



**Meole Brace School**

Learning - Respect - Success

## **Applicant Information**

Business and Operations Manager

37 Hours Per Week

Full Time

To start: 2nd June 2025





# Meole Brace School

Learning - Respect - Success

March 2025

Dear Sir/Madam

Thank you for taking the time to consider applying for the post of Business and Operations Manager at Meole Brace School. We are looking for a highly motivated and effective member of staff to lead our Team.

We are a caring inclusive community school. Committed to allowing our students and staff the opportunity to develop and prosper, specifically our key values for a successful education at Meole Brace School are 'Learning, Respect and Success'.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to [recruitment@meole.co.uk](mailto:recruitment@meole.co.uk) by Wednesday 26th March 2025 at 12 noon.

Yours sincerely,

Miss Seema Purewal  
Headteacher



**Headteacher Seema Purewal**

**Meole Brace School**

**Longden Road**

**Shrewsbury SY3 9DW**

**01743 235961**

**admin@meole.co.uk**

**[www.meolebrace.com](http://www.meolebrace.com)**



## About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our school, and we work together as a team to provide a stimulating and high quality learning experience for all.

We have a wide ranging whole-school CPD program, as well as individual pathways. In May 2022 we merged with another local multi-academy trust to form the TrustEd CSAT Alliance, which includes 9 schools, 5 of which are secondary schools. This brings an excellent additional level of opportunity to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

### Recent parent views

*"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"*

*"My son has just completed 5 years at Meole Brace school and received excellent GCSE results . He also has a positive experience at the school and made good connections with the teachers who I feel are dedicated , committed and caring toward the children."*

*"I have two children who have been at Meole and cannot speak highly enough about the school."*

We are very proud of our school, our students and our staff, and we hope that you will want to join our hard working and committed team.



## Advertisement – Business and Operations Manager

**Grade 10 SCP 26-28**  
**£18.73 — £19.67per hour**  
**(£36,124—£37,938)**  
**37 hours per week**

**Required to start 2nd June 2025**

We are looking to appoint an energetic and enthusiastic individual to lead our Team.

The successful candidate will need to have good communication skills and be willing to show flexibility when working as part of a team. They will also need to show an understanding of and commitment to supporting the needs of our students.

Visits are welcomed. We are very proud of our school and would like the opportunity to share it with you on a normal working day.

Further information about the school and an application pack visit our website: [www.meolebrace.com](http://www.meolebrace.com).  
Completed application forms should be emailed to [recruitment@meole.co.uk](mailto:recruitment@meole.co.uk).

**Closing date: Wednesday 26th March 2025 @ 12 noon**

**Interview date: Monday 7th April 2025**

*Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.*

*We are an equal opportunities employer and committed to diversity and gender equality in our hiring practices.*

**Headteacher Seema Purewal**

**Meole Brace School 01743 235961**

**Longden Road admin@meole.co.uk**

**Shrewsbury SY3 9DW [www.meolebrace.com](http://www.meolebrace.com)**





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## Job Description – Business and Operations Manager

### Details of Post

- ▶ Business and Operations Manager
- ▶ School/ Federation/ Academy/Trust: Meole Brace Secondary
- ▶ Reporting to: Headteacher
- ▶ Main Workplace: Meole Brace School
- ▶ Grade and SCP: Grade 10 (SCP 26-28)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements*

*We are an equal opportunities employer and committed to diversity and gender equality in our hiring practices*

### Purpose of Post

As a member of the School's Leadership Team, to work collaboratively with colleagues in School, across the Trust and external partners, to ensure the effective and efficient provision of support services.

To deliver on key strategic and operational responsibilities, including working with colleagues on the strategic planning, organisation and delivery of financial and budgetary management, human resources and school administration, and health & safety and estate management; ensuring that the site, premises, and associated services, are developed to meet the educational aims, objectives and the changing needs of the school.

Working with the Headteacher and Trust central team colleagues, the Business and Operations Manager will line manage local school business operations teams to ensure that Trust policy and procedures are robustly and compliantly adhered to.







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## Job Description – Business and Operations Manager

### 1. Finance and Business Management:

The Trust has a centralised finance function, which reduces the amount of processing required by this post. The post holder, however, will continue to feed operational and financial information into the process of setting the budget, budget monitoring, salary monitoring and year-end to ensure a robust financial operation.

