JARROW SCHOOL

Excellence in Education



Business Manager







Jarrow School, Field Terrace, Jarrow, NE32 5PR
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www.jarrowschool.com

01.
Jarrow School

Jarrow School is a forward-looking school which opened in September 2003 after secondary reorganisation in the town. Stemming from values blending tradition within a culture of innovation, Jarrow School offers an education characterised by breadth and depth, embracing the culture of change.

One of the real strengths of the school is its size. It is large enough to ensure a rich and diverse curriculum, yet small enough so that every student is well known.

We encourage everyone in the organisation to do their best and to realise their potential. We believe that an open mind, independence of thought and wide opportunity will together enable our students, the citizens of tomorrow, to make well-informed judgements throughout life.

Our curriculum is exciting and challenging. We aim for the highest standards in all curriculum areas and the range of extra-curricular opportunities is wide. We also encourage visits to places of educational interest and in recent times students have enjoyed trips to London, France, Austria and Italy.

Jarrow School is a safe and caring place to be. Our teaching and support staff ensure that teaching and the day to day care of our students is first class. We maintained our 'Good' judgement in our most recent inspection (June 2022).

Inspectors from Ofsted commented that: 'The behaviour and attitudes of pupils at the school is a strength. Pupils speak politely to one another, listen to staff and are welcoming to visitors to their school.' 'Pupils are encouraged to contribute to the school community. These opportunities help pupils develop a sense of pride in their school. They feel happy and safe.'



Situated close to the northern city of Newcastle Upon Tyne and the coastal resort town, South Shields there is easy access to the UK's motorway and rail networks and Newcastle airport is 14 miles away.

Lying adjacent to green fields, the school was entirely rebuilt as part of the BSF scheme in 2009 and the site is managed under a PFI contract. We have first class facilities in all areas including a community swimming pool.



Jarrow School

02.
Job Description

POST TITLE: School Business Manager
GRADE: Band 7 Scale Point 31
RESPONSIBLE TO: Head Teacher/Deputy Head Teacher

Overall Objectives of the Post:

To maintain efficient systems of finance, administration, site management, data protection, health and safety. To manage staff, including the commissioning and delegation of relevant activities. To provide leadership and systems of management to ensure efficiency, value for money and maximum impact of support services on outcomes for students. To challenge weakness and low standards. To support the senior leadership team and prioritise the safeguarding and wellbeing of children and young people.

Key Tasks of the Post:

1. ORGANISATION

- To provide an efficient and effective organisation support to the school. You will:
- Provide line management responsibility for support staff in charge of the areas outlined above.
- Maintain efficient systems of finance, ensuring application of the principles of best value.
- Prepare all interim financial statements for termly meetings of the full Governing Body.
- Prepare budget for the consideration of, and recommendation to, the Governing Board.
- Prepare all financial returns for a variety of audiences and purposes.
- Access and apply for extra funding and grants to support the curriculum, extra-curricular activities, and the community.
- Manage contracts of employment and liaise with payroll.
- Monitor the effectiveness of all Service-Level Agreements.
- Support the Head Teacher with the appointment of support staff.
- Oversee and co-ordinate CPD for relevant support staff and to deliver training to teaching and non-teaching staff, as required.
- Oversee general personnel issues.
- Act as a Team Leader within the Appraisal system of the school.
- Make a significant contribution to the induction process for all new staff, teaching and support.
- Manage the health and safety of all those on site, including security arrangements.
- Be responsible for the maintenance of the school site and buildings and for the oversight of cleaning, building, installation and repair work.
- Liaise with members of the local business and industry community to establish partnerships with the school.
- Undertake duties and lunch-time supervision, as required.
- Form professional and collaborative working relationships with colleagues.
- Form professional and collaborative working relationships with other schools and agencies, offering support, advice and guidance where appropriate.
- Set a good example to students, parents and other visitors to the school through presentation and personal and professional conduct.

2. FINANCE ADMINISTRATION AND MONITORING

- Carry out strategic and operational management of the school budget.
- Take the lead in ensuring that all necessary financial and resource policies are in place to meet the SFVS.
- Prepare the whole-school budget for presentation to the Head Teacher and Governing Body for approval and ratification, assisting with the overall financial planning process.

