

**Morecambe Bay Academy**  
**Job Application**  
**School Business Manager**



## Welcome from the Headteacher



Dear Applicant,

I am writing to you on behalf of Morecambe Bay Academy, where I serve as Headteacher. I am thrilled to inform you that we are seeking to appoint an exceptional individual to the position of School Business Manager at our school.

This is an exciting opportunity for a qualified and experienced School Business Manager, ideally with experience in a larger school setting. You'll be strategic, organised, and a strong communicator. You will be able to lead teams, manage competing priorities, and ensure our resources are used to their full potential in support of our pupils' education.

As an Ofsted-rated "Good" school, we are on a continuous journey of school improvement, and we believe that the successful applicant for this role will play a crucial part in supporting our efforts. We are seeking a passionate and dedicated individual who shares our vision and values, and who is committed to helping our students reach their full potential.

We believe that every student belongs, believes, and achieves, and we are committed to creating an inclusive and supportive environment where all can thrive. If you share our passion for education and are ready to join our dedicated team, I encourage you to apply for this exciting opportunity. I look forward to receiving your application and the chance to discuss how you can contribute to the continued success of Morecambe Bay Academy.



**Belong | Believe | Achieve**



Visits to the school are welcomed and encouraged. Please email Mrs Georgina Milce [gmilce@morecambebayacademy.co.uk](mailto:gmilce@morecambebayacademy.co.uk) to arrange to visit and tour the school.

Sincerely

Jen Pardoe  
Headteacher

We are committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments made are subject to satisfactory references and to an enhanced Disclosure and Barring Service check.

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**The Bay Learning Trust**

**Our Trust**



The Trust was set up by Ripley St Thomas Church of England Academy in 2017. Ripley is a large Academy with over 1700 students, 400 of whom are in the Sixth Form. The Academy has been graded "Outstanding" in its last two Ofsted inspections. Ripley is a Teaching School and has its own SCITT (School Centred Initial Teaching Training), which was also graded "Outstanding" in 2017. It is also a National Support School.

In 2018 Carnforth High School joined the Trust family, who were then subsequently joined by Morecambe Bay Academy and Central Lancaster High School in 2019.

It has been very exciting to see the development of the Trust over the last eighteen months; we are now able to make a significant contribution to the education of young people in our local area. Our priority is to improve the quality of education in all our schools and so enhance the life chances of our young people. Equally importantly, we want to develop well-rounded and considerate students who will contribute to their local communities and make a positive difference wherever they are. An excellent education is about more than examination results!

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**Morecambe Bay Academy**

## **Our Vision and Values**



### **Vision and values**

Morecambe Bay Academy is where every student belongs, believes, and achieves. We are a thriving community school with a rich history of excellence and big heart. We are dedicated to inspiring and transforming the lives of our students.

Through relentlessly high expectations, excellent teaching, unwavering support, and a culture of hard work and independence, we empower our students to dream big, pursue academic and personal excellence, and make a lasting positive impact on the world around them. At Morecambe Bay, our students find joy in their regular accomplishments, build lasting friendships, and develop into kind, resilient, and compassionate individuals who are proud to call this school their own.

#### **Belong**

We are kind and compassionate  
We are respectful  
We are honest and trustworthy

#### **Believe**

We seek out new challenges  
We are resilient and determined  
We have high aspirations

#### **Achieve**

We work hard  
We pursue excellence  
We persevere

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## Morecambe Bay Academy

### Job Description



<b>JOB DESCRIPTION:</b>	School Business Manager
<b>RESPONSIBLE TO:</b>	Headteacher
<b>GRADE:</b>	£56,316—£62,202 (L6-L10)
	Recruitment allowance for exceptional candidate
<b>Salary:</b>	£56,316—£62,202
<b>Weekly hours:</b>	37
<b>Paid Weeks per Year:</b>	Full Year
<b>Closing Date:</b>	9 am Monday 7 July 2025
<b>Interviews:</b>	Wednesday 16 July 2025
<b>Start Date:</b>	September 2025

#### Job Purpose:

To manage the support function of the Academy, specifically in the areas of Finance, School Administration, Catering, Premises, Facilities, ICT and HR and Payroll. The post holder will be an active member of the Senior Leadership Team to hold strategic responsibility for their respective areas.

