 150 years.

Please take your time to read through the application pack and if you have any questions please do not hesitate to get in touch.

Phil Temple
Headteacher





Overview



Titus Salt School is an exciting school in which to work with a friendly and supportive body of staff. We have a well-established model of distributed leadership that provides support and challenge for all members of staff. All faculties have a close link with a member of the Senior Leadership Team to ensure our model is effective in practice. The successful candidate will be working in an environment where teaching and learning is at the heart of all we do. They should have the ability to be flexible in approach, work well as part of a team and be willing to bring fresh and positive ideas to the school. In return we offer excellent

opportunities for in-service training, practical and considerate support, and genuine and exciting career development through an engagement in forward thinking, evidence-based, educational practice.

Senior Leadership Team (SLT)

Phil Temple	Headteacher	
Hannah McKenzie	Deputy Headteacher	Pastoral and Wellbeing
Claire Willis	Deputy Headteacher	Curriculum/Quality of Education
Richard Field	Assistant Headteacher	6 th Form and Staff Development
Philippa Jervis	Assistant Headteacher	Inclusion
Max Robinson	Assistant Headteacher	Learning Facilitator
Greg Trusselle	Assistant Headteacher	Behaviour and Attitudes
Alison Robinson	Assistant Headteacher	Quality of Education - Achievement

As a Senior Leadership Team, we have established a clear rationale for our work – to promote inclusion in a context of comprehensive school principles, where all have opportunities to achieve their best. Titus Salt is a school with tremendous potential.

Senior Leaders

To support the focus on continued school improvement the Governing Body approved several Business Case proposals to increase capacity, plan for succession and meet the demands of the school's Recovery Plan. The roles and responsibilities include:

Gemma Longbottom	Senior Leader SENDCo
Martyn Redhead	Senior Leader Director of Sixth Form





Our ethos and values



Our focus as a school is on providing high quality learning opportunities to allow all pupils to achieve; in an ever-changing educational landscape our mission is very clear and is summarised as:

together - resilient - ambitious - caring

“together we can make a difference; resilient to change; ambitious to excel, caring for the lives of individuals.”

We regard achievement and success as a broad scale, from participating in Sports Day and breaking school records to having 100%

attendance, from achieving a personal best to being finalists in the Big Bang, from winning the national First Story competition to attaining target grades and, on Examination Results Days, we are delighted to have so many happy pupils, proud parents, carers and members of staff celebrating the success of examination outcomes.

It is so rewarding to see and experience the sense of achievement in gaining results for having done the best you can.

Visitors to the School comment upon the friendly ethos and the level of good relationships between members of staff and pupils. Parents and carers are very supportive and respond to new initiatives with enthusiasm. We have a range of support systems in place for both pupils and members of staff: “staff work hard to ensure the best outcomes for young people. They help pupils to become resilient to the many challenges of life. They show pupils what it means to be ambitious for their futures and care for others in the school community” (Ofsted March 2022).

We are very proud of our staff and pupils, especially the progress we have made. The role we are offering is a demanding one, but you will be joining a team that supports one another and enjoys each other's company. The development of all our members of staff is a key priority for us and valuing each other and the contributions made are highly valued.





Introduction to the School



Titus Salt School is a large, dynamic, mixed comprehensive situated at the foot of Shipley Glen, on the Baildon side of the River Aire. Immediately across the river is the model village of Saltaire, a fine example of the industrial architecture of the 19th century. The village and the school are named after their founder, Sir Titus Salt, one of the great Victorian entrepreneurs and philanthropists. We were delighted to welcome back the Salt family to the new school when Denys Salt, great grandson of Sir Titus Salt, took part in a ceremony to place the original seals in the Reception of the new building, and to approve the naming of our Sixth Form after him.

Over the moor above the school is Baildon. Once a small village, it now has a thriving population of 15,920, largely commuting into the nearby cities of Bradford and Leeds. The local landscape is one of natural beauty with the Yorkshire Dales only a few miles away. The school's catchment area encompasses Baildon, Shipley, Saltaire, Wrose and surrounding areas with a population of around 47,000.

