



SCHOOL BUSINESS & OPERATIONS MANAGER Recruitment Pack

Website: www.stanhopeprimaryschool.co.uk

Instagram: @StanhopePrimarySchool





Position: School Business & Operations Manager

Grade: 14

Hours: 35 hours a week, full time, 8.30am – 4.30pm
(option for 4 days per week = 28 hours)

Contract: 39 weeks + 12 days

Reports to: Headteacher

Line manages: site staff, cleaning team, extended school staff, admin team

Closing date: Tuesday 17th November 2026

Shortlisting by: Friday 20th November 2026

Interviews: wc 23rd November 2026

Start date: As soon as possible

We encourage visits to the school.

Completed applications to:
headteacher@stanhope.ealing.sch.uk

Personal statement to be no more than 3 A4 pages (Arial 11) and must address all points in the person specification below.

Dear Candidate,

Thank you for your interest in joining Stanhope Primary School as our School Business & Operations Manager.

This is an exceptional opportunity to join an ambitious, high-achieving and forward-thinking school, where excellence is at the heart of everything we do. Our vision, Empowering Every Heart, Inspiring Every Mind, drives our unwavering commitment to the highest standards, ensuring that every child has the opportunity to flourish academically, socially and personally.

Stanhope is a happy, thriving and inclusive school community, characterised by exceptional relationships, high expectations and a relentless drive for improvement. As Ofsted recognised in September 2023, "Pupils are happy and excited to learn here." We are immensely proud of our outstanding achievements, exceptional pupil outcomes and national recognition, including being crowned Leadership Team of the Year at the National Schools Awards 2025.

However, we are not a school that stands still. We continually strive to be better, challenge ourselves and raise the bar even higher. With an exciting new school building on the horizon, funded by the Department for Education, this is a particularly significant opportunity to help shape the next chapter of Stanhope's development.

We are seeking an exceptional School Business & Operations Manager who shares our ambition and will play a pivotal role in driving the school's continued success. We want a proactive, tenacious and resilient leader who combines strategic thinking with meticulous attention to detail, exceptional organisational skills and an uncompromising commitment to high standards. You will be a confident communicator, a collaborative team player and a solution-focused professional who takes ownership, anticipates challenges and ensures that our finances, premises, health and safety, and business operations are managed with excellence.

