



Market Drayton
Junior School

**Business Support Manager
Market Drayton Junior School
Recruitment Pack
Required ASAP**

Closing Date: Friday 10th April 2026 at midday





Dear Colleague

We are seeking an experienced and proactive School Business Support Manager to lead the school's administrative, estates and compliance functions. This is a key leadership role, working closely with the Headteacher and Trust colleagues to ensure efficient operations, strong systems and a safe, well-managed environment for pupils and staff.

You will lead and develop support teams, oversee estates and health & safety compliance, manage data and reporting, support financial and workforce processes, and drive continuous improvement across school operations. The role also includes coordinating marketing and communications to promote the school positively within the community.

We are looking for a highly organised, solution-focused professional with strong leadership skills, experience of business or operational management (ideally in education or a similar setting), and a clear commitment to safeguarding, inclusion and high-quality service delivery.

Key Responsibilities

- Lead school support teams and daily operations
- Manage estates, health & safety and statutory compliance
- Improve systems, processes and use of resources
- Oversee data, reporting and key financial processes
- Coordinate marketing, communications and external partners
- Uphold safeguarding, equality and data protection

What We're Looking For

- Strong leader with experience managing and developing support teams
- Highly organised, confident handling operational and compliance demands
- Experience in estates, health & safety or business operations (education desirable)
- Confident using data and systems to support decision-making
- Clear communicator with a solution-focused, improvement mindset
- Committed to safeguarding, inclusion and a positive school culture

Location

- Working at Market Drayton Junior School with occasional visits to other school sites and Shared Services Offices

For further details please contact Tricia Slater, Chief Operating Officer, on 01743 598200 or email tricia.slater@empowermat.co.uk

Your sincerely

Emma Tibbitts, Headteacher, Market Drayton Junior School



Post Title: Business Support Manager

Market Drayton
Junior School

Reporting to: Headteacher

Salary: Grade 8 (£32,061 -£33,699 FTE, Actual £23,404 - £24,601) pay award pending

Hours: 30 hours per week (4 days), Term Time plus 3 weeks

Location: Market Drayton Junior School, occasional visits to other school sites and Shared Services Offices

Purpose of Post

To lead and continuously improve the school's administrative, estates, and compliance functions.

The postholder will ensure robust systems, support strategic planning, drive efficiencies, promote the school to internal and external stakeholders, and contribute to high-quality support services across the organisation.

Leadership & Organisation

- Provide day-to-day leadership to administrative, site, catering and cleaning staff, ensuring effective deployment, professional development and strong team performance.
- Working with Shared Services Directors, support the design, improvement and monitoring of administrative systems to maximise efficiency, accuracy and service quality.
- Initiate and drive continuous improvements in administrative workflows, digital processes and resource use collaborating with colleagues from across the Trust.
- Coordinate and delegate activities to ensure smooth operational running of school support services.
- Hold regular team meetings, leading with a focus on performance, development and operational problem-solving.
- Attend and contribute to Trust support services meetings.

Estates Management & Health & Safety Compliance

- Provide operational leadership for estates management, including premises maintenance, lettings, projects and statutory compliance activities and oversee the work of site staff.
- Ensure the Trust compliance system is accurately maintained, with timely recording of estates information, incidents, checks and staff training.
- Monitor all health & safety processes and ensure required testing, inspections and documentation are up to date and aligned with Trust policies and procedures.
- Act as key liaison for contractors and compliance partners, coordinating visits and ensuring required evidence is prepared.
- Support the Headteacher in preparing and presenting business cases for estates-related projects and improvements



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Business Support Manger

Administration, Data & Reporting

- **Oversee accurate and secure maintenance of manual and digital records and information systems.**
- **Provide analysis and evaluation of data, producing clear reports to support decision-making as requested.**
- **Respond to complex and confidential correspondence on behalf of the Headteacher.**
- **Ensure timely completion of financial returns, payroll processes, and workforce administration (e.g. contract changes, starters, leavers).**
- **Work closely with the Trust Senior Finance Officer to support budget monitoring and complete required month-end financial checks and documentation.**

Resources, Marketing & External Promotion

- **Lead the coordination of school marketing, communication and promotional activities, ensuring consistent and positive messaging.**
- **Support the development of materials, events and outreach that enhance the school's profile and community engagement.**
- **Manage resources effectively, ensuring value for money, regular audits and adherence to agreed budgets.**

Other Responsibilities

- **Promote and uphold safeguarding, data protection and confidentiality requirements across all activities.**
- **Support equality, inclusion and the wider ethos and aims of the school.**
- **Participate in meetings, training and performance management processes as required.**
- **Carry out any duties commensurate with the role as directed by the Headteacher.**

Business Support Manager Person Specification

QUALIFICATIONS

Essential, i.e. the postholder must have:

- A good general level of education at GCSE/ equivalent, including Maths and English to level C/ grade 4
- NVQ Level 5, Business Degree or equivalent, or willingness to undertake this qualification

Desirable, i.e. the postholder would ideally have:

- First Aid qualification

WORK or RELEVANT EXPERIENCE

Essential, i.e. the postholder must have:

- At least 5 years' experience working in a business environment within an educational setting or other relevant environment
- Excellent computer/keyboard skills
- Ability to plan and organise effectively
- Ability to take notes

KNOWLEDGE & UNDERSTANDING

Essential, i.e. the postholder must have:

- Excellent numeracy and literacy skills
- Working knowledge of relevant policies/codes of practice

SKILLS & ABILITIES (relevant to post)

Essential, i.e. the postholder must have:

- Willingness to participate in training and development opportunities
- Excellent ICT skills and willingness to update skills and undertake further training
- Ability to train, supervise and develop other staff
- Management skills
- Ability to interpret advice/statute and to devise policy/practice in light of these
- Ability to persuade, motivate, negotiate and influence
- Sufficiently fluent in spoken English to ensure effective performance in the role

Desirable, i.e. the postholder would ideally have:

- Ability to self-evaluate learning needs and actively seek learning opportunities



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Business Support Manager Person Specification

PERSONAL QUALITIES

Essential, i.e. the postholder must have:

- Willingness to participate in training and development opportunities
- Excellent ICT skills and willingness to update skills and undertake further training
- Ability to train, supervise and develop other staff
- Management skills
- Flexibility and reliability
- Excellent communication skills
- Ability to relate well to children and adults
- Ability to work well as part of a team
- Ability to interpret advice/statute and to devise policy/practice in light of these
- Ability to bring to the role, initiative, enthusiasm and commitment
- Sufficiently fluent in spoken English to ensure effective performance in the role
- Ability to maintain confidentiality

SPECIAL CONDITIONS

Essential, i.e. the postholder must have:

- Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.



What we can offer you

Join Empower Multi Academy Trust – Where People Matter

At Empower, we believe our people are our greatest asset. We are a welcoming and caring multi-academy trust that values every individual and is committed to creating an inclusive, supportive, and inspiring environment for all staff.

We offer:

- A comprehensive benefits platform, giving staff access to discounts, cash back, and salary sacrifice schemes for home and tech purchases
- Cycle to Work Scheme and exclusive Discounts for Teachers, including Blue Light Card access
- An Employee Assistance Programme (EAP) offering confidential support for mental health, wellbeing, and personal challenges
- Career progression and staff development, including secondment opportunities, leadership development programmes, mentoring, coaching, and CPD pathways
- Flexible and family-friendly policies, such as job share arrangements, term-time and part-time roles, generous family leave, and compassionate leave options
- Surgical Assistance Programme 24/7 GP Access and access to wellbeing hubs and signposting services

Whether you're just starting out or looking to take the next step in your career, Empower is a place where you can thrive, contribute meaningfully, and make a difference.



EMPOWERMENT

We actively promote opportunities for every child, adult and school to influence their own practice and future.



POSITIVITY

We adopt a 'can do' attitude and an optimistic approach.



AMBITION

We encourage and support every child, adult and school to aim high to achieve their aspirations.



RESPECT

We are thoughtful and considerate to ourselves, others and the environment.



COLLABORATION

We work together to support everyone to achieve their aims.



INTEGRITY

We are honest, transparent and fair in everything we do.

Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes demonstrate your suitability for the role.

Applications should be sent to Michelle Harrington, Director of People & Culture, via the My New Term platform.

The closing date for applications is: Friday 10th April 2026 at midday

Interviews will be held on: Friday 17th April 2026

Selection Procedure

Successful candidates will be invited to interview on Friday 17th April 2026

More detailed information about the interview process will be provided to shortlisted candidates.

Safer Recruitment

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

On the day of interview

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address., one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring in their qualification certificates.

Appointments are subject to the receipt of satisfactory references. References will be sought from the current employer and gaps in employment history followed up.

Data Protection

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.

PRIVACY NOTICE – JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.

What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- ☑ Your name and address.
- ☑ Email address and telephone number.
- ☑ Date of birth.
- ☑ Equal opportunities monitoring information.
- ☑ Your nationality and entitlement to work in the UK.
- ☑ National insurance number.
- ☑ Information about your current salary and benefits.
- ☑ Qualifications and skills.
- ☑ Work experience and employment history.
- ☑ Information about your criminal record.
- ☑ Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

Who has access to your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have appropriate firewalls.

What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
 - The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.

- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
 - * Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
 - * Direct marketing.
 - * Processing for scientific/historical research and statistics.
 - * Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on admin@empowertrust.co.uk Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