Brief History of the School

Titus Salt School was developed from the Salt Factory School, founded in 1868 by Sir Titus Salt for the benefit of the workers in his textile business in Saltaire. The original building in Victoria Road, Saltaire, still stands and is now an annexe to Shipley College.

In September 2000, as part of the Bradford Schools' re-organisation, we changed from a 13 - 18 years upper school of 1,000 pupils into an 11 - 18 years secondary of 1,480 pupils serving the areas of Baildon, Saltaire and East Shipley. Within our mainstream setting we have a School-led Resourced Provision – Amelia Resourced Provision, of thirty places for pupils with moderate and multiple learning needs.

The main 'feeder' primary schools are Sandal, Hoyle Court, Baildon CE, Baildon Glen, Christchurch Academy, Saltaire Primary, Shipley CE, Low Ash, Wycliffe and High Craggs. The school has been over-subscribed for many years; the Governors agreed unanimously to increase the Pupil Admission Number to 250; each year there are Appeals for places and in September 2025 we have a Year 7 of 253 pupils.





An Inclusive Ethos

Titus Salt School (TSS) is much larger than the average-sized secondary school with a mainstream, 30 EHCP place Resourced Provision with currently 32 EHCP pupils with multiple Learning Needs and Difficulties. In addition, there are 75 pupils in mainstream school with an EHCP with the highest level of need being ASD – 31 pupils have an EHCP and ASD as their primary need, 53 pupils have an ASD diagnosis and no EHCP and a further 40 pupils are on the Autism Pathway. The school has a strong ethos of inclusion and champions the principles of comprehensive education. On average, 75% of our Sixth Form pupils apply to university with students studying a broad range of specialism from Veterinary Science at Liverpool University to Economics and Management at the University of Oxford. We also encourage students to apply for Apprenticeships as an alternative route after Sixth Form and recently we have had students gain apprenticeships with various companies including Rolls Royce and GCHQ.

The strategic development of the school seeks to support pupils and students of all abilities through collaboration, partnership, and a multi-agency approach. The school's curriculum meets all statutory requirements and ensures there is a broad and balanced curriculum between academic and vocational courses of study. The school's NEET figures, at the November collection point, have been 0% prior to the impact of COVID-19 and for 2023 was 1.0% - the two pupils were non-PP. Success at Titus Salt School is for all children and young people to achieve.

Amelia Salt Centre

Our Amelia Salt Centre houses our Special Educational Needs Centre, Caroline Salt Centre, Support for Children in Care (CIC) and our Resourced Provision (RP) for pupils with a range of learning difficulties; this was originally a fifteen-place provision but due to its success and the growing demand across the District for mainstream specialist places our RP has increased capacity to a thirty-place setting with demand for it to increase still further.

Mary Salt Centre

The Mary Salt Centre was established in September 2023 as a Nurture provision for pupils in Years 7 and 8 with additional needs and emerging SEND. The focus is on supporting pupils to make an effective transition to the demands of learning in a mainstream secondary school setting. A significant part of the curriculum mirrors mainstream curriculum with elements that are bespoke. The aim is to meet learning need and accelerate this, so pupils on the Nurture programme have opportunities to develop and access mainstream as they progress through the school.

Helen Salt Centre

The Helen Salt Centre is a provision established in September 2023 as part of a partnership programme with Bradford Local Authority aimed at pupils who present with Emotionally Based School Avoidance/Refusal (EBSA/R). The school has a strong partnership with Bradford's Medical Needs and Hospital Education Service (MNHES) which has a provision based in Shipley. The aim is to provide pastoral and academic support for children and young people who have anxiety and other mental health conditions. For many of these children and young people school is a trigger for anxiety, so our work is bespoke and incremental.





School Organisation



At present our structure provides 96 members of staff in support and 104 teaching staff including the Headteacher, two Deputy Headteachers and five Assistant Headteachers who constitute the Senior Leadership Team (SLT); in addition, we have two Senior Leaders. The school structure is based upon a Faculty system with Leaders setting the priorities and expectations. Currently there are ten faculties: English, Mathematics, Science, Modern Foreign Languages, DEFT (Design, Engineering, Food, Technology), PE and Outdoor Education, The Arts, Humanities, CBEM (Computing, Business, Economics, Media) and Social Sciences.

