



Woolmore
Primary School

SCHOOL BUSINESS MANAGER CANDIDATE PACK



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WELCOME FROM THE HEADTEACHER



Thank you for your interest in the post and welcome to Woolmore Primary School. Woolmore is a happy, inclusive and exciting place to learn, and our children love coming to school. We have been in our purpose-built new school building since February 2015, where we have developed into a thriving three-form entry primary school.

To ensure that every child achieves success, we ask ourselves 'what would it take?' to move forward – and then we do it! We offer children great teaching, guidance and support, and we help them grow into good global citizens. We have high expectations for everyone connected to our school community: children, parents, staff, governors and visitors. We work together and we are proud of the standards we achieve.

If after reading this candidate pack you feel Woolmore is the right place for your next career move, we would welcome your application.

Tracy Argent
Headteacher

DO MORE BE MORE WOOLMORE

All children can achieve success.

OUR VALUES



SCHOOL BUSINESS MANAGER JOB DESCRIPTION

GRADE & SALARY: PO6, point 41-44 (54,684 - £57,726)

CONTRACT: 52 weeks, 35 hours per week

RESPONSIBLE FOR: Finance, Personnel, Health & Safety, Administration & Governance

RESPONSIBLE TO: Headteacher

LINE MANAGEMENT: Office Manager & Premises Manager

PURPOSE OF THE ROLE

As the school's leading non-teaching staff professional, to work as part of the Senior Leadership Team to assist the Headteacher in her duty to ensure that the school has adequate and suitable resources to meet its educational aims. In collaboration with the Headteacher, to develop business management goals and objectives that support our values and the School Improvement Plan.

The successful candidate will be responsible for providing professional leadership and management of the administrative team to enhance their effectiveness, to achieve improved standards of support and resourcing, and subsequently achievement in the school. To take a coordinating and leading role in the financial management of the school, promoting the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.

To be responsible for the financial, administration, Personnel and Data Management. To ensure effective health & safety management of the school. To uphold and demonstrate explicitly the vision, values, and aims of the school and to actively contribute to their development. To fulfil our '**DO MORE – BE MORE WOOLMORE**' vision for our school and our local community.



