

Application Pack

Elsley Primary School

SBLM

School Business Leader/ Manager





Elsley Primary School

Tokington Avenue, Wembley, HA9 6HT

T: 020 8902 8003 E: admin@elsley.brent.sch.uk Headteacher: Mr Raphael Moss

May/ June 2025







Dear Potential Applicant,

Thank you for your interest in applying to be our first School Business Leader and Manager (SBLM).

Since doubling to four forms of entry, our school has continued to see pupil growth. With a recently opened Additionally Resourced Provision, our school will benefit from the additional expertise and capacity of an SBLM.

The Wheel of Professional Standards developed by the Institute of School Business Leadership (ISBL) provides a useful visual overview of what we are looking for in an SBLM at Elsley Primary School.

The role at Elsley will incorporate all six aspects:

-  **Leading Support Services**
-  **Finance**
-  **Procurement**
-  **Infrastructure**
-  **Human Resources**
-  **Marketing**



Values and Ethics

Working within the leadership team, the SBLM must be fully aligned with Elsley's ethos and values and have the highest regard for ethical decision making.

An informal visit prior to application is strongly encouraged and I would be happy to welcome you on one the following suggested dates and times:

Tuesday June 10th at 10am

Tuesday June 17th at 4pm

Thursday June 19th at 4pm

Please email Geraldine Sullivan vacancies@elsley.brent.sch.uk to request a place, or be in touch to arrange a different time.

I look forward to hearing from you.

With best wishes,

Raphael Moss

Headteacher

Safe recruitment is central to safeguarding children and young people.

Elsley Primary School places the utmost importance on safeguarding and applies these principles to our recruitment processes of volunteers as well as staff.

We expect all staff and volunteers to share this commitment.

Work history and references will be checked during shortlisting and interview.

Prior to appointment, the successful applicant will be required to successfully pass vetting checks including Enhanced Disclosure from the Disclosure and Barring Service.

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Could you be our School Business Leader/ Manager?

Are you a strategic thinker, with the experience and business acumen required for senior leadership at our school?

We want to hear from you if you are excited to work within our ethos and capitalise on opportunities to further develop the school, maximising what we offer our pupils and wider community, and continuing to provide long-term financial sustainability.

You would join an enthusiastic, dynamic and committed team, with modern buildings and facilities and a collaborative, supportive atmosphere. Elsley is a diverse and happy community with a wealth of experience and cultures. We focus on making a positive impact on our children and community, who are at the heart of everything we do.

The SBLM role at Elsley will incorporate the following **six aspects**:

 Leading Support Services	 Finance	 Procurement
 Infrastructure	 Human Resources	 Marketing

Values and Ethics

Working within the leadership team, the SBLM must be fully aligned with Elsley's ethos and values and have the highest regard for ethical decision making.

You will:

- have exceptional skills and experience in the six aspects of the SBLM role
- have excellent teamwork and communication skills
- be passionate about improving children's lives

We are a school with:

- A supportive and welcoming atmosphere
- A creative and holistic approach to education
- A wellbeing award and commitment to genuinely supporting staff
- A learning community and a strong commitment to developing everyone
- Leadership support and professional development opportunities
- Access to staff benefits
- An employee assistance programme

Key Facts

About the Job

Role: School Business Leader/ Manager (SBLM)
Location: Elsley Primary School, Wembley, Brent
Salary: PO5 Brent Council Single Status Pay Scales, (2024 rates, pending 2025 pay agreement)
 50,788 - £53,899 plus £2,230 London Weighting
Contract: Permanent, all-year-round
Commencing: September 2025 or earlier
Hours: Full-time or opportunities for flexible or part-time working
*In order to attract and retain excellent staff, we welcome applications from staff looking for flexible or part-time arrangements, or those returning from a career break.
 Please include this information within your application.*

Application Process

Deadline: 8:30am on Monday 23rd June 2025



Please read more about our school on our website. You are very welcome to arrange an informal visit or telephone conversation with the Headteacher prior to applying.