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## Morecambe Bay Academy

### Job Description



#### Key Tasks:

To be responsible for all aspects of the Academy's financial systems, working with outside agencies and officials as necessary

- Line management of finance staff
- To produce a balanced budget within funding allocations for each financial year for consideration by the Headteacher and Governors
- Calculation of annual capitation information for departments and providing monitoring and reporting against these during the financial year
- To contribute to the continuing development of robust financial systems and controls to ensure public funds are used effectively and comply with statutory requirements
- Procurement of goods and services, ensuring best value and statutory requirements met
- To contribute to the completion of all statutory returns to the DfE, EFA, HMRC and Companies House, as required
- To contribute to ensuring month end procedures are completed, including regular reconciliation of the financial management system, VAT returns, calculation of accruals and prepayments, payroll reconciliation, bank reconciliation etc.
- Overseeing payroll, ensuring monthly payments are in line with commitments, raising issues with the Headteacher
- To contribute to the development, implementation and monitoring of procurement and value for money procedures
- Monitor the budget to ensure that it is in line with expectations, raising issues with the Headteacher
- Provision of financial information to inform the Headteacher and Governors
- Attending and reporting at Governing Body meetings
- To ensure the school has adequate insurance provision.

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## **Morecambe Bay Academy**

### **Job Description**



#### **To be responsible for all aspects of premises matters of the Academy**

- Line management premises staff
- To oversee all site related activities including compliance
- To oversee school lettings and School Hire
- To lead on the production of the Academy's Premises Development Plan and related projects
- To oversee the development and monitoring of health and safety policies and procedures.

#### **To be responsible for the daily administrative functions of the Academy**

- Line management of administrative staff
- Provide oversight of effective administration systems throughout the academy
- Management of Lancashire Schools' Portal and DfE Portal
- To carry out return to work interviews following staff absence as required
- To manage support staff leave of absence requests and holiday time.

#### **To be responsible for the Academy's facilities, services and contracts**

- Line management of the catering team
- To oversee the development and monitoring of the catering function
- Liaison with contractors
- To secure appropriate contracts to meet the academy's requirements, ensuring compliance with requirements and best value
- To monitor and manage contracts, ensuring contractual compliance and providing value for money
- To have operational oversight of the first aid provision in school
- To manage the grounds maintenance contract or equivalent.

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**Morecambe Bay Academy**

## **Job Description**



### **To be responsible for the Academy's ICT function**

- Line management of the ICT team
- To oversee the development and monitoring of the ICT functions
- Liaison with contractors
- To secure appropriate contracts to meet the academy's requirements, ensuring compliance with requirements and best value
- To monitor and manage contracts, ensuring contractual compliance and providing value for money.

### **To be responsible for the Academy's HR function**

- Line management of the human resources staff
- Calculation and input of contractual and salary details to SIMS Personnel for new staff and amendments to current staff contracts as required
- To oversee the recruitment of Finance, Administration, Catering, Technical, Premises staff and support with teaching staff
- To work with the Headteacher in support staff performance management
- To help to identify professional development opportunities for support staff within budget constraints.

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**Morecambe Bay Academy**

## **Person Specification**



### **Professional Development**

The successful candidate must be prepared to undertake any training as identified in the professional development interview.

The successful applicant will be subject to Disclosure and Barring Service clearance to ascertain their suitability to work with young people. The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment.

**Note: In addition, other duties at no higher a responsibility level may be inter-changed with/added to this list at any time.**

### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Your duties should be discharged in such a manner as to maintain and develop the vision, principles and values of the Trust.

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## Morecambe Bay Academy

### Person Specification



	Essential	Desirable
<b>Qualifications</b>	<p>Educated to level 3 or above (A level or equivalent)</p> <p>Maths &amp; English GCSE at grade C or above (or equivalent).</p>	<p>Evidence of continuous professional development, including SBM qualification</p> <p>Relevant professional qualification at level 4 or above (e.g. finance, management etc.)</p> <p>A recognised accounting qualification (e.g. AAT)</p> <p>IT qualification.</p>
<b>Relevant Experience, Skills and Knowledge</b>	<p>Experience of financial planning, budget setting, monitoring and reporting</p> <p>Experience in the use of financial management systems</p> <p>High level administrative and organisation Skills</p> <p>Must be proactive and able to use Initiative</p> <p>A proven ability to problem-solve and achieve results</p> <p>Excellent written and verbal communication skills</p> <p>Competence in the use of Microsoft Packages</p> <p>The ability to work independently and to a high level of accuracy</p> <p>Experience of working successfully and co-operatively as a member of a team</p> <p>Calm, confident and approachable attitude when dealing with all situations</p> <p>The ability to manage own and others' workloads appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others; also to prioritise, evaluate and manage all areas of responsibility and accountability.</p>	<p>Knowledge of accounting concepts and principles, including Charities SORP</p> <p>Experience of HR procedures and knowledge of employment legislation</p> <p>Management of teams</p> <p>Knowledge and understanding of payroll Processes</p> <p>Knowledge of education funding</p> <p>Experience in the completion of financial Returns</p> <p>Knowledge and understanding of VAT Guidelines</p> <p>Experience of developing, implementing, monitoring and reviewing policies</p> <p>Project management experience</p> <p>Knowledge of Health &amp; Safety legislation</p> <p>Experience of public sector procurement.</p>

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