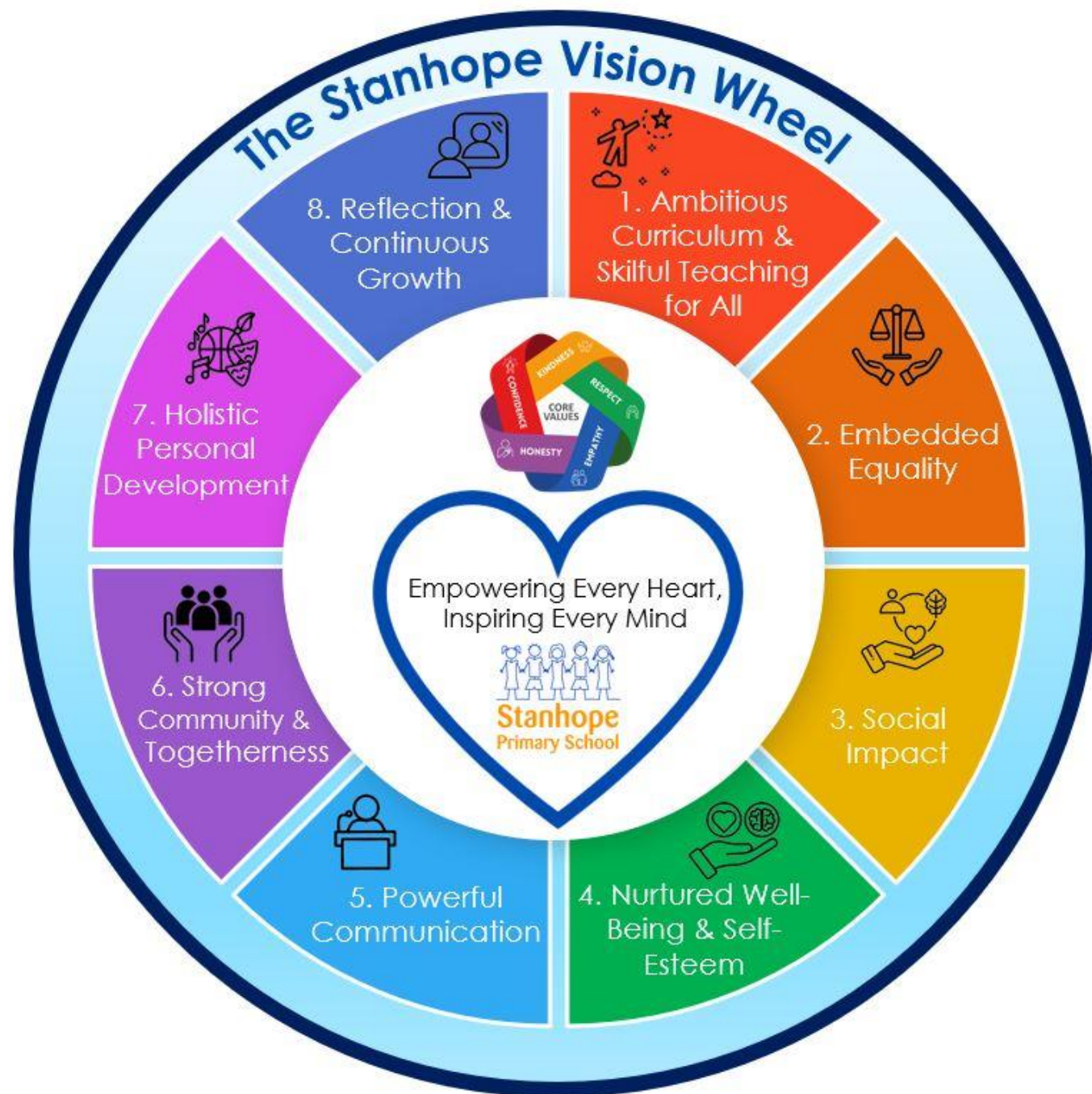
This is more than an operational role. We are looking for someone who will be an integral part of our leadership team, bringing initiative, accountability and the determination to make a tangible difference. You will help create the conditions in which our staff can excel, our children can thrive and our whole school community can continue to flourish.

Our values of kindness, respect, empathy, confidence and honesty underpin all that we do. We are looking for someone who will embody these values, build exceptional relationships and share our passion for giving every child the very best opportunities in life.

We warmly encourage you to visit Stanhope, meet our wonderful team and experience our school in action. Please contact the school office to arrange a tour.



Our school vision is unique and centred around 8 key components. Our core values of: kindness, empathy, respect, honesty & confidence underpin all that we do.



Essential Requirements

Education and Experience

- a) To be educated to degree level (or equivalent).
- b) To have a certificate in School Business Management (CSBM) or a relevant professional qualification in financial management/HR.
- c) Experience at Senior Level in Education or in Financial Management with a track record of delivering strategic goals.
- d) Knowledge of appropriate financial and monitoring systems.
- e) To already have or be willing to study for a diploma in School Business Management (DSBM).

Knowledge, Skills and Abilities

- f) To be able to demonstrate excellent finance and accounting skills.
- g) To have a knowledge of SIMS and FMS or similar packages.
- h) To be able to generate income.
- i) To have an understanding of funding systems and DCSF guidance.
- j) To have a current knowledge of site maintenance and development and appropriate knowledge of Health and Safety requirements.
- k) To have an understanding of risk assessment techniques.
- l) To be able to represent the school on or off site and have an understanding of the importance of the school within the community.