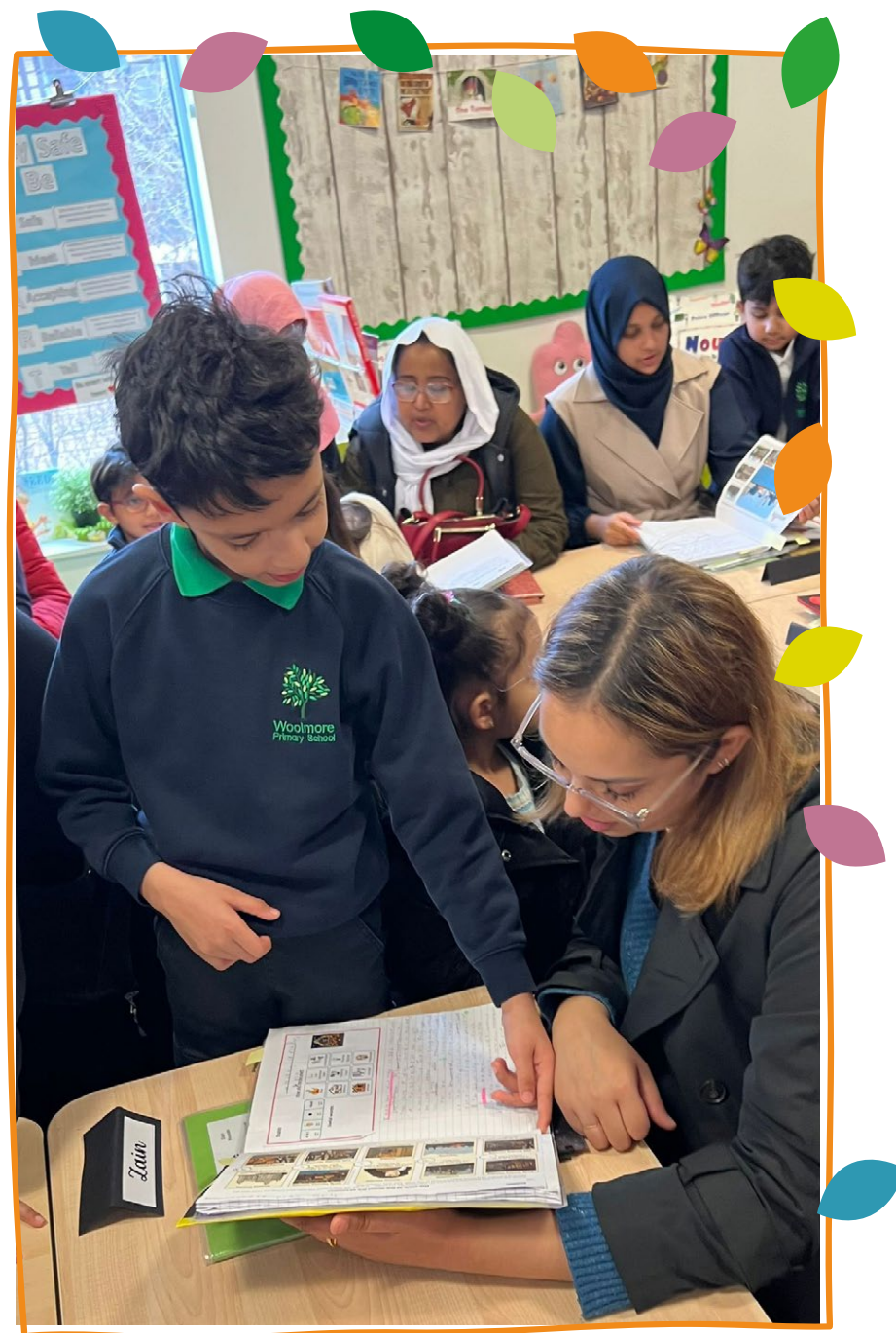
KEY RESPONSIBILITIES

LEADERSHIP & STRATEGY

- Support the Headteacher and SLT with development of the financial and operational aspects of the School Improvement Plan.
- Attend Leadership Team meetings as requested.
- Attend full Governing Body and appropriate Governors' sub-committee meetings upon request.
- Plan and manage change to areas of responsibility in accordance with the school's priorities.
- To lead and manage the Admin and Premises teams ensuring a professional service to all
- Contribute to the development and implementation of the overall values, aims and ethos of the school.
- Manage key relationships with external stakeholders and partners.
- Develop constructive relationships with all stakeholders of the school and be instrumental in successful communication with them, supporting the leadership team with the most sensitive information as required.

FINANCIAL MANAGEMENT

- Work with the Headteacher, Governors and external consultant to prepare, maintain and monitor a realistic and balanced budget. Preparing revisions where necessary.
- Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
- Provide ongoing budgetary information, reports and costed proposals as required.
- Advise the Head and Governors without delay if fraudulent activities are suspected or uncovered
- Maintain a strategic financial plan that will indicate the trends and requirements of the School Improvement Plan and will forecast future year budgets.



- Oversee the monitoring of all financial transactions and the timely processing of payments to external suppliers.
- Seek opportunities to enhance the budget through bids and grants.
- Put formal finance agreements in place with suitable providers, ensuring agreements are monitored for effectiveness, outcomes and value for money.
- Provide the Local Authority financial returns in a timely manner.
- Respond to financial queries from suppliers and other partners, accurately and timely.
- Manage and maintain the school asset register.
- Manage preparations for financial audits, responding accurately and timely to audit requests from the Local Authority.

ADMINISTRATION MANAGEMENT

- Lead and manage the school administrative function and all administrative staff, ensuring that the administration teams offer a service that is in alignment with our vision and values.
- Manage and maintain administrative systems that deliver outcomes based on the school's values and priorities, seeking to improve and modernise these as necessary.
- Coordinate with the Office Manager in reviewing and developing systems and procedures to improve efficiency and standard of service.
- Ensure that statutory deadlines are recorded in the termly admin planner, with sufficient time made to prepare and respond in accordance with guidelines.
- Use data analysis, evaluation, and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations



SYSTEMS MANAGEMENT

- Develop and monitor management information systems used by the school.
- Consult with relevant people and other parties on acquiring of new technology across the school, to support teaching and learning and school operations.
- Ensure contingency plans are in place in the case of technology failure.
- Collaborate with IT partners to ensure a robust cyber security strategy is delivered.
- Coordinate with the Safeguarding Lead to support the Online Safety Policy.

GOVERNANCE

- Maintain the school policy schedule, ensuring all policies are reviewed at the appropriate timescale.
- Produce policy documents for areas relating to finance, HR and operations.
- Liaise with the Clerk to support the preparation of meeting agendas and papers.
- Administer the onboarding and safer recruitment checks for all Governors.
- As the lead Data Protection Officer, ensure policies and practice is in line with GDPR legislation.
- Keep abreast of the latest policy changes, legislation and guidance.

