

Job Description

Details of Post

- Trust Business Partner
- TrustEd Schools Alliance
- Grade and SCP: PO12, SCP 38-41
- Main Workplace: Trust Central Offices, Bridgnorth
- Additional Workplace: Across the Trust Schools (with deployment to specific Trust Schools as required)

The Trust 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.

Purpose of Post

The Business Partner is a senior operational role providing professional finance, estates, and business management support across the Trust, reporting to the Trust Estates Manager and Trust Finance and Business Manager. The postholder will work with a high degree of autonomy, acting as a trusted adviser to Trust leaders.

The role includes ongoing day-to-day support and advice to Headteachers and School Business and Operations Managers, ensuring continuity, compliance, and consistency of practice across the Trust.

The role also includes deployment to Trust schools to provide short-term cover for business management functions when required.

Principal Duties and Responsibilities

- Support the Trust Estates Manager in strategic and operational estates management.
- Support with the preparation of risk assessments and provide health and safety advice to Trust schools.
- Support financial planning and monitoring of estates budgets, capital projects, and maintenance programmes.
- Advise Trust Schools on estates-related financial planning.
- Support the Trust Business and Finance Manager by providing professional financial advice and challenge to Headteachers, School Business Managers and Senior Leaders.
- Be deployed to Trust Schools to provide short-term cover for business and operations management roles when required, including premises management, procurement, compliance and finance.
- Exercise professional judgement to maintain operational continuity during deployment.
- Provide day-to-day advice, practical support and training to School Business and Operations Managers.
- Promote consistent systems and best practice across the Trust.
- Contribute to Trust-wide finance and estates strategies.
- Lead or contribute to Trust projects as required.
- Ensure compliance with the Academy Trust Handbook and Trust policies.

Person Specification

Trust Business Partner

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• School Business Manager qualification or equivalent	
Work or relevant experience	<ul style="list-style-type: none">• Substantial experience of business management in the education or the public sector	<ul style="list-style-type: none">• Experience of working within a Multi Academy Trust• Experience supporting estates management or capital projects
Knowledge and Understanding	<ul style="list-style-type: none">• Ability to work autonomously and exercise professional judgement	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none">• Strong communication skills• Excellent IT skills	
Personal Qualities	<ul style="list-style-type: none">• Demonstrates initiative• Calm under pressure and ability to meet deadlines• Works well as part of a team	
Special Conditions	<ul style="list-style-type: none">• Valid UK driving licence for travel between the Trust Schools	