Person
Specification

- n) To have the ability to plan strategically and be an efficient project manager.
- o) To be able to demonstrate proficient IT skills.
- p) To be able to use initiative, and have well developed incisive analytical and problem solving skills.
- q) To be able to monitor and evaluate procedures effectively.
- r) To be able to manage staff and contractors at all levels.

Personal qualities

- s) To have excellent communication skills, both written and oral.
- t) To be well organised and have good interpersonal skills.
- u) To be reliable, honest, trustworthy, discrete and capable of handling confidential information and maintaining confidentiality and be able to resolve conflict with equanimity.
- v) To be a confident leader. And be able to work as part of a team or independently.
- w) To be hard working and emotionally resilient, able to work under pressure, able to prioritise and flexible working to deadlines
- x) To be able to understand and be committed to equal opportunities for all members of the school community.
- y) To have a willingness to participate in further training and CPD.

Please note that appointment is subject to a DBS check and advanced vetting.

Main purposes of the job

- To provide senior leadership and strategic direction and operational management for the non-curriculum management functions of the school.
- To act as a professional adviser to the Headteacher, Senior Leadership Team and to Governors on whole school issues, finances, HR, site management and health & safety. Researching and communicating all statutory and legal changes relating to finance, HR and health & safety.
- Line management and performance management of administration, site premises staff and extended school club staff.
- To be a member of the Senior Leadership Team.
- To lead and manage projects effecting whole school issues.
- To oversee the financial and administrative functions of the extended school and the management of business opportunities at the school site.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school alongside the safeguarding team.
- To lead on effective marketing strategies and income generation.

Job Description



Specific Duties

Financial Management

1. To lead on all financial management within the school by ensuring robust, transparent and effective systems are in place at all times.
2. To manage and prepare monthly budgets and long-term budget plans for the Headteacher, the Senior Leadership Team and Governors.
3. To have responsibility for and to analyse the monthly budget and long-term budget plans.
4. To plan and prepare the annual budget in liaison with necessary staff, as appropriate and present the budget to the Governors for approval and be responsible for the reconciliation of LA financial records to those at the school.
5. To be responsible for monitoring income and expenditure and produce regular financial reports as required by the school, the governors, and the LA.
6. To manage earmarked funding streams and ensure that such funds are properly accounted for.
7. To advise the Headteacher on the financial implications of the school's staffing and pay structures.
8. To manage the day-to-day operation of the school payroll and relationship with the payroll provider.
9. To manage and evaluate service level agreements and keep such contracts under review by comparison with alternative providers.
10. To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services and explore cost saving initiatives to ensure best value is always sought.
11. To be responsible for and investigating the availability of "biddable" funds and grants and advise the Headteacher in the completion and submission of these.
12. To advise the Headteacher in determining, allocating and controlling delegated budgets.
13. To take responsibility for all accounting procedures, and the management of all public and non-public funds.

14. To ensure compliance with FMIS (Financial Management Information Systems) and other financial regulations and standing orders.
15. To manage the school's cash flow and maximise the school's interest within financial, legal and regulatory constraints.
16. To ensure that systems are set up for the smooth running of financial management as appropriate.
17. To manage the finances of the school's catering contract where relevant and ensure regular evaluation and review.
18. To oversee the school's insurance policies in all forms including arrangements for their review.
19. To be responsible for the preparation and submission of all financial returns and other required data to the LA and other relevant bodies.
20. To oversee that the necessary licences and permissions are obtained ensuring their relevance and timeliness.
21. To represent the Headteacher at appropriate meetings related to the school's finances and to present on relevant matters.
22. To work with other members of the Senior Leadership Team, to prepare a rolling business plan for the future development of the school.
23. To attend the Governor's Finance & School Business committee meeting and Full Governing Board meetings when requested.
24. To be responsible for ensuring that financial risk assessments are prepared and monitored.

Site Management & Health and Safety

25. To lead on site management agenda i.e. school new build or remodelling.
26. To deal with the strategic management of the maintenance, refurbishment and development of the school premises and grounds including writing and updating of policy and risk assessment.
27. To strategically oversee the negotiation, evaluation and management of contracts for works and services to the site.
28. To oversee the priorities of work around the site in accordance with the school's asset management plan and School Improvement Plan in consultation with the Site Team.
29. To consult with the Headteacher to establish and maintain a rolling programme of refurbishment works within budgetary constraints.





1. To oversee the Site Team's regular progress reports and that any recommendations are made to the Headteacher and the Governors' site committee.
2. To have overall responsibility for the co-ordination and management of work and communication with architects, contractors and council officers with regard to the maintenance, refurbishment and development of the site.
3. To have a knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings to outside organisations.
4. To formulate, monitor and implement the school's Health and Safety Policy to comply with the requirements of Health and Safety at Work Act and other legislation and act as the school's Health and Safety Coordinator and Fire Officer.
5. To know the elements of a comprehensive disaster and recovery plan and operate the elements linked to the resource management responsibility.
6. To have overall responsibility for the records of fire practices and alarm testing. To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment.
7. To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third-party contracts.
8. To represent the Headteacher at appropriate meetings related to the school and present on health and safety matters.
9. To be a key holder for the school site and ensure a robust key management system is in place across the school.
10. To have overall responsible for the safe working environment within the school and regularly conduct thorough site walks.
11. To ensure that all health and safety legislation is complied with and organised on time, for example, annual playground equipment safety checks and that all recommendations are actioned swiftly.

Human Resources

12. To lead on HR related issues.
13. To line manage the premises, administration and extended club staff as required, and identify their development needs as appropriate.
14. To advise the Headteacher and Governing Body on payroll and personnel issues.
15. To give advice to the Headteacher on assessment of salaries, expenses, sickness and maternity procedures, redundancy, restructure and other matters of dismissal.
16. To oversee the preparation of necessary documentation to inform staff in writing annually of their current salary.

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21. To oversee the preparation of necessary documentation to inform staff in writing annually of their current salary.
22. To advise the Headteacher and Governors on policy issues and the implementation of these policies in the school.
23. To oversee and supervise the maintenance of all staff contracts; monthly payroll submission; coordination of teacher and support staff recruitment; CRB and medical checks; annual salary verification letters and maintenance of the personnel database (SIMS) and confidential files.
24. To oversee and supervise the maintenance of accurate personnel records for each member of staff including single centre records in line with KCSIE.
25. To lead on the robust recruitment process in line with safer recruitment. To participate in selection and appointment of direct reports.
26. To liaise with the payroll provider, issue staff contracts and amendments.
27. To ensure that all staff details whether kept in a file or on a disk are securely locked away as agreed with the Data Protection Agency.
28. Respond to emergencies appropriately and inform relevant staff.

Income Generation

29. To promote and extend the use of the site as a method of generating income.
30. To supervise existing methods of site use in generating income.
31. To source funds for school projects.





IT & Data Protection

- 32. To act as the School's Data Protection Officer.
- 33. To ensure data management, protection and data retention policies are robust and adhered to throughout the school.
- 34. To lead on Subject Access Requests when required.
- 35. To have overall responsibility in maintaining the School website and ensuring compliance.
- 36. To lead on IT contracts and services.

General responsibilities and support services

- 37. To ensure that correct preparation and risk assessments are made for school trips.
- 38. To attend the appropriate committee and other meetings, including relevant meetings with the School's Leadership Team.
- 39. To be a member of appropriate working parties as and when required.
- 40. To vary duties to meet the changing demands of the school.
- 41. To implement and follow all school and LA policies and procedures, including giving due regard to the school's equal policy and objectives.
- 42. To oversee and ensure all work is appropriately documented and kept up-to-date.
- 43. To keep abreast of current legislation and developments in relation to finance and attend training where appropriate.
- 44. To participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
- 45. To help the senior leadership team in supporting the reduction of workload and well-being for the staff team.
- 46. To carry out any duties of a similar nature and responsibility level as the Headteacher shall reasonably direct from time to time.