Selection Tasks and Interviews: week commencing June 30th 2025

Applications will only be accepted on our Elsley Application Form, available on our website. These must be submitted via email to:
vacancies@elsley.brent.sch.uk







Feedback is not typically offered to candidates who are unsuccessful at the shortlisting stage. In line with Safer Recruitment, references will be requested for shortlisted candidates, prior to interview.

Job Description – School Business Leader/ Manager

 	Job Title	School Business Leader/ Manager (SBLM)
	School	Elsley Primary School
	Location	Wembley, Brent
	Grade	PO5 Brent Council Single Status Pay Scales, (2024 rates, pending 2025 pay agreement) 50,788 - £53,899 plus £2,230 London Weighting
	Contract	Permanent, all-year-round contract (or term-time, by agreement)
	Hours	Full-time or opportunities for flexible or part-time working <i>In order to attract and retain excellent staff, we welcome applications from staff looking for flexible or part-time arrangements, or those returning from a career break.</i> <i>Please include this information within your application.</i>
	Reports to	The Headteacher
	Staffing Responsibility	Non-teaching members of staff
	Restricted	No

Main purpose

The School Business Leader/ Manager (SBLM) is responsible for managing the strategy and operation of the business functions of our school. The Wheel of Professional Standards developed by the Institute of School Business Leadership (ISBL) provides a useful visual overview of the aspects of the SBLM's role:

-  **Leading Support Services**
-  **Finance**
-  **Procurement**
-  **Infrastructure**
-  **Human Resources**
-  **Marketing**



They will advise on and implement the day-to-day 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.

Values and Ethics

Working within the leadership team, the SBLM must be fully aligned with Elsley's ethos and values and have the highest regard for ethical decision making.

Principal Accountabilities and Responsibilities

Leading Support Services

- Be responsible for line-managing non-teaching staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the Headteacher, lead on all financial matters in school, to ensure long-term sustainability and financial viability and supporting the overall performance and effectiveness of providing an excellent holistic education.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the Headteacher and governing body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Support the Clerk and Governing Board to ensure effective governance

Finance

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Work with the Bursar to monitor the budget throughout the year, advising the Headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Work with the Bursar to oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

Procurement

- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Lead on reviewing and managing contracts and suppliers
- Oversee exit and re-procurement processes including TUPE where applicable
- Lead collaborative buying with other schools and partners
- Adhere to statutory frameworks and legislation

Infrastructure

- With the Headteacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Monitor and update the risk register
- Organise health and safety training for staff
- Work with the Headteacher on strategic capital planning
- Oversee capital projects
- Oversee asset management including ICT infrastructure
- Manage school lettings

Human resources

- Work with the Headteacher to strategically review the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Liaise with the external HR provider and advise on HR issues
- Work with the Bursar to manage the school's payroll provision with the payroll provider
- Oversee Performance Management and continuing professional development (CPD) of non-teaching staff

Marketing

- Ensure the development of a marketing and communication strategy which promotes the school and defines the brand, aims and goals.
- Work with the Headteacher to develop recruitment strategies for pupils and staff
- Develop stakeholder engagement via appropriate communication channels
- Develop marketing strategies to maximise income generation, in keeping with the school's overall aims and ethos

Other

The School Business Leader/ Manager will be required to:


Safeguard and promote the welfare of children and young people.

Follow all school policies and the staff code of conduct.

Have professional regard for the ethos and practices of the school, and maintain high standards in your own attendance and punctuality.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the School Business Leader/ Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher. This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed, in consultation with the postholder.

