School Business Manager Recruitment Pack

Aspiration . Growth . Perseverance . Success

Letter From Headteacher

Dear Applicant,

An Exciting Leadership Opportunity at Acton Gardens Primary School. Join us as our School Business Manager and help shape the future of our school. Thank you for your interest in joining Acton Gardens Primary School at an exciting stage in our journey.

We are seeking an experienced, forward-thinking and enthusiastic School Business Manager to join our leadership team and play a key role in shaping the future of our school. Established in September 2022 following the amalgamation of Berrymede Infant and Junior Schools, Acton Gardens is a vibrant, diverse and welcoming two-form entry primary school in the London Borough of Ealing, conveniently located near Acton Town tube station.

Our vision, "Learning together for the future," and our values of Aspiration, Growth, Perseverance and Success underpin everything we do. We are committed to creating an environment where children and adults feel valued, supported and inspired to succeed.

Why Join Acton Gardens? We offer:

- Wonderful, enthusiastic children who are proud of their school.
- A welcoming, inclusive and supportive school community.
- A dedicated, friendly and hardworking staff team.
- An ambitious leadership team and supportive governing board.
- Opportunities for professional development and career progression.
- The chance to make a genuine difference and help shape our school's future.

The Opportunity. As School Business Manager, you will work closely with the Headteacher and governors, providing strategic leadership across finance, HR, premises, health and safety, procurement and school operations. We are looking for someone who:

- Has strong financial management skills, including budgeting, forecasting and financial reporting.
- Has experience of HR, premises management and health and safety.
- Demonstrates excellent organisational, communication and ICT skills.
- Can effectively lead and motivate administrative and premises teams.
- Is proactive, resourceful and confident in managing competing priorities.
- Understands safeguarding responsibilities within a school setting.
- Holds a relevant school business management qualification or has equivalent experience.
- Brings enthusiasm, a positive outlook and a good sense of humour.

We welcome applications from experienced school business professionals and candidates with transferable financial and leadership skills who share our commitment to children's education. Come and See What Makes Us Special!

We warmly encourage you to visit our school, meet our team and experience our welcoming community.

To arrange a visit or find out more, please contact the school office on 020 8993 9053 or email recruitment@agprimary.org.uk.

A Personal Message:

As Headteacher, I am incredibly proud of our children, staff and school community. We have achieved so much together, but our ambitions for the future are even greater.

I am looking for a School Business Manager who will bring expertise, fresh ideas and a shared determination to make our school the very best it can be.

If you enjoy a challenge, thrive on making a difference and want to be part of something special, I would love to hear from you.

I look forward to welcoming you to Acton Gardens Primary School.

Best wishes,
Miss Harsha Patel

Headteacher
Acton Gardens Primary School
Learning together for the future

Job Advertisement - School Business Manager

Job Advertisement
School Business Manager

Position Title:
School Business Manager

School:
Acton Gardens Primary School

Start Date:
January 2027

Contract:
35 hrs per term time only + 3 weeks in the holidays

Hours:
35 hrs per week

Pay range:
Pay Scale Grade 12
Salary: £49,978 to £51,961 pa based on the contractual hrs

For an exceptional candidate who demonstrates outstanding experience, skills and expertise relevant to the role, a salary of up to Scale 14 may be considered, subject to experience and suitability.

The Job Description and Person Specification will be reviewed and adapted, where appropriate, to reflect the responsibilities and expectations associated with the higher salary scale.

Reporting to:
Headteacher

Line Manages:
Office Manager, Admin & Finance Support Officer & Premises Staff

Website:
Acton Gardens Primary School

PURPOSE OF THE POST

The role of the School Business Manager is key to the effective functioning and management of the school. The SBM is responsible for the efficient running of finance, administration systems and site management. Reporting directly to the Headteacher, the SBM is an active member of the Senior Leadership Team and plays a critical role in school improvement planning and development.

Key responsibilities:

- To lead, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the Headteacher and Governing Body, ensuring that all legal and safety requirements with regard to people and property are met.
- To be an integral part of the Leadership Team of the School.
- To have overall responsibility for management of all financial matters, including strategic planning, reporting, budgeting, systems and controls.
- To lead on core business services including ICT, human resources, premises management, catering, lettings, extended day, security and health & safety, administration and operations to facilitate an outstanding educational environment for pupils.
- In the absence of the Headteacher, to take delegated responsibility for financial and other business–related matters

Key timings:

Closing date:
Thursday 3rd December 2026, 12 (Noon)

Shortlisting day:
Thursday 3rd December 2026

Interview date:
Monday 7th December 2026

School Visits:
To arrange a visit, please contact the school office on 020 8990 9035 or email recruitment@agprimary.org.uk

How to apply:

Please read the documentation and complete the application form.

