



School Business Manager Application Pack

Abbey Road Primary School

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recruitment@equalstrust.org



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Job Title: SCHOOL BUSINESS MANAGER

Salary: NJC Hay Band A (£32,076 – £36,648) pay award pending

Full-time, all year-round

Contract Type: Permanent

Abbey Road Primary School is seeking to appoint an experienced School Business Manager to lead our busy and friendly school office.

Abbey Road Primary is a thriving and successful suburban school. Staff and governors are highly ambitious for the school's long-term success and work hard together to create an exciting environment where pupils' personal, emotional and academic needs are met.

As part of Equals Trust you will have access to high quality professional development, collaborative working and a highly skilled, supportive and experienced central team.

We wish to appoint someone full time, all year round at Grade 5, or Band A, dependent on experience. We would be willing to discuss a term-time only contract. We are looking for someone who has appropriate financial skills and ideally some experience of working in education, although this is not essential.

We require a good standard of general education and GCSE qualifications or equivalent in English and Mathematics at Grade 5 or above. Verification of qualifications will be required before employment can commence.

The successful candidate will provide a range of business support leadership functions to the school including working closely with the Trust Finance Team to manage the school budget, other finance roles, procurement, health and safety systems and managing the office and other staff.

We are looking for a practitioner who:

- Has excellent communication, interpersonal and organisational skills.
- Has excellent ICT skills.
- Has some experience of following financial procedures.
- Has the ability to organise and prioritise tasks and can be proactive and solution-focused.
- Is confident when dealing with people and able to remain calm under pressure.
- Has the ability to both lead and work effectively within a team, using their own initiative.
- Is reflective about their own practice and keen to contribute to their own learning and professional development.



In return we can offer you:

- A dedicated and highly motivated staff team who have a shared commitment to our school vision and ethos.
- Children who are proud of their school and the achievements they make.
- Professional development, collaboration and support through being a member of **Equals Trust**.
- A friendly working environment.
- Enhanced holiday allowance and rates of pay.
- Local Government Pension Scheme.
- Access to employee health and wellbeing services.

Visits to school are welcomed. Please email head@abbeyroadprimary.co.uk or call **0115 974 8055** to arrange a meeting with the headteacher. You can also use these contact details if you have any further questions or would like to discuss any aspect of this position further.

See our school website for more details about our school: www.abbeyroadprimary.co.uk and the Trust website here: <https://www.equalstrust.org/>.

Abbey Road Primary School is committed to providing a safe environment and to promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All offers of employment will be subject to satisfactory relevant safer recruitment and DBS checks in line with our safeguarding policy. All applicants must have the right to work in the UK. Please be aware that online searches will be conducted on all shortlisted candidates.

Application details and further information can be found on the Equals Trust website - Vacancies: [Vacancies - FaceEd \(face-ed.co.uk\)](https://www.equalstrust.org/vacancies)

Closing date: 10am on **Thursday 10th October 2024**

Interviews are scheduled during the w/c 14th October 2024.



Our School

Abbey Road Primary School is situated in West Bridgford, within the borough of Rushcliffe. Currently it has 430 children on roll, divided between 14 classes. We have a standard intake of 60 pupils per year group, but most classes are slightly over this number as a result of pressure for places in the local area.

Our site is an extensive green-field one and our pupils have access to large grounds. The school is made up of two main buildings and we currently have a double classroom mobile unit, which houses our Year 3 classes. We also have a bungalow on site that offers further rooms for meetings, music tuition, intervention work and enrichment activities. In addition, our 'NEST' houses our 'Nurture and Emotional Support Team' who work with individuals and small groups across school.

We are a happy school and we work hard to make sure our children feel valued, safe, secure and aware of the needs of others. At the heart of this lies the strength of relationships between both pupils and staff. A warm, supportive atmosphere permeates our school and this is evident in the outstanding behaviour of our children. All are encouraged to '**take care and be proud**' – of each other as well as themselves; of the work they do and the school environment - and our dedicated staff team make the time to get the best from each child, ensuring individuality is nourished and nurtured.

Our curriculum is further enhanced by our outdoor provision. Children experience 'Forest School' as part of their curriculum. The school's grounds are extensive and contain a wildlife area, all-weather bike track, playing fields and allotments.

We very much value our excellent partnership with parents and carers and welcome their support and involvement. We know that by working together, we can enable every child to be the best that they can be. We offer a school-based wraparound and holiday club for busy parents, courtesy of the outside provider, The Lime Trees.

As with any school, the best way of appreciating the above words is to come and visit us so you are able to see the school and experience its atmosphere for yourself. Please email head@abbeyroadprimary.co.uk to arrange a visit, or if you have any questions about the post.

It is equally important that we are the right school for you as it is that you are the right candidate for us.

Best of luck with your application.