Linked into this structure is the pastoral system. Each year group has a Year Leader and an Assistant Year Leader who manage a tutor team for each year group, and there is a Year Teams Manager to support the whole team. Our pastoral teams work closely with our curriculum staff to incorporate oversight of the personalised learning agenda with a clear focus on maximising achievement for all and ensuring a curriculum fit for purpose.

School Operations and Administrative Support

This provision has been increased over the past five years and will continue as we respond to the needs of our children and young people. We already have in place:

Admin Operations Manager Admin Assistant (6) Health Care and Pupil Welfare Leader Attendance Safeguarding Manager Attendance Safeguarding Officer (2) Business Operations Manager Computing and Media Faculty Technician Display Technician Finance Manager Procurement Officer Data Operations Manager Data Officer with Exams Support	Data Officer with Timetabling Exams Officer HR Operations Manager Cover Supervisor (3) IT Operations Manager IT Operations Technician (2) Lettings Supervisor PA to Headteacher/SLT and Governor Link SEND Officer Science Technician (3) Technology Technician (2)
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The School Today

In September 2008 we moved into our Building Schools for the Future (BSF) Pathfinder Building, with accommodation and resources befitting the 21st Century. Every faculty has its own suite of rooms, with break-out spaces, and interactive whiteboards and laptops available in every classroom. Sporting and Performing Arts facilities are extensive and are enhanced by a large, all-weather pitch with access and lighting for community use as well.



We have an enviable record of achievement and a reputation for the quality of education we offer; for the care we show for individuals and for our growing links with colleges and businesses. We are proud of our academic record and our achievements across a wide range of sporting and extra-curricular activities. Our ethos is positive, friendly and courteous with a premium placed upon mutual respect between all members of staff and pupils. We expect high standards from our pupils in all aspects of school life - in academic work, in sport and recreation, in behaviour and uniform.

Our pupils and students have received commendations from Examination Boards at GCSE and A level; pupils have been placed amongst the first five in the country for a range of subject and the majority of our Sixth Form students go on to higher education.

Titus Salt School is an inclusive school and significant investment has been made to develop provisions and resources to target needs. This ensures learning needs are met and that we are ambitious for them and their future. Being inclusive brings challenges in comparison to national benchmarks. We firmly believe meeting individual needs is more important than constructing systems to chase headline figures.

The Curriculum and Setting Arrangements

There are nine teaching groups in Years 7-11, which are set according to subject criteria. This setting is regularly reviewed and revised as necessary. Benchmarking is undertaken through KS2 projections. Transfer information is also used, as well as primary commentaries on ability and progress which have developed significantly with our emphasis on close liaison with all feeder schools.





Key Stage 3

The Key Stage 3 curriculum is developing as a three-year focus on knowledge acquisition and skills development with Year 9 as a bridging year in preparation for being able to apply key skills and knowledge to learning at KS4. Schemes of Learning have been either adapted or re-written to focus on a model of "Competency" to ensure pupils are able and have the knowledge and understanding as well as skills to apply to different learning contexts. Through the work of Faculty Leaders there is a developing focus on research and evidence-based programmes that are impacting on school improvement and pupil progression as they move through a spiralised curriculum.

All pupils' study:

Science, English, Mathematics, History, Geography, German or Spanish, Technology, Computer Science, PE, RE, Art, Music, Performing Arts and Personal Development.

Our approach to changes at KS3 has been to build on the incremental developments already in place. The groups in KS3 mirror the personalised learning pathways at KS4. Many of our pupils arrive with low levels of literacy especially in reading and our Literacy Leader within the English Faculty is developing accelerated learning opportunities. In addition, many of our pupils struggle with the ability to understand and work with numbers and so numeracy remains as a further key priority.





Key Stage 4



We have introduced personalised learning pathways for all our pupils to embrace the more flexible nature of the 14-19 curriculum. Vocational opportunities are being extended using our own provision and in collaboration with a range of other partners. We are continually reviewing new courses to cater more effectively for our pupils. Central to our success is effective targeting and assessment of our pupils' needs and matching that to their own Individual Learning Plan.