All contact with the school for school visits and applications, will be managed through our School Admin:

Phone: 020 8993 9053

Email: recruitment@agprimary.org.uk

The headteacher is available to speak to potential candidates if required. Please contact the school office to arrange this.

Diversity and Inclusion

At Acton Gardens Primary School, we take pride in offering a comprehensive and diverse curriculum that empowers our pupils with the knowledge and skills necessary for success in life, enabling them to realise their full potential. Our belief in the growth and excellence of every pupil is evident in our commitment to fostering resilience and self-confidence, cultivating respect and inclusion, and promoting collaboration to effect positive change in the community.

Within our innovative learning environment, we encourage creativity and provide challenges that motivate students to discover their passions and talents. Additionally, we prioritise the well-being of our pupils, ensuring their mental and physical health while fostering an appreciation for the spiritual, moral, social, and cultural diversity of the world. Our goal is to prepare pupils to become responsible global citizens.

Central to our school ethos are core values — aspiration, growth, perseverance, and success. These values serve as the guiding principles for our community, shaping our educational philosophy and contributing to the holistic development of each individual. We are dedicated to creating an environment where pupils are inspired to set high goals, continually adapt and learn, demonstrate resilience in the face of challenges, and ultimately achieve success in both academic pursuits and personal development.

The Headteacher is available to speak to potential candidates

If required, please contact the school to arrange this

Diversity and inclusion

At Acton Gardens we recognise and value the diversity of all people. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and are able to participate fully in school life.

At our school, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach, and visit here. We welcome applications from anyone who meets our criteria for the role, regardless of their age, experience, disability, ethnicity, heritage, sexuality, gender, and socio-economic background.

Safeguarding and DBS clearance

We have a strong commitment to safeguarding and promoting the welfare of children and young people and expect our new School Business Manager to share and champion that.

The successful candidate will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service.

Job Description - The Main Duties & Responsibilities

Leadership and Strategy

- Lead on financial management in the school and advise on all business and financial decisions.
- Strategically advise the school leadership team on all aspects of management in relation to attendance, administration, finance, human resources, extended day, premises management, security and health & safety.
- Lead by example, displaying the highest professional standards and enforcing best practice.
- The School Business Manager, along with the Headteacher will account for the efficiency and effectiveness of the school to the governors and others including children, parents, staff and the local community.
- Attend the Finance, Premises and Personnel Committee meeting and FGB meetings as required

Job Description - The Main Duties & Responsibilities

Management

- Provide management and business planning that delivers the best practice and best value through the establishment of effective systems of target setting, performance management and stakeholder feedback, that encourages an innovative and creative approach to service delivery and meets the needs of the curriculum.
- Be responsible for compiling and presenting management information, (ensuring reports relating to school data, finance, personnel, premises and health and safety are accurate) to the Governing Body, its sub-committees and the School Leadership Team.
- Coordinate the deployment and work of the management staff ensuring that it is reflective of the agreed school aims, objectives and policies are implemented, monitored, and evaluated.
- Lead and develop effective and consistent methods of communication across all channels and stakeholder groups.
- Lead and develop the finance, front desk, administration, premises teams and lettings arrangements to ensure they meet the needs and support the aims of the school. Manage and deploy staff in the most effective and efficient way, setting objectives and lead on Performance Management of office and site teams.