Person Specification

 <small>learning sharing achieving respecting</small>	Elsley Primary School
Person Specification & Selection Criteria Post Title: School Business Leader/ Manager (SBLM)	
Shortlisting for interview will be based on whether a candidate shows on their application form that they meet the following criteria:	
Education and Professional Qualifications	
Degree or other relevant qualification in accountancy, business management or a related discipline	
A school business management qualification	
Evidence of continuous participation in training and a commitment to further professional development	
<i>Desirable – relevant training and qualification in Coaching</i>	
Experience	
Successful leadership and management experience in a school, or in a relevant field outside education	
Experience of financial leadership and management in schools, or comparable experience	
Experience of significant procurement projects	
Experience of premises management and Health & Safety	
Experience of HR	
Experience of marketing for a school or similar organisation	
Line management and appraisal experience	
Experience of empowering, coaching and developing staff	
Involvement in school self-evaluation and improvement planning	
Experience of working with children or young people	
<i>Desirable – At least a year's experience volunteering with a charity</i>	
Skills / Knowledge	
Strategic thinking based on synthesising multiple and complex sources of evidence	
Expert knowledge of financial management	
Ability to communicate a vision and inspire others	
Ability to build and prioritise effective working relationships with staff and other stakeholders	
Excellent analytical skills, and the ability to simplify for others without losing meaning	
Ability to rapidly learn a variety of computer software and applications to support efficient and effective practice	
Excellent attention to detail	
Use own initiative and work effectively within a team	
Excellent interpersonal skills with empathy to adapt and suit different people	
Excellent communication: written, oral & using ICT.	
Be calm in a crisis, quick thinking and able to take decisive action when required	
Personal Qualities	
Be an ethical person, passionate about overcoming barriers and relish the challenge to improve children's lives	
Be intelligent and confident with your ideas yet be flexible and show humility to work well with others	
Be able to work under pressure, prioritise effectively and maintain a positive attitude	
Be committed to maintaining confidentiality at all times	
Be committed to safeguarding and equality, ensuring personal beliefs do not exploit the position.	
Be courageous at your core but fun and able to excite and engage others	
Demonstrate a commitment to uphold and demonstrate the Seven Principles of Public Life at all times. Known as the Nolan principles, these form the basis of the ethical standards expected of public office holders: selflessness; integrity; objectivity; accountability; openness; honesty; and leadership	

Elsley Primary School

ethos and values

Values	learning	sharing	achieving	respecting
We believe in...	<p>a lifelong process of active growth and self-improvement</p> <p>gaining knowledge, skills and understanding – as individuals and in collaboration with others</p> <p>learning to evaluate and think critically</p> <p>nurturing creativity</p> <p>developing independence</p> <p>the importance of understanding how to keep ourselves safe</p> <p>researching and improving how we learn and how we teach</p>	<p>recognising the value of giving</p> <p>showing kindness to friends and to others</p> <p>supporting and helping those in need</p> <p>strengthening relationships and building trust</p> <p>celebrating and valuing the efforts and achievements of others</p> <p>sharing the world and the environment with others</p> <p>building community and contributing to society</p>	<p>having high aspirations, working hard and striving to reach our personal best</p> <p>developing self-esteem</p> <p>reaching our full potential, developing confident children and adults</p> <p>setting, and making progress towards, short-term and long-term goals</p> <p>aiming high across the breadth of the curriculum</p> <p>experiencing a wide range of opportunities</p>	<p>understanding and valuing everyone</p> <p>learning about the customs, practices, lifestyles and beliefs of others</p> <p>acknowledging and celebrating similarities and differences</p> <p>displaying good manners and learning to refine behaviour and attitudes</p> <p>being considerate and thoughtful to others and to the environment</p> <p>acting morally and ethically</p> <p>taking pride in ourselves, our school and community</p>

At Elsley we value high-quality learning and achievement, together with an ethos of sharing and respecting.

Elsley's priorities, 2024-25



1) Pupils with Special Educational Needs or Disabilities (SEND)

Ensure all pupils with SEND are provided with bespoke scaffolding or support

so that staff feel increasingly confident to deliver tailored support to meet pupils' diverse needs,
so that each pupil can access their education,
so that each pupil makes measurable progress in relevant areas, and
so there is active engagement and positive feedback from pupils and parents.