Pupils are placed in to sets in core subjects as well as in some other subjects. The majority of

pupils follow GCSE and BTEC courses, with three separate sciences offered to the more able. Pupils are encouraged to take at least one foreign language, but the opportunity exists to take three – French, Spanish and German.

We currently offer vocational courses in Health and Social Care, Business and Computing, Dance, Music, Sports Science and a range of other vocational subjects through our links with neighbouring colleges.

Other subjects are offered to GCSE level – Mathematics, English Language, English Literature, Biology, Chemistry, Physics, History, Geography, Art, Media Studies, RE, Music, Drama, Engineering, Food Technology, Design, French, Spanish, German, Psychology and PE. Other vocational and work-related curriculum activities are offered through a number of projects and schemes, some instigated locally and also through national organisations.

To celebrate attainment and achievement we have introduced unitised certification and Entry Level Qualifications throughout the curriculum.





STEM is a strength of the school, and we are proud that this has been acknowledged through the Excellence in STEM Award – we were the first school in West Yorkshire to have been presented with this award. The appointment of a Leader of STEM ensures we have a focus across the STEM subjects to work collaboratively across the curriculum and in the development of extra-curricular provision and opportunities.

Sixth Form – Denys Salt Sixth Form Centre

The KS5 leadership team rigorously monitors the progress of each individual student and has established high expectations supported by mentor programmes and quick response systems to support underachievement. This is clearly understood by students, parents, carers and members of staff and has proven very effective. Examination performances this year have seen our grades at A*– A above the national average at 27.88% and our A*– B grades at over 50%. Progress outcomes for GCSE English and Maths retakes continue to show improvement; in Maths, students improve by over half a GCSE grade and in English the average improvement in attainment is over one third of a grade. The Leadership in Sixth Form has become more rigorous with a Director of Sixth Form and a Sixth Form Manager who closely monitor student progress and are responsible for partnership work with Faculty Leaders to deliver effective intervention to ensure students are on track to be the best they can be; they also have responsibility for student wellbeing and we are very proud of our pastoral support given to students.

The following A Level courses are offered:

English Language, English Literature, Mathematics, Further Mathematics, Art, Photography, Biology, Chemistry, Computer Science, Criminology, Product Design, Engineering, Economics, French, Geography, German, History, Media Studies, Music, Physics, Psychology, Religious Studies, Sociology, Spanish and Textiles.

The following Vocational courses are offered:

Business, Performing Arts Dance, Health & Social Care, Performing Arts Music, Applied Science, IT and Sports Science.





Activities



Drama/dance productions and musical performances are a feature of school life and many national companies use our school as the focus for theatre workshops. School productions are many and varied. Since moving into our new school, we have had annual productions including Joseph and his amazing technicolour dream coat, Little Shop of Horrors, Jane Eyre, Alice in Wonderland, Beauty and The Beast, The Wizard of Oz, High School Musical, Strictly Musicals and Annie. We have a choir, orchestra, jazz band and smaller ensembles which perform on a regular basis in the locality and further afield.

Our Award Ceremonies celebrate the diversity of our pupils' successes, seeing us move away from one large Presentation Evening to a series more pertinent to each Key Stage.

Various exchanges and visits are undertaken each year with other European countries. We have previously, successfully worked in partnership with Amandus-Abendroth Gymnasium in Cuxhaven Germany as part of a two-year Comenius project which included pupils from different year groups creating an animated film with a professional animator: "The Young Musicians of Cuxaire"; we have recently completed a three-year Erasmus Plus project to produce a Language Learning App – "Appy to Learn"



Sporting achievements and activities have a high profile and we offer a diverse range of opportunities for sport, health and wellbeing; our PE Faculty was revised in 2015 to include Outdoor Education as well as a successful Duke of Edinburgh (DofE) programme – we became a DofE Direct Licensed Centre in 2015 with pupils completing the Gold Award and being presented with certificates at St James' Palace as well as a significant number on the Bronze Award starting at the latter stages of Year 9. We also organise a range of international and UK based trips including skiing and watersports; visits to London to

enhance learning in Media Studies, Art, History, English Science and Economics as well as visits to Edinburgh, Paris, power stations and research centres.