Job Description - The Main Duties & Responsibilities

Finance

- Set the expectation in terms of high quality and ensure that the school has a properly resourced and effective finance function.
- Lead, develop and implement the school's financial strategy and to carry out financial modelling enabling well- informed strategic decisions.
- Promote a culture of innovation and challenge in transforming financial performance founded on the principle of Value for Money.
- Ensure that key strategic decisions are taken with the full understanding of the financial implications and that effective stewardship of public funds is maintained.
- Develop and implement strategy to resource the school objectives and manage all resources for the benefit of pupils, classrooms and the curriculum.
- Develop and maintain robust financial systems to ensure financial transactions of the school are carried out in an appropriate manner and that financial regulations of the London Borough of Ealing (LBE) are observed, updating local finance related policies and procedures as required.
- Set the direction for effective and efficient financial administration to underpin sustainable long-term financial health and demonstrate robust assurance.
- Lead, develop and implement the reconciliation of bank accounts, VAT accounting and returns, cash handling, public and private funds.
- Assume ultimate responsibility for financial reporting and ensure that all reporting adheres to the requirements of the law and financial reporting standards including accurately prepared end of year accounts for LBE, DfE and presentation to the Governing Body.
- Lead the development of the detailed framework for tendering procedure to comply with statutory and legislative requirements, delivering Value for Money and obtaining expert advice as needed.
- Critically review contracts, administration processes and SLAs to assist with contract negotiations.
- Ensuring contract delivery happens on time, to budget and that these remain supportive of the school's overall strategy.
- Procure goods and services on a value for money basis to support education delivery within the context of regulatory frameworks and legislation.
- Identify new purchasing routes, strategies, and suppliers to ensure the most effective procurement strategy is adopted.
- Carry out financial modelling to prepare and manage the school budget in line with the improvement priorities. Collate the budget for review and approval of the Governing Body.
- Responsible for budget monitoring and preparation of budget reports, including the provision of accurate estimates, forecasts, and projections in conjunction with the Senior Leadership Team
- Carry out fee collection, cash handling, banking and outstanding fees are managed according to policy to avoid bad debt and the cashless payment system in conjunction with the Office Administrators.
- Implement asset register covering all the school assets including detailed title information, historic and current values.
- Ensure long-term sustainability and suitability, considering changing environmental needs as advised in the Procurement Policy.
- Lead on salaries payments, ensuring payroll is checked each month, returns are completed to deadline and that accuracy is obtained.
- Act as internal quality assurance leading, initiating and managing audit procedures as necessary.
- Lead on maximising income generation, preparing funding bids, securing sponsorship, and developing premises lettings.
- Ensure all insurance cover is up to date and effective.

Job Description - The Main Duties & Responsibilities

Marketing and promoting the school

- Welcome all parents, pupils and visitors to the school, and provide them with the relevant support and information on all aspects of school life.
- Promote the school to different audiences and raise its profile in the local/wider community
- Liaise with local, national, and international businesses for fundraising and joint projects.
- Promote the school through tours to prospective families and staff.
- Liaise and work with the PTA to support fundraising for the school and manage PTA fund allocation within the school
- Provide admin support in maintaining and updating the school website, school X (Twitter), and other school social media platforms.

Job Description - The Main Duties & Responsibilities

Administration and Reception

- Oversee management of the whole school administration function, including office staff.
- Ensure robust visitor management in conjunction with the Office Administrators for premises visitors, maintaining a secure environment which safeguards children
- Oversee the deployment of admin support staff, ensuring an efficient and effective service to the Headteacher and Leadership Team
- Oversee development of administrative procedures for the school, in conjunction with the Office Manager, ensuring maintenance of agreed operating procedures, to ensure that all legal requirements are met
- In conjunction with the Office Manager, ensure all statistical and statutory returns are completed to deadline In conjunction with the Clerk to Governors, maintain a policy schedule, develop policies and procedures across the school, monitoring, evaluating and reviewing policies to establish impact and effectiveness, updating as required
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
- To handle all other matters of an administrative nature that may arise.

Job Description - The Main Duties & Responsibilities

ICT

- Support the Headteacher lead the use of existing technology, using innovation to enhance teaching, personalised learning, and support business management processes in conjunction with ICT leads.
- Ensure the school has a fit for purpose IT infrastructure and systems including system security and protection in conjunction with ICT lead.
- Manage the ICT service contract to ensure staff and pupils are efficiently supported in a timely manner, without interruption to teaching and learning.
- Ensure maintenance of the inventory of assets and compliance with procedures for the disposal of redundant equipment / assets.
- Keep abreast of data protection legislation and e-safety guidance, develop policies and procedures to ensure the school is compliant with the Data Protection Act, liaising with the Data Protection Officer (DPO) where necessary.
- Support the Headteacher to develop and update the school website and other communication software, ensuring statutory duties are adhered to.
- Ensure the school has appropriate IT licenses
- Lead on data protection, Freedom of Information and Document retention ensuring legislative compliance. (GDPR)
- Be responsible for the development and maintaining of partnerships with organisations to provide additional enrichment opportunities to pupils during extended day and at weekends, maximising the use of the premises and opportunities available to pupils.

