

# School Business Manager

Part time (0.8fte)

Permanent (TTO + 2 weeks)

Paxton Primary School

Woodland Road

London

SE19 1PA

Candidate pack 2025



# HEADTEACHER'S WELCOME

We wish you a warm welcome to Paxton Primary School. Paxton is an inclusive and vibrant school, located at the heart of our local community. We value and celebrate our local ties, building strong partnerships with all our stakeholders. Striving for the highest standards, we work to maintain a shared ethos of (ARC) achievement, respectfulness and caring, amongst our children, parents and staff.

At Paxton, we affirm the boundless potential of every individual to achieve excellence. We seek to establish rich learning opportunities, which inspire progress, celebrate effort and challenge underachievement. We are relentless in our efforts to remove barriers to all children achieving. We consider the well-being and empowerment of our children, as central to this aim. Our work is to ensure that Paxton children can identify examples of excellence around them and that they are able to recognise their own brilliance in these examples.

As a school community we believe we are most empowered when every child, irrespective of background is able to build their self-esteem, by recognising excellence in themselves. During current and future challenges, we remain determined to maintain and refine our practice as a wholly inclusive place of learning. We are and will continue to be an environment within which every child not only feels happy and safe, but also has opportunity to thrive.

At Paxton, we value the voices of all members of our school partnership. We enjoy a rich tradition of parental support and professional dialogue, all toward maximising positive outcomes for children. Our curriculum and vision is broad, balanced, relevant and 'futures-focused'. We seek to support our children in their journey as lifelong learners, through enriching exchanges and an environment that is attractive, stimulating and inspiring.

We continue to dedicate ourselves toward providing rich opportunities for learning in the present, whilst preparing our children for dynamic and successful futures in an ever-changing world.

If you would like to learn more about our wonderful learning environment and opportunities for staff and families, or wish to see more of what we have to offer, please contact the school office. Our friendly staff will be delighted to greet and help you.

We look forward to you joining us on our journey.

Mr J Muhammad

Headteacher

## Your CPD Opportunities

We provide regular internal training for all our staff including INSET day training which will develop you in your role and provide you with the necessary knowledge, resources and attributes to be successful in your post.

## The Interview Process

Our interview process consists of the following:

1. A lesson observation for teaching roles
2. A work-related task/test
3. Panel interview (approximately 30 minutes) Full details of the process will be contained in your interview invite email.

## How to Apply

To request an application form, please email:

[recruitment@paxtonprimary.co.uk](mailto:recruitment@paxtonprimary.co.uk)

Please email completed application forms to:

[recruitment@paxtonprimary.co.uk](mailto:recruitment@paxtonprimary.co.uk)

This is a rolling recruitment campaign.

The recruitment inbox will be monitored regularly and shortlisted candidates will be notified of the interview date via email.

Unfortunately, due to the very high level of response we receive for posts, we are unable to provide feedback to applicants if they have not been shortlisted.

Feedback will only be provided if you have had an interview

We look forward to hearing from you.



## **Post: School Business Manager**

Scale: APTC PO6 OFFICER

### **Job Description including Main Duties and Responsibilities**

<b>Salary</b>	PO6
<b>Contract</b>	Permanent
<b>Working Hours</b>	0.8 FTE (TTO + 2 weeks)
<b>Responsible to</b>	Headteacher
<b>Responsible for</b>	School Finance, Administration, HR and IT & Premises Staff
<b>Application deadline</b>	TBC

### **Purpose of Job**

- The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher and Governing Body in their duty to ensure that the school is operating efficiently.
- The School Business Manager will advise on and implement the day-to-day and strategic business support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.
- The School Business Manager is responsible for the strategy and operation of the business functions of the school. They are to promote the highest standards of business ethos within the non-teaching functions of the school and strategically ensure the most effective use of resources in line with the school's strategic objectives.
- The School Business Manager is responsible for the effective management of: Finance, Administration, Management Information & ICT, Human Resources & Payroll, Facilities & Property, Health & Safety and line management of staff allocated to these areas of work. You will have responsibility for marketing the school and generating additional income from external sources.



## **Main Responsibilities**

### **Strategic Role**

- Provide senior leadership and strategic direction and operational management for non-curriculum management functions (administrative, finance business, HR, legal and premises including the extended services).
- Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- To lead and manage non-curriculum projects effecting whole school issues.
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents/carers.
- Be responsible for line-managing non-curriculum support staff, including oversight of payroll and carrying out long-term resource planning, managing recruitment, appraisals and professional development
- Lead and line manage the Administrative team, Finance, IT and Premises staff effectively.
- In consultation with the Headteacher, recommend, develop and implement new procedures and office systems to meet the changing needs of the school
- As a member of the Senior Leadership Team (SLT), attend all SLT meetings and Governing Body meetings as required and report to governors where appropriate
- Manage systems and link processes across the school to form complete systems.
- Ensure any system providing information to management/stakeholders is streamlined to maximise the efficiency of the data supplied.
- Develop and implement high quality customer care standards to all school stakeholders.
- Responsible for ensuring effective procedures are in place and are monitored to meet both statutory and the Local Authority requirements in relation to all business, finance and human resources matters.
- Ensure staff are made aware of any new policies/amendments to policies and the importance of putting them into practice.

### **Financial Management**

- Formulate realistic and balanced short- and long-term budget strategies with agreed procedures. To attend the Resources Committee Governing Board & FGB meetings providing advice and monitoring reports as required.
- Support the Headteacher with budget setting and budget monitoring. Report monthly if school is in cumulative deficit and always quarterly.
- Operate all bank accounts, for public funds, school fund, school journeys and any external grants and undertake monthly reconciliations.
- Prepare financial returns as requested by the DFE, the LA (SFVS), Inland Revenue, Customs & Excise and other statutory authorities.
- Responsible for the presentation of regular financial management and budget reports.
- To monitor and control expenditure, including the monitoring of all ordering, receipting of goods and payment of invoices, in line with the School's Scheme of Delegation (working closely with the Local Authority).
- To undertake the accounting for the school, recommending appropriate action where necessary

- Ensure that all finance procedures are carried out in line with current regulations and LA Financial Regulations.
- Oversee and co-ordinate the tendering process and award of supplier contracts with compliance to financial regulations.
- To continually monitor and review in the best interests of the school, the school's insurance and process claims where loss or damage occurs.
- To be responsible for the maintenance and monitoring of an asset register and loan system for the school, including identifying resources and equipment to be written off and a programme of replacement.
- To prepare bids for capital development projects and other grants.
- Ensure that accounts and supporting documentation are made available to the internal and external auditors for examination within the timescale requested.
- Review annually school's contract register and Service Level Agreements offered by the Local Authority to achieve best value for money.

### **Human Resources**

- Responsible for ensuring comprehensive data is provided to payroll to ensure the accurate receipt of salary by all staff.
- Advise on HR issues within school and liaise with the Local Authority HR services
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Responsible for ensuring effective maintenance of confidential staff records in accordance with data protection.
- Implement all regulations relating to the school's workforce in compliance with current legislation.
- Assist the headteacher in dealing with human resources issues
- Seek and make use of specialist expertise in relation to HR Issues.
- Responsibility for assisting with preparation of adverts for vacant posts, reference checks, completion of DBS checks, letters of appointment, work permits and payroll forms, ensuring that all necessary procedures and paperwork are carried out
- Ensure the Single Central record is maintained.
- Secure and organise supply cover for absent staff if necessary.
- Ensure that Teacher Salary statements are prepared annually.

### **Premises/Health & Safety**

*with support from the Premises Officer*

- To arrange for all premises and plant insurance and liability insurance policies to be taken out accordingly.
- To maintain a lettings policy for the school and explore avenues for letting premises and increasing income with reference to community requirements
- To develop ways in which the school can be accessed for community use and establish the schools identify within the local community.
- To maintain appropriate comprehensive records in relation to premises management.
- To ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- To ensure the School's Health & Safety policies are clearly communicated and available to all people.

- To ensure compliance of procedures at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.
- To ensure policy review at regular intervals or as situations change
- To ensure that contracts for annual health and safety checks are carried out by the relevant services.
- To oversee a programme of risk assessments and fire drills.
- To ensure the planning and maintenance of records of fire practices and alarm tests.
- To oversee statutory obligations are being met for pupils, ensuring that financial and supporting agency services are adequate for their diverse needs.
- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

### **Marketing/Communications/ICT**

*with support from the ICT Manager*

- To be responsible for making full and appropriate use of available information communication technology and systems at the school and to develop computer aided administration which supports all general work of the school.
- To manage internal communication systems in order to provide the most effective processes possible for information to be shared easily and understood by staff from all areas and in all parts of the establishment.
- Liaise as needed with the school's data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law.
- To ensure the development and management of the school's website to ensure its content provides a key marketing tool to raise and maintain recruitment and to promote the school's achievements; ensure that content is updated regularly, is compliant and visits to the website are monitored and evaluated
- To develop and maintain close working relationships with local businesses, the LA, external agencies and other institutions, identifying external funding opportunities and preparing bids for these.
- To ensure that communication with people external to the establishment is carried out effectively and in a professional manner by the Administrative and Premises staff. This will include monitoring and developing a high-quality reception service and promoting positive relationships with people who visit or call, in order to leave them with the best possible image of the school.
- To ensure that contingency plans are in place for technology failure.
- To ensure an annual development plan for marketing is produced and implemented.
- To ensure the development of a marketing plan that makes Paxton Primary a first-choice local community school.

### **Functional Links**

- To liaise with all officers of Lambeth Council.
- This post holder will have regular contact with providers of goods and services, members of the public, governors, and other members of the Senior Leadership Team.

## Other Relevant Matters

- The post holder will be required to attend meetings with the Governors or similar meetings on an occasional basis.
- To carry out other related duties to meet the developing needs of the schools.
- To conduct elections for staff and parent governors as necessary.
- To flexibly operate contracted hours/shifts to meet the needs of the school between 8am and 6pm.

## Personal Specification

(E) Essential Criteria & (D) Desirable Criteria

### Qualifications and Training

- A degree, or other relevant qualification – ideally in accountancy (CIPFA), finance & business management or a related finance discipline – Qualified or Part Qualified **(E)**
- A school business management qualification [such as CSBM or DSBM] **(D)**

### Experience

- Successful leadership and management experience in a school, or in a relevant field outside education **(E)**
- Involvement in school self-evaluation and improvement planning **(D)**
- Line management experience **(E)**
- Contributing to staff development **(E)**
- Working with children or young people **(D)**

### Skills and Knowledge

- Expert knowledge of financial management **(E)**
- Excellent attention to detail **(E)**
- Previous use of Bankline, Xero and Approval Max **(D)**
- Fast learner with IT systems and finance specific IT systems **(E)**
- Effective communication and interpersonal skills **(E)**
- Ability to communicate a vision and inspire others **(D)**
- Ability to build effective working relationships with staff and other stakeholders **(E)**
- Understanding of data protection and confidentiality **(E)**

### Personal Qualities

- Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils **(E)**
- Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school **(E)**
- Ability to work under pressure and prioritise effectively **(E)**
- Commitment to maintaining confidentiality at all times **(E)**
- Commitment to safeguarding and equality **(E)**
- Embraces change well **(D)**
- Deals with difficult situations effectively **(E)**



## **Safeguarding**

- To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority
- To ensure the completion of the School's Single Central Record

## **Equal Opportunities**

You are required to:

- Implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- Take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

## **Data Protection**

- When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

The duties of the job description may be reviewed and subject to amendment annually in consultation with the jobholder. This is to ensure that the role continues to change in line with the needs of the school. The job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post-holder's responsibilities and duties.'