Application Process

Post: Business Operations Manager

Scale: Band PO6 (SCP 39 - 43) 37 hours per week, all year round
Band Special A may be considered for an outstanding candidate (SCP 1-5)

Please complete the application form and additional information/personal statement in support of your application. The personal statement should be no more than two sides of A4 size paper in font size 10.

Partially completed forms will be questioned.

Closing Date for applications: 9:00am on Thursday 13 November 2025

Please return all applications to:

Jane Collett
HR Operations Manager
col@titussaltschool.co.uk

Selection Process: on Thursday 13 November 2025

Interviews will take place on Thursday 20 November 2025

We are afraid that we cannot write to unsuccessful applicants, so if you do not hear from us again, may we thank you for your interest in our school and wish you every success in the future.

We look forward to receiving your application



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Job Description

Post: Business Operations Manager
Scale: Band PO6 (SCP 39 - 43) 37 hours per week, all year round
Band Special A may be considered for an outstanding candidate (SCP 1-5)

The following information is provided to assist staff to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description. It will be reviewed at least once a year as part of the school's Appraisal process and it may be subject to modification at any time after consultation with the post holder. The post holder may be required to take on responsibilities throughout the school as required, at the discretion of the Headteacher - taking notice of training undertaken or by providing it, and appropriate safety factors
- Officers should not refuse to undertake work, which is not specified in this job description, but they should record any additional duties they are required to perform, and these will be considered when the post is reviewed
- As an Equal Opportunities Employer, we require our employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services. The post holder is subject to all relevant statutory and institutional requirements and shall uphold the school's policy in respect of child protection and safeguarding matters
- The school is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition
- This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed

General Remarks

This Job Description has been written with reference to the School business management competency framework and recognises that there is clear, unequivocal evidence of the impact that effective school business management professionals can have within the system, supporting their leadership colleagues in facilitating school improvement, managing change, and achieving significant savings through more efficient resource management. This is a significant role within the support staff structure to ensure the smooth running of the school's business operations, enabling staff and pupils to thrive in an environment with access to excellent resources and facilities.

- The Business Operations Manager alongside other managers within the support staff structure form part of the leadership of the school and have clear responsibilities in supporting its core function
- In conjunction with other support staff managers they contribute to whole school policy decisions on the provision of a coherent educational experience for all
- Support staff managers support our positive ethos by providing and developing relevant and effective organisation of systems within their responsibility area that impact on the effective operations of the school



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Job Description

- In addition to the broad objectives and more specific tasks outlined below support staff managers bear some responsibility for the conduct of staff both within their managerial area and more generally within the school
- Support staff managers support other school Leaders in curriculum development and teaching and learning initiatives
- The Business Operations Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives
- The Business Operations Manager is responsible for the Financial Resource Management; Staffing Resource Management linked to finance and curriculum; Facility and Property Management and Health & Safety Management of the School

Principal Responsibilities

The Business Operations Manager will work in conjunction with a range of staff across the school under the guidance of the Headteacher. The role of the Business Operations Manager is to be the single point of contact for all finance and budget management systems, building operations and systems for Titus Salt School and to manage programmes as directed by the Headteacher. The Business Operations Manager will:

- Be responsible for the management of the school's income and expenditure budgets
- Be responsible for coordinating of all building maintenance and change works within the parameters of the BSF/PFI contract
- Be responsible for contract management
- Be responsible for and supervise school lettings
- Support and encourage the school's ethos and its objectives, policies, and procedures
- Be accountable to the Headteacher, the Full Board of Governors and the Local Authority on all financial and building matters

Range of duties:

Line Management of:

- Finance and Procurement Team
- Lettings Supervisor

Responsibility for:

- Accurate accounting of school budgets and overall finances
- Health & Safety compliance with statutory regulations and reporting
- Partnership and contracts with
 - The Local Authority - Bradford Finance Team
 - BSF/PFI providers
 - The Special Purpose Vehicle (SPV) as a body that manages the BSF/PFI contract arrangements
 - Facilities Management providers
 - School catering services
 - A range of IT services in partnership with IT Operations Manager
- Curriculum Financial Planning in partnership with the Senior Leadership Team (SLT); Staffing reviews in partnership with the HR Operations Manager





