



Inspiring Futures
through Learning

Trust Business Support Manager

(Secondary School Experience required)

Reporting to: CFO / Head of Finance

Contracted hours: 37 hours per week – flexible with part time (days and/or hours), Full Time – Flexible above 42 weeks per year.

Salary: Grade H - I (Dependent on experience)

This Trust Business Support Manager Role will support the Chief Finance Officer (CFO) to generate, harness and process management information for the purpose of decision making, external statutory and monitoring returns. The role is one of a lead professional and will be a key member of the central team.

This role requires expertise in a number of areas including Secondary School finances and business management. You will work closely with our growing All-through School. This, with the aim of establishing an effective and efficiently operated school.

The role requires astuteness around how schools operate and Secondary School experience.

Travel will be required to school sites, therefore flexibility with working hours and a willingness to travel is required.

Key Responsibilities:

- Provide strong leadership in all aspects of the role including strategic direction, change of management and financial operational effectiveness.
- Contribute to and promote the vision, values, moral purpose, learning & leadership styles and ethos of the trust in a purposeful and inclusive manner.
- There is no expectation of Line Managing a team directly. That said it would be expected that the individual would have a role to play in managing the effectiveness of Business Services in Schools. Equally, if Line Management positions in Schools are temporarily absent, supporting to ensure that colleagues are effectively managed.
- A priority of the role is in support. Supporting the IFtL Trust in ensuring that school budgets are managed effectively.
- It is important that the individual understands our systems and processes and may be able to step in and support with financial administration when needed.
- To work directly with schools to support School Business Managers, Head Teachers, Finance Teams and Department Leads to ensure effective day to day management of the schools. This includes the monitoring of finances to ensure they are controlled in line with budgets.

- A key principle of the role is to ensure that schools are well managed. This includes the ability to support the schools with challenges but also to identify if there are any problems.

Closing date: 20th January 2025

Interviews: Week commencing 30th January 2025

Inspiring Futures through Learning is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All vacancies are subject to enhanced DBS disclosures. We are an equal opportunities employer.

We invest heavily in professional development to enable our staff to flourish and to continually learn and develop. As part of the Inspiring Futures through Learning Multi Academy Trust, successful candidates will have full access to our staff benefits package including our Employee Assistance Programme, discount on gym membership, cinema tickets, cycle to work scheme and much more.

Inspiring Futures through Learning is committed to safeguarding and promoting the welfare of children. All employees are expected to share this commitment, to follow IFtL's safeguarding policies and procedures, and to behave appropriately towards children at all times, both in work and in their personal lives.

Our commitment to ensuring equal opportunity and lifelong development is showcased in our 1:1 iPad initiative for learners and teaching colleagues across the schools in our trust. By harnessing the power of technology and collaboration, we aim to reshape and rethink what it means to be a learner into this digital age, and you can play a role in shaping our curriculum offer by joining us on this journey.

Our children and young people come from a wide range of backgrounds, and so do our colleagues. We aim to reflect and celebrate diversity in our workplace in order to create an inclusive culture that adds real value to our vision of inspiring the futures of us all through learning together

All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

#WelcomeToIFtL #BelongingInIFtL #IFtLFamily