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School Business Manager Job Description

Work Location: Abbey Road Primary School

Reports To: Head Teacher

Grade: NJC Hay Band Grade A

Salary Range: £32,076 - £36,648 pay award pending

Job Purpose

1. The School Business Manager promotes the highest standards of office ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.
2. A key member of the Schools Leadership Team
3. Working closely with other colleagues in a similar role in Equals Trust, the post holder will ensure that the Trust meets its office and educational aims. Foster good relationships with the trust and reflect the benefits of their support in your leadership

General Duties

Leadership & Strategy

1. Plan and manage change in accordance with the school development plan and the wider MAT plan.
2. To lead and manage all office and site management staff appraisals and development and monitor their progress both formally and informally.
3. Ensure that office staff have a clear understanding of the policies and procedures and the importance of putting them into practice.

Financial Resource Management

1. Undertake order processing and invoicing ensuring stock levels are maintained and resources are effectively managed within agreed financial budgets.
2. Maximize use of all budgets and grants and provide ongoing budgetary information to relevant people.
3. Identify and inform the Head Teacher and Governors of the causes of significant variance and work with the Head Teacher and Equals Trust to propose revisions to the budget if necessary.
4. Identify additional finance required to fund the school's proposed activities.
5. Monitor the effectiveness and implementation of agreements.
6. Responsible for issuing invoices and the collection of monies due to the school.
7. Monitoring and reconciliation of school credit card statements and monthly payroll.
8. Play an integral part in the annual setting of the school budget.



Administration Management

1. Provide varied and confidential administration support to the Head Teacher.
2. Manage the school administrative function.
3. Understanding of the implications of GDPR and other legislation to ensure confidentiality of records and information is maintained.
4. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals.
5. Effectively use our various platforms and take responsibility for the accuracy of the data held within.
6. Establish and use effective methods to review and improve administrative systems at school level.

Facility & Property Management

1. Work alongside the Head Teacher and Site Manager in the supervision of relevant planning and construction processes.
2. Liaise with Site Manager to ensure the safe maintenance and security operation of all school premises and manage the maintenance of the school site, in conjunction with Every (digital compliance system).

Health & Safety

1. Alongside the Head Teacher and Site Manager plan, instigate and maintain records of all required compliance checks including records of fire practices and alarm tests.
2. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
3. Manage and maintain the use of our Health & Safety, compliance and policies package – Every.
4. Ensure systems are in place to enable the identification of hazards and risk assessments.
5. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive
6. Ensure the maximum level of security consistent with the ethos of the school.

Human Resources

1. Provide full administrative support to facilitate the recruitment of new members of school staff.
2. Ensure all safer recruitment checks are completed including the accuracy of the school's Single Central Record (SCR).
3. Maintain the Trust HR system for substantive school employees including training records.



PERSON SPECIFICATION – SCHOOL BUSINESS MANAGER

	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Good general qualifications at least to GCSE grade 5 (or equivalent), particularly in English and Maths. • Excellent communication skills, both verbal and written. 	<ul style="list-style-type: none"> • Relevant recognised professional qualification in finance, accounting or business administration.
Experience	<ul style="list-style-type: none"> • Worked in an office environment. • Worked successfully and co-operatively as a member of a team. 	<ul style="list-style-type: none"> • Experience of a school office environment.
Professional Values	<ul style="list-style-type: none"> • Establish and maintain good professional relationships with pupils, parents and colleagues. • Adopt a flexible approach to working and be supportive of colleagues, sharing workloads where appropriate. • Demonstrate a team-centered approach to work. • Confidentiality. • Promote the school's vision and aims positively. 	
Knowledge and Understanding	<ul style="list-style-type: none"> • Understand the statutory requirements of legislation concerning safeguarding, child protection, health and safety, equalities and inclusion. • Accounting and financial skills and experience. • Be competent in the use of office-based ICT programs. 	<ul style="list-style-type: none"> • Familiarity with practices of facilities and property management systems. • Familiarity with the development and management of budgets.
Skills	<ul style="list-style-type: none"> • Establish and develop appropriate relationships with all stakeholders. • Communicate effectively, both verbally and in writing, with a variety of audiences. • Prioritise workloads in an environment with conflicting demands. • Have excellent time management and organizational skills. • Be able to work under pressure and meet deadlines. • Take initiative and work independently. 	<ul style="list-style-type: none"> • Make suggestions for changing established working practice to improve the efficiency and effectiveness of the school office and take responsibility for implementing them.
Personal Skills	<ul style="list-style-type: none"> • Be calm and patient; • Be approachable and empathetic; • Be organised and resourceful; • Be able to multi-task; • Be discreet, tactful and understand the need for confidentiality; • Be committed to the best possible outcomes for pupils, the team and the school. 	
Safeguarding	The School Business Manager must be willing to undertake an Enhanced Disclosure and Barring check, undertake a pre-employment health check and provide 2 satisfactory references.	



Please apply via the Equals Trust website: [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

EQT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This post will be subject to an enhanced Disclosure and Barring Service check as well as other checks in line with safer recruitment practices. All applicants must have the right to work in the UK and proof of this will be required. Please be aware that online searches will be conducted on all shortlisted candidates.