Job Description

The following list is not exhaustive but provides detail of the range of duties and responsibilities:

- To be accountable for supporting the drive for improvements in levels of student progress, attainment and achievement across the school through working with teaching and support staff on a day-to-day basis to ensure business operations are effective and have clear impact
- To ensure business operations partnerships with a range of organisations are effective in supporting school improvement and have a positive impact on outcomes
- To plan and design interrogative documents for analysis and information to effectively aid school improvement and development
- To provide information to assist SLT in statutory inspection processes and manage the timely and accurate preparation of statutory returns
- Conduct feasibility studies for various upgrade projects, improvements, and other conversions
- Develop, implement, and maintain policies, procedures, and associated training plans for relevant staff and effective project management
- Establish and maintain, in line with school resources, effective communication systems.
- Management of support agreements/contracts/SLAs
- Pro-active research in order to benefit from sharing best practice with other schools, web research, and personal interest. Make recommendations on products, services, protocols, and standards in support of procurement and development
- Application of best practice in relation to Health, Safety, and Welfare regulations
- To manage a range of systems throughout the school as required by the Headteacher
- To manage other managerial or school operations areas at the discretion of the Headteacher, taking notice of training undertaken or by providing it and taking consideration of appropriate safety factors
- Attend as appropriate, Senior Leadership Team, full Governing Body and Governors' committee meetings

Staffing and Curriculum Management

The Business Operations Manager will work in conjunction with a range of staff across the school under the guidance of the Headteacher:

- To be accountable for supporting financial management of the curriculum by working directly with the Headteacher, HR Operations Manager and Deputy Headteacher with designated responsibility for the school's curriculum
- To support the Headteacher and Deputy Headteachers in strategic decision-making of the use of available teaching and learning provision to support effective delivery of the curriculum to impact on pupil progress and outcomes
- To evaluate information and consult with the SLT and Governors to prepare realistic and balanced budget reports for staffing especially linked to timetabling and student achievement

Financial Resource Management

The Business Operations Manager will work in conjunction with a range of staff across the school under the guidance of the Headteacher:

- To evaluate information and consult with the Senior Team and Governors to prepare realistic and balanced budget reports for school business
- To submit the proposed budget to the Headteacher and Governors for approval and assist the overall financial planning process





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- To discuss, negotiate and agree the final budget
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments
- Provide ongoing budgetary information to relevant people
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
- Identify additional finance required to fund the school's proposed activities
- Seek and make use of specialist financial expertise
- Maximise income through lettings and other activities
- Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return
- Present timely and fully costed proposals, recommendations or bids
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitor the effectiveness and implementation of agreements

Administration Management

The Business Operations Manager will work in conjunction with a range of staff across the school under the guidance of the Headteacher:

- Support the school's development of administrative systems that deliver outcomes based on the school's aims and goals with regard to pupil progress and outcomes
- Support the management of systems and link processes that interact across the school to form complete systems to provide an effective service that meets the needs of the school
- Contribute to the responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Support the development of effective methods and make recommendations to the Headteacher on ways to improve administrative systems
- Support the use of data analysis, evaluation and reporting systems to maximum effect through analysis and review to inform recommendations to the Headteacher on ways to streamline systems to maximise efficiency and avoid duplication
- Support the processes to benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the Government's Education Department, Local Authority and other agencies and stakeholders within statutory guidelines

Facility & Property Management

The Business Operations Manager will work in conjunction with a range of staff across the school under the guidance of the Headteacher:

- To ensure Faculty/Subject needs are met with regard to business operations to effectively deliver the curriculum





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- To ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- To monitor, assess and review contractual obligations for outsourced school services
- To ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
- To seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly
- PFI responsibilities:
 - To ensure the safe maintenance and security operation of all school premises
 - To manage the maintenance of the school site including the purchase and repair of all furniture and fittings
 - To ensure the continuing availability of utilities, site services and equipment
 - To follow sound practices in estate management and grounds maintenance