Job Description - The Main Duties & Responsibilities

Human Resources

- Advise the Headteacher on issues regarding workforce planning, ensuring regular staffing reviews are carried out to meet the relevant demands of the school.
- Provide analysis of current and proposed staffing models in alignment of the school's improvement plan.
- Line manage the Administrative, Extended School and Site staff, ensuring all HR strategies, policies and procedures are consistently deployed in line with the school's vision and values.
- Be responsible for ensuring effective grievance, absence management, staff wellbeing, underperformance, and disciplinary practices are met and are in line with LBE/Diocesan policies, seeking support from LBE and or Diocesan Human Resources Team as required.
- Manage the recruitment process, ensuring all associated administration is adhered to and safer recruitment best practice is followed in conjunction with the finance and office staff, where applicable.
- Undertake Safer Recruitment Training and participate on interview panels as necessary.
- Lead on and advise Headteacher of changes to staff contracts, ensuring notification to payroll provider.
- Liaise with relevant agencies/bodies on pay, conditions of service and other pay related matters, as necessary.
- Be responsible for staff absence management, monitoring sickness and other absences, including special leave, maternity, etc., identifying any issues and advising the Headteacher accordingly.
- Advise staff and the Headteacher on employment legislation, as necessary.
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies comply with legal and regulatory requirements.
- Manage and ensure all staff, volunteers, agency staff and contractors are vetted in line with the school safer recruitment policy and procedures and LBE guidance.
- Oversee the Single Central Record, ensuring staff records are up to date and maintained in line with the DfE and LBE requirements.

Job Description - The Main Duties & Responsibilities

Premises

- Strategically assess the use of facilities, identify areas of potential collaboration, efficiencies, and income generation, to optimise learning outcomes across the school.
- Line manage the Site Manager, and undertake performance management.
- Oversee the premises function of the school, including maintenance, development, and furnishings in conjunction with the Site Manager.
- Lead an assessment of future improvement and maintenance needs, develop a medium/long-term plan to deliver Value for Money and make recommendations on the spending on repairs and capital works in conjunction with the Site Manager & Premises Consultants
- Oversee the Site Manager to ensure the premises, buildings, grounds, and facilities are developed and maintained to a high standard.
- Oversee and manage contracted facilities management, including, building and maintenance and cleaning for the school in conjunction with the Site Manager
- Plan, support and manage the development of new facilities and project manage building projects.
- Liaise with building contractors, architects, planning departments and other related agencies.
- Oversee premises security including, access control, visitor management, working in partnership with the Headteacher, senior leaders and premises staff in conjunction with the Site Manager
- Develop and manage plant replacement schedule for the premises.
- Champion a sustainable range of income generating using facilities to maximise the financial resilience of the school, including lettings etc.

Job Description - The Main Duties & Responsibilities

Other

- Always assist in the smooth running of the school, including being responsible with other leaders in the school in the absence of the Headteacher and Deputy Heads
- Undertake other various responsibilities as directed by the Headteacher and Core team.

Job Description - The Main Duties & Responsibilities

Health and Safety

- Lead on Health and Safety across the school core, extended day services, lettings etc. and inform strategy, planning and decision-making.
- Act as the Health and Safety Officer and ensure that all Health & Safety legislation, policies, and procedures are adhered to.
- Prepare and maintain a Health and Safety Policy and supervise its implementation, ensuring that it is clearly communicated to stakeholders and that the school is fully compliant with the Health & Safety at Work Act.
- Be responsible for managing any Health and Safety issues as they arise and raise awareness of Health and Safety among all members of the school community.
- Ensure systems are in place for effective monitoring, measuring, and reporting of Health and Safety issues to the leadership team, Governing Body and where appropriate the Health & Safety Executive.
- Ensure risk assessments are carried out as necessary, develop and maintain a disaster recovery plan and arrange fire drills, emergency evacuation procedures, etc. accordingly.
- Lead on development and maintenance of inspections and quality assurance regimes to ensure compliance with Health and Safety legislation.
- Ensure Health and Safety audits are implemented, action plans agreed and executed, ensuring compliance to Health and Safety legislation & LBE guidance.
- Oversee the scheduling and monitoring of fire evacuation and emergency planning drills, implementing improvements, and updating plans as necessary in conjunction with the Site Manager.
- Prepare and update the school's Emergency Evacuation Plan, Disaster Recovery Plan, etc. and develop and strengthen risk management strategies across the school.