03.
Job Description Continued

- Prepare relevant monthly reports for the Head Teacher and Governors.
- Prepare and maintain all SFVS documents for the Governing Board.
- Provide 3-year projections, researching trends and any changes to any changes to the national/local funding formulae.
- Produce accurate trial balances for the LA.
- Complete end-of-year financial checks.
- Check income and expenditure and report to the Head Teacher on a monthly basis.
- Identify and inform the Head Teacher of any significant variance in the budget.
- Monitor all budget headings and report findings to the Head Teacher.
- Monitor departmental capitation, advising budget holders as appropriate.
- Check staff salaries.
- Generate requisitions for authorisation by the Head Teacher.
- Calculate salary projections.
- Check monthly sheets from the LA.
- Liaise with the LA where appropriate.
- Identify any additional monies required to fund the school's proposed activities.
- Prepare costings for Pay Review, reporting directly to the Head Teacher.
- Assist with the preparation of documentation for audits and VAT returns.
- Be responsible for the management of ParenPay and other finance packages.
- Research and write bids for additional funding.
- Check Payments for authorisation.
- Supervise, train and develop staff as appropriate.
- Manage the school fund.

3. FACILITIES, ASSETS AND CONTRACTS

- To ensure the availability of utilities, site service and equipment.
- To take a lead role in procurement.
- To liaise with outside agencies, regarding lettings, including pricing and invoicing.
- To have formal agreements in place, with external providers, agreeing costs and repayment schedule.
- To review and manage all contracts, including on-site building works, ensuring that all safeguarding and other statutory requirements are fully met.
- To monitor, assess and review contractual obligations for outsourced school services.
- To monitor services and support contracts.
- To monitor and update the schools asset register.

4. HEALTH AND SAFETY MANAGEMENT

- To ensure the school is meeting all its statutory obligations.
- In conjunction with the Local Authority, Health & Safety Manager and Site Supervisor, monitor and evaluate potential health and safety issues and procedures, completing Risk Assessments where necessary.
- Ensure that Health and Safety procedures are rigorous and robust.
- Liaise with the LA, where necessary.
- Use expertise to support and advise others.
- Prepare and update the school's business continuity plan.

04.
Job Description Continued

5. DATA PROTECTION/GDPR

- Ensure that policies and procedures are fully compliant.
- Ensure that the school is meeting all its statutory obligation.
- Liaise with the school's DPO/Head Teacher/Leader of ICT
- Produce reports, as and when necessary, for the Head Teacher and Governing Body.

6. ADMINISTRATION

- To provide efficient administration guidance to the school.
- Determine the need for and arrange provision, analysis and evaluation of data and detailed reports/information.
- Be responsible for the design and effective operation of administrative procedures.

05.
Person Specification

	Essential	Desirable	Method of Assessment
Educational Attainment	▪ NVQ4 or Degree or equivalent qualification in relevant discipline	▪ Relevant qualification in Finance/Personnel/IT systems ▪ Evidence of post qualification continued professional development	▪ Application form ▪ Certificates
Work Experience	▪ Substantial experience of strategic and operational finance ▪ Experience of leading a team ▪ Substantial experience of IT packages, including finance systems/accountancy systems, management information systems, word and excel ▪ Experience of designing and developing administrative and organisational systems	▪ Experience of working in an admin role in a school or education establishment ▪ Experience of working in a senior admin role in a comparable organisation	▪ Application form ▪ Interview ▪ References
Knowledge/ Skills/ Aptitudes	▪ Knowledge of relevant policies/codes of practice/legislation ▪ Ability to interpret advice/statute and to devise policy/practice ▪ Ability to manage a multi-disciplinary team effectively ▪ Ability to work proactively with a confident approach ▪ Ability to prioritise workload and manage conflicting priorities, good time management ▪ Ability to cope with change in a dynamic environment	▪ Ability to meet deadlines and work effectively under pressure	▪ Interview ▪ References

06.
Person Specification

	Essential	Desirable	Method of Assessment
Disposition	▪ 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 ▪ Ability to deal with difficult situations in a proactive manner		▪ Application form ▪ Interview ▪ References
Circumstances	▪ Enhanced clearance from the Disclosure and Barring Service		▪ DBS Check



How to Apply

Please submit the application form accompanied by a letter of application in which you should explain why you are applying for the job. Please indicate in this letter how you feel your experience, training and personal qualities match the requirements of the post.

Please do not hesitate to contact the school if you would like any further information or to arrange a visit.

Applications to be returned to Mr P. Atkinson by either email to: headspa@jarrowschool.com (please do not use any of the other email addresses that appear in our literature) or by hard copy to the address below:

Mr P. Atkinson
Head Teacher
Jarrow School
Field Terrace
Tyne and Wear
NE32 5PR

Closing date for receipt of applications for this post:

9am on Monday 23 November 2026

Jarrow School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment and an Enhanced Disclosure and Barring Service (DBS) disclosure will be sought along with other relevant pre-employment checks. In line with the guidance in Keeping Children Safe in Education, we may also carry out an online search as part of our due diligence on shortlisted candidates.