Health & Safety

- Act as the school's Health & Safety Co-ordinator and support the SLT Fire Officer
- Plan, instigate and maintain records of fire practices
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people
- Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
- Enable regular consultation with people on health and safety issues
- Ensure systems are in place to enable the identification of hazards and risk assessments
- 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
- Ensure the maximum level of security consistent with the ethos of the school
- Oversee statutory obligations are being met for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs

Leadership

With the support of the Headteacher, provide dynamic and inspirational leadership to develop and implement key subject and whole school initiatives by:

- Disseminating and communicating key information to team members
- Holding a thorough overview of the workings of different teams to ensure consistency of approach and standards
- Holding high expectations of different teams, leading meetings and setting appropriate but demanding targets whilst identifying and sharing good practice
- Planning strategically to address a range of departmental and individual development issues
- Participating in maintaining and developing a positive ethos in the school
- Negotiate and influence strategic decision making within the school's SLT
- In the absence of the Headteacher and Deputy Headteachers, take delegated responsibility for financial and other decisions
- Plan and manage change in accordance with the school development/strategic plan





Job Description

Line Management

With the support of the Headteacher, provide dynamic and inspirational leadership to develop and implement key subject and whole school initiatives by:

- Meeting regularly with individuals and teams, in line with the expectations of the Headteacher, to ensure a clear focus
- Participating in the development of the school by contributing to relevant committees and working parties

Supervision and Guidance

Under supervision of the Headteacher and Deputy Headteachers, but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.

Range of Decision Making

To make decisions using initiative where appropriate within established working practices and procedures. To interpret guidelines from other staff on the preparation of documents. The postholder will be expected to use good common sense and initiative in all matters relating to:

- The conduct and behaviour of individuals, groups of pupils and whole classes
- The correct use and care of materials by individual and small groups of pupils
- The safety, mobility (if required) and hygiene and well being of the pupils.

Responsibility for Assets, Materials etc

- To maintain the confidential nature of information relating to the school, its pupils, parents and carers
- Responsible for the safe keeping of office equipment and computer hardware and software and for ensuring that computer data is backed up to the agreed schedule, ensuring compliance with the requirements of GDPR
- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources

Contacts

Internal at all levels, Parents / Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Examinations Boards, Contractors, External Agencies.

Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school



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Job Description

- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teaching and support staff, to support achievement and progress of pupils
- Attend and participate in regular meetings, share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community
- Recognise own strengths and areas of expertise and use these to advise and support others

Appraisal and CPD

The Business Operations Manager will work in conjunction with a range of staff across the school under the guidance of the Headteacher:

- To support CPD monitoring of individuals/groups by specifying areas for development identified through the School Development Plan and with regard to individual needs and aspirations
- Involvement in the Appraisal systems and processes
- Overseeing the effective induction and development of new staff within the areas defined as Business Operations
- Participating in staff development schemes as implemented by the school
- Exploring opportunities to extend own personal development

Fluency Duty

In line with the immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard – for this role the post holder is required to meet the Advanced Threshold Level - The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in School.



together resilient ambitious caring



Personnel Specification

Post: Business Operations Manager
Scale: Band PO6 (SCP 39 - 43) 37 hours per week, all year round
 Band Special A may be considered for an outstanding candidate (SCP 1-5)

Key:
 D = Desirable E = Essential A = assessed at application I = assessed at interview P = Pre-employment check including references

Qualifications and Training	D or E	How Assessed
• School Business Manager specific qualification e.g. CSBM, DSBM, ADSBM or SBD	E	A, P
• Finance qualification e.g. ACA, ACCA, CIMA	D	A, P
• Evidence of continuing professional development and a willingness to continue further development as appropriate	E	A, I
• Other relevant professional qualifications	D	A, P

Experience	D or E	How Assessed
• Proven experience in managing budgets, financial reporting and procurement	E	A, P
• Experience in managing change projects and delivering value for money	E	A, P
• An understanding of procurement, contracts, risk assessment, health and Safety and traded services in organisations	E	A, P
• A background in educational settings or managing similar operational and business services	D	A, I
• Administrative experience including the management and operation of administration systems and procedures, including audits	D	A, P
• Extensive experience using Microsoft Office and complex databases such as SIMS and finance packages with excellent IT skills including the production of detailed and complex reports and spreadsheets	E	A, I