Job Description - The Main Duties & Responsibilities

Personal Responsibilities

- Observe and adhere to the school's professional code of conduct as per the school's staff handbook.
- Be responsible for personal CPD, undertake training, professional development, and other learning activities as appropriate.
- Ensure compliance with policies and procedures relating to Child Protection, Health and Safety, Security, Confidentiality, Data Protection, etc., reporting any concerns to the relevant Leads.
- Complete an Enhanced Disclosure and Barring (DBS) check and other employment checks.
- Be aware of and adhere to the School's Equal Opportunities policy.
- Promote the safeguarding of children.
- Use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- Participate in performance management and undertake training and professional development as appropriate.
- Undertake other duties commensurate with the job and the grade that may reasonably be required by the Headteacher.

AGPS Safeguarding Statement

Acton Gardens Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors, and volunteers to share this commitment. Successful applicants will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.

We will also carry out checks on social media for shortlisted candidates.

Acton Gardens Primary School is committed to equality of opportunity for all colleagues, pupils and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

School Business Manager - Person Specification

Person specification	Evidenced	Interview/Assessment
A. EDUCATION AND EXPERIENCE • Holds a certificate in School Business Management (CSBM), working towards it or holds a relevant professional qualification in financial management/HR. (**Essentia**l) • Experience at Senior Level in Education or in Financial Management with a track record of delivering strategic goals. (**Essential**) • Knowledge of appropriate financial, monitoring and management information systems. (**Essential**) • Educated to degree level or equivalent (**Desirable**) • Experience in leading and managing staff (**Desirable**)	Application Form	Please note that we may cover some or all these criteria on the interview/ assessment day

School Business Manager - Person Specification

Person specification	Evidenced	Interview/Assessment
B. KNOWLEDGE, SKILLS AND ABILITIES • Ability to demonstrate excellent finance and accounting skills • Ability to develop and manage a range of administrative systems • Knowledge of Arbor / FMS6 or similar packages • Ability to generate income • Understanding of funding systems and DfE guidance. • Ability to design, create and maintain an accurate and up-to-date MIS • Ability to manipulate and disseminate data effectively to the whole school community • Experience in producing reports and advising the Head Teacher, Senior Leaders and Governors on findings of reviews, research and audits • Knowledge of site maintenance and development and appropriate knowledge of Health and safety requirements • Understanding of risk assessment techniques	Application Form	Please note that we may cover some or all these criteria on the interview/ assessment day

School Business Manager - Person Specification

Person specification	Evidenced	Interview/Assessment
B. KNOWLEDGE, SKILLS AND ABILITIES - CONTINUED • Ability to represent the school on or off-site and an understanding of the importance of the school's role within the community • Ability to demonstrate a working knowledge of HR and Employment Law • Ability to plan strategically and be an efficient project manager • Ability to demonstrate and apply proficient ICT skills (Google, Microsoft, Word, Excel etc.) • Ability to use initiative and demonstrate well-developed, incisive, analytical and problem-solving skills • Ability to monitor and evaluate procedures effectively • Ability to manage staff and contractors at all levels • Understanding of the principles of KCSIE and safeguarding and a commitment to ensuring the health, safety and wellbeing of all the children and staff at the school	Application Form	Please note that we may cover some or all these criteria on the interview/ assessment day

School Business Manager - Person Specification

Person specification	Evidenced	Interview/Assessment
C. KNOWLEDGE, SKILLS AND ABILITIES - CONTINUED • Excellent communication skills, both written and oral • Well organised, flexible, good interpersonal skills and a sense of humour • Reliable, honest, trustworthy and able to maintain confidentiality • Ability to resolve conflict with equanimity • Ability to operate strategically – to lead, value, inspire and motivate others as well as to demonstrate flexibility, teamwork and a sincere commitment to the school's values and mission statement • Hard working and emotionally resilient, ability to work under pressure, ability to prioritise and work with conflicting deadlines and always use