2) Enhance the teaching of writing

Enhance the teaching of writing

so that staff grow in confidence and expertise in the teaching of writing,
so that the teaching of writing is more effective, and caters for the needs of all pupils, and
so pupils' writing outcomes improve with greater rates of progress and raised attainment.

3) New Arrivals

Enhance support and facilitate access to high-quality education for newly arrived pupils

so that staff feel empowered and confident to deliver enhanced support and high-quality education,
so the pupils and their parents feel welcomed and can more easily navigate services,
so the pupils are provided with, and can access, an effective and relevant education, and
so that newly arrived pupils' achievements are recognised and celebrated.

4) Leadership

Develop leadership at all levels across the school

so there is a comprehensive consideration of diverse information and stakeholder perspectives,
so that leaders are equipped with the skills to accurately evaluate strengths and priorities,
so that leaders are able to develop a shared vision and action plan for their respective areas,
so that leaders effectively address school needs in alignment with the school ethos, and
so that leaders are empowered to capture the impact of their actions and engage in continuous re-evaluation for ongoing improvement.

5) Develop pedagogy

Enhance pedagogical practices across all subject areas

so that staff grow in confidence and expertise of more impactful teaching strategies,
so that the school's curriculum is more effectively taught, and
so teaching methodologies align with outcomes leading to increased pupil achievement.

About Elsley Primary School

In recent years Elsley Primary School has doubled to 4-forms of entry. We have created a supportive and high-achieving culture, matched by modern, state-of-the-art buildings and facilities. Our school is situated in a highly urban area but the school itself is tucked away in a quiet residential setting with its own on-site farm and extensive grounds to support Outdoor Learning.



We are proud of the breadth of our curriculum and holistic education which is matched by strong academic achievements. Progress tends to be very strong from pupils' starting points.



We have a happy and diverse community of staff, pupils and their families. We pride ourselves on our nurturing culture for children and for staff. In June 2020 we were recognised with a Gold Award for supporting the physical and mental wellbeing of staff during the pandemic.



Not all superheroes wear capes...



We have high expectations for pupil progress and outcomes, combined with

creativity within our curriculum offer. Some of our more unusual initiatives include an on-site farm and a whole-school residential curriculum. This starts by giving our youngest children the experience of a night-time walk and a campfire, leading through on-site camping under canvas and culminating in week-long trips away from school for the oldest children. Whilst some of this was disrupted due to the pandemic, we have begun to rebuild the culture of residential experiences.

Our pupils face many challenges, including high levels of deprivation and associated difficulties. Significant numbers of pupils arrive mid-year and with little or no English. Our school has one of the highest mobility rates so our systems and staff training reflect these additional challenges as we collectively strive to overcome these barriers. Over the last few years, we set up and continue to run a weekly food bank for several of our families.



Staff are empowered and improve their practice through an established coaching culture and there is no data-led performance management.

There are extensive opportunities for professional development. Elsley has a strong track record working with external partners to lead support teacher training; we are a delivery partner for the North West London Teaching School Hub, leading delivery of National Professional Qualifications (NPQs), we encourage collaboration and networking within Elsley and with other schools; we offer high-quality continuous professional development; as well as opportunities for middle and senior leadership.



There are opportunities to complete National Professional Qualifications, and many of our staff have successfully progressed to leadership posts within and outside of Elsley Primary School.

Privacy Notice – Recruitment

Your information is collected for the purpose of considering your application in respect of a role for which you have applied.

You are providing your information to Elsley Primary School, Tokyngton Avenue, Wembley, HA9 6HT.
email: admin@elsley.brent.sch.uk

Our Data Protection Officer is:

Rajesh Seedher

Tel: 020 8937 2018

Email: school.dpo@brent.gov.uk

Address: Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

How we use your information

The information may be shared with our recruitment and Human Resources advisers. For unsuccessful applicants, information shall be retained for six months and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Security

We take appropriate measures to ensure that all personal data is kept secure, including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach.



www.elsley.brent.sch.uk

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