Personnel Specification

• Experience of working effectively with a wide range of external partners	D	A, I
• Experience of producing statutory returns to central government departments/agencies	D	A, I
• Extensive experience of dealing with Payroll matters	D	A, I
• Success in leading a team that demonstrates leadership, management and/or guidance to staff	E	A, P
• Experience of working sensitively and effectively with a range of staff at different levels	D	A, I
• Able to make difficult decisions and follow them through	E	A, I
• Able to demonstrate commercial acumen and understands the principles of best value	E	A, I

Specialist Knowledge and Skills	D or E	How Assessed
• Extensive experience of maintaining complex financial information systems and making payments	E	A,P
• Deep understanding of financial management and accounting procedures, including the Schools Financial Value Standard (SFVS)	E	A, I
• Knowledge and extensive experience of Health and Safety/First Aid/Medical/Fire Safety legislation, regulations and requirements	D	A, I
• Knowledge of school administrative systems, facilities management and data protection regulations (GDPR)	D	A, I
• Knowledge and understanding of Child Protection and Safeguarding legislation	D	I
• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	D	A, I
• Ability to analyse staffing costs against a planned school curriculum	E	A, I
• Able to lead and motivate staff, manage teams and provide strategic influence within the school leadership structure	E	A, I
• Excellent numeracy , ability to manage large budgets and experience with financial software	E	A, I
• Strong written, verbal and presentation skills to communicate effectively with staff, governors and external partners	E	A, I



Personnel Specification

Personal Qualities including Leadership	D or E	How Assessed
• Abides by the framework for Ethical Leadership in Education and the Seven Principles of Public Life (The Nolan Principles)	E	A, I
• Treats people fairly, equitably and with dignity to create and maintain a positive ethos	E	I
• Committed to safeguarding, inclusion and promoting the welfare of all stakeholders	E	I
• Able to plan strategically and operationally, allocate resources effectively and evaluate the work of teams and individuals	E	I
• Make a significant contribution to promote good behaviour and a positive school ethos	E	I
• Excellent time management, ability to prioritise effectively and handle tasks under pressure in a demanding environment	E	I
• High standards of professionalism with regards to confidentiality and discretion	E	I, P
• Willingness to take on other roles and responsibilities within the team	D	I
• Ability to delegate appropriately and support colleagues to achieve shared goals	E	A, I
• Ability to plan strategically and operationally, allocate resources effectively and evaluate the work of teams and individuals	E	A, I
• Prepared to challenge staff and established ways of working in order to move the school forward	D	A, I
• Able to persuade, motivate, negotiate and influence needs and actively seek learning opportunities	D	A, I
• Make a significant contribution to promote good behaviour and a positive school ethos	D	A, I



Equal Rights

Titus Salt School is an equal rights employer. We require our Governors and staff to follow our equality policies and all statutory requirements concerning age, race, religion, sex, sexual orientation and disability discrimination. We respect and protect the rights of people with disabilities both in terms of equal opportunity for employment and access to the school's services.

Disabled Applicants

Disabled applicants are guaranteed an interview if they meet the essential requirements. As an equal rights employer, Titus Salt School is committed to making any necessary reasonable adjustments to the selection process, the job role and the working environment that would enable access to employment opportunities for disabled people. Where a disabled applicant is being assessed the selection panel's decisions will be based on an assessment of that person's expected capabilities once reasonable adjustments have been made.

Safeguarding

We are an equal opportunities employer and are committed to the protection and safeguarding of children and young people in our recruitment procedures. We adhere to statutory guidelines in respect of safer recruitment through a variety of checks which will include online searches on all shortlisted candidates. All posts are subject to an enhanced DBS check and eligibility to teach/work in our school will be checked with the DfE.

Fluency Duty

This role is customer facing and therefore in line with the Immigration Act 2016; all applicants must be able to demonstrate fluency of the English Language to the level defined in the job description.

Rehabilitation of Offenders Act

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020) provides that when applying for certain jobs, certain spent convictions and cautions are protected so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Headteacher

Phil Temple

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