The post holder will lead the school for any delegated financial responsibilities and work with the Trust's Central Finance Team on long term budget planning and preparation, in consultation with the Headteacher, Governors and Senior Leadership Team (SLT).

- Working in conjunction with the Headteacher and Trust central services team to prepare a realistic and balanced annual school budget in accordance with Trust requirements and accompanying capital plans.
- Use the agreed budget to actively monitor and control performance to achieve value for money.
- Collating and reviewing budget bids from subject leaders, assessing outcomes met, advising staff on budgetary allocations, and preparing plans, explanatory papers and appropriate reports as required.
- Identify and report any significant financial variances and identify solutions to resolve any underlying issues.
- Work with the central services team on the monthly management accounts, including financial forecasts and explanations of variances to budget.
- Support the preparation of the financial information for external reporting as required by the Trust.
- Ensure the effective operation of the Trust's financial control procedures within the school, addressing and reporting any issues on a timely basis, adhering to the Trust Financial Scheme of Delegation, Trust Financial Procedures Manual and the current version of the ESFA Academies Handbook.
- Support budget holders and SLT in understanding their budgetary information and respond to budget-holder and SLT queries.
- Liaise with the central services team in respect of financial queries relating to the school.
- Manage and monitor the effective use and security of the school's assets.
- To lead and direct the school's income-generation, including identifying and developing new funding streams and writing bids to secure extra funding for the school.
- To liaise and provide all information required by the Internal and External Auditors.
- Lead subsequent implementation of recommendations.
- To monitor all maintenance contracts for school to ensure efficiency and value for money and prepare any tender documents for renewal or change of contract.
- To ensure leasing arrangements in place are effectively monitored and managed in accordance with Trust guidelines and requirements.

## Job Description – Business and Operations Manager

### 2. Human Resources Operations

- To work and liaise with the Trust's HR Team regarding personnel matters, undertaking and overseeing school level HR administration and the implementation of Trust policies and processes in relation to safer recruitment, DBS procedures and the recording, monitoring and management of sickness absence and payroll.
- Be responsible for ensuring that the School's Information System (SIMS) and the School's Single Central Record are accurate and up to date and oversee the implementation of the School's Visitor Management Policy.
- Be responsible for the indirect and direct supervision of designated colleagues, undertaking performance management as required, and supporting performance management across the school through the collation and monitoring of performance reviews and information.
- In liaison with the Headteacher to oversee and monitor contracts, hours of working of all staff in school and advise the Headteacher accordingly.
- Support the recruitment, management and training of any Apprentices as required.
- To be responsible for liaising and working with the Trust Central Services on HR matters regarding terms and conditions of employment as required, and refer employee relations casework, including the management of ill health, matters of conduct, capability, grievance, or safeguarding allegations to the team.
- To ensure Trust HR policies are disseminated to all staff and ensure there are monitoring procedures in place in order to ensure adherence to the Trust's HR policies.
- Attend all business operations related meetings, contribute and report as required.

### 3. Site Management

- To be responsible to the Headteacher and Local Governing Body for the oversight of maintenance and upkeep of the school buildings, site, and grounds.
- To manage the site at all times including during the school holidays.
- To line manage the site premises team and lettings' personnel.
- To ensure activities of all areas of the school conform to current Health and Safety legislation.
- To manage and control all insurance records.
- Monitor and oversee all contracts for services to the school including service level agreements, negotiating, determining, and monitoring contract specifications to ensure best value.



## Job Description – Business and Operations Manager

- To project manage or work in conjunction with the Trust Central Services Team for larger projects schemes that include refurbishment or developmental work of the premises.
- Under the guidance of the Trust Compliance Officer be responsible for overseeing the preparation of maintenance schedules and efficient operation of all facilities on the property, ensuring that statutory inspections are managed within the correct time frames and compliant with the appropriate legislation.
- Working with the Trust's Central Services Team, be responsible for the development and implementation of appropriate management plans, including the Premises Development Plan and the Asset Management Plan, and implement risk management and loss prevention strategies in the school.

### 4. Health and Safety Management

- In conjunction with the Headteacher, have delegated responsibility for health & safety and its co-ordination across the school, ensuring that statutory requirements are met, including responsibility for health & safety development and implementation and review of school policies and procedures in partnership with Trust colleagues.
- Through liaison with the Site Premises Team, and in co-operation with the Fire Service, be responsible for the installation and maintenance of equipment for protection against and escape from fire. To keep records of and to ensure regular fire practices and alarm tests. To ensure emergency procedures are current and timely.
- To lead on all accident and assault reporting and investigations, liaising with the parents and the Trust as necessary.
- To work with colleagues to ensure that the school is compliant with health & safety legislation.
- To work with the Trust Central Services Team to maintain and update the Business Continuity Plan and the Risk Register.
- To ensure that the Health & Safety Policy is regularly updated, adhered to, and put into practice.

### 5. Whole School Administration

- To establish and maintain appropriate internal communication, team meetings and briefing sessions, administrative and clerical support procedures, and record systems throughout the school, including the administration and operation of related IT systems.
- To organise, as required, various elections within the school (e.g. staff and parent representatives on the Governing Body).
- Through supervision of the Administrative Team, ensure statistical returns to the DfE, Local Authority, the Trust and other outside agencies as required by the Headteacher.







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## Job Description – Business and Operations Manager

- Through the supervision of the Administrative team ensure that the school's electronic payment system and messaging system is operating to its full potential and well maintained.
- Work with colleagues to secure the school's compliance with Data Protection Regulations and to respond to Freedom of Information (FOI) requests; referring FOI requests which relate to staffing to the Trust's Central Services Team.
- To lead on the school's GDPR and Data Protection responsibilities.

### 6. Other Duties

#### Work Demands

- Be able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.
- Ensure that strict confidentiality is maintained at all times.

#### General Expectations

- Develop and maintain working relationships with other professionals.
- Contribute to the management of student behaviour and security.
- Review and develop your own professional practice

#### Expectations of Jobholder

- Be aware of and comply with Trust policies, as well as individual school policies and procedures.
- Be committed to safeguarding and promoting the welfare of children and young people.
- Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.
- Demonstrate professionalism towards sensitive and confidential information.
- Comply with and promote Health & Safety policies and procedures and to undertake recommended Health & Safety training as and when necessary.
- Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.
- To undertake any other duties in relation to the smooth day to day operation of the school. These to be agreed with the Headteacher.



## Job Description – Business and Operations Manager

### Supervision and work planning

- This post will be line managed by the Headteacher and will work closely with the Trust central services team.

### Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of School Business and Operations Manager are up to date.
- Be a professional role model and understand and promote the aims of the school and the values of the Trust.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Staff are required to comply with the Staff Code of Conduct.

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 member of staff who develops a disabling condition. This job description is current in March 2025, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the school in line with the School Improvement Plan.





## Person Specification – Business and Operations Manager

The successful candidate will display the following qualities and characteristics. They will

- have a clear understanding of what constitutes excellent financial management and the importance this plays in the smooth running of a school;
- have demonstrated an ability to lead colleagues, in a range of roles, including those who provide administrative and site maintenance support;
- have the ability to monitor and develop procedures, apply accountability and contribute to team thinking;
- display genuine interpersonal skills to motivate, inspire and support others.

Further requirements of the position are detailed below:

Qualifications	Essential	Desirable	Source: A - application I - interview R - references
Recognised management/finance/business degree (or equivalent) <b>OR</b> relevant professional qualification	Y		A
<b>Knowledge and Understanding</b>			
Health and Safety and Compliance knowledge.	Y		A, I
HR functions, including safer recruitment and Single Central Record maintenance	Y		A, I
Funding streams, income generation and bid writing.		Y	A, I
<b>Experience</b>			
Experience of financial management at a senior level, including the formulation and implementation of budgets, financial planning, monitoring and control	Y		A, I
Experience of project management, including tendering, monitoring and quality assurance	Y		A, I
Experience of facilities/site management and leading teams	Y		A, I
Experience of business operations in an educational establishment.		Y	A, I



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**Person Specification – Business and Operations Manager**

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Source:</b> A - application I - interview R - references
<b>Personal Attributes</b>			
Firm and fair management style with interpersonal awareness.	Y		A, I
Ability to be creative and innovative in finding solutions to problems	Y		A, I
Reliable, displaying enthusiasm and commitment	Y		A, I
Has a sense of humour, a calm manner and retains an optimistic approach	Y		A, I
Demonstrates initiative and flexibility	Y		A, I
Willingness to develop skills with further training	Y		A, I
<b>Safeguarding</b>			
Commitment to safeguarding and promoting the welfare of children and young people	Y		A, I, R
Understanding of statutory safeguarding requirements	Y		A, I, R