HUMAN RESOURCES

- Manage Payroll administration for all school staff, including timely submission to payroll, appointments, changes & resignations, timesheets, salary statements.
- To monitor the monthly salary statement and report to the Headteacher.
- Maintain up to date personnel data.
- Ensure that all HR policies are recent, relevant and accessible and that procedures comply with legal and regulatory requirements.
- Lead on the administration of whole school recruitment.
- Develop positive relationships with third party staff agencies.



- Manage appraisal and training for administrative and premises staff.
- In collaboration with the senior leader responsible for staff training, manage course bookings including monitoring First Aid qualified staff and qualification expiry dates.
- Completion and return of the annual School Workforce Census.

HEALTH AND SAFETY

- To work with SLT, governors and the premises team to ensure that Health and Safety requirements are met.
- To support the premises in maintaining Health and Safety documentation to demonstrate fulfilment of all legal duties of the school.
- To line-manage the premises manager ensuring the school is safe, secure, maintained and cleaned to a high standard including devising and implementing a rolling programme of maintenance, decoration, and furniture replacement.
- To ensure all emergency, security and safety equipment is properly maintained and tested.
- To ensure a smooth and appropriate operation of catering provision for pupils.

SAFEGUARDING

- To be fully aware of and understand the duties and responsibilities arising from the Keeping Children Safe in Education.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- To lead on DBS certificate administration and maintenance of the school's Single Central Record and to assist with the monitoring of this by the Headteacher and Safeguarding Governors.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Ensure that relevant colleagues are made aware and kept fully informed of any concerns which are raised in relation to safeguarding, child protection or staff wellbeing



PERSON SPECIFICATION

QUALIFICATIONS & PROFESSIONAL DEVELOPMENT

- English and Maths to GCSE Standard grades 4 or above
- A Levels or equivalent qualification
- Evidence of recent training relevant to a school eg. GDPR; KICSIE; health and safety, managing a team.
- A school business management qualification for example the level 4 diploma in school business management (desirable)
- A degree – ideally in accountancy, business management or a related discipline (Desirable)

EXPERIENCE

- Successful leadership and management experience in a school, or in a relevant field outside education.
- Involvement in school self-evaluation and improvement planning
- Financial management in a school or a similar setting.
- Line management and managing change.
- Experience of leading on data protection in line with legislation.
- Knowledge of safer recruitment practices and legislation.
- Knowledge of managing and developing school systems. (Desirable)

PERSONAL QUALITIES

- Commitment to promoting and embodying the ethos of 'What will it take?' along with the values of the school to achieve the best outcomes for all pupils.
- Commitment to unwavering professionalism, acting with integrity, honesty, loyalty, kindness and fairness to safeguard the assets, financial probity and reputation of the school.
- Ability to work under pressure, be adaptable and prioritise effectively.
- Ability to be flexible and an openness to new ideas.
- Ability to build and maintain positive working relationships across the school community and with external partners.
- Ability to develop others to support 'high skill, high will' teams.
- Commitment to maintaining confidentiality.



PERSON SPECIFICATION

CONTINUED

KNOWLEDGE AND SKILLS

- A clear and effective communicator including being a listener and a learner.
- Ability to write accurate, coherent, and professional reports for a range of audiences including SLT and governors
- Full working knowledge of relevant policies/codes of practice/legislation
- Ability to interpret advice and statute and to devise policy and practice considering these
- Ability to manage a multi-disciplinary team effectively
- Ability to relate well to children and adults.
- Ability to persuade, motivate, negotiate and influence.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Excellent knowledge of Excel spreadsheets, Word, MIS and finance systems.

OTHER

- A commitment to safeguarding children and an awareness and understanding of child protection issues
- Understanding and engagement with Keeping Children Safe in Education principles and guidance
- An awareness, understanding and commitment to equal opportunities
- A commitment to involving parents, governors, and the community in the work of the school
- Constructive handling of problems
- A willingness to embody our 'Do More – Be More – Woolmore' philosophy.





HOW TO APPLY

If you are interested in finding out more information and making an application for this role, please contact Rebecca Beach on **07733628155** or email **rbeach@academicis.co.uk**

KEY DATES

Deadline for applications: 14th March 2025

Shortlisting: w/c 17th March 2025

Interview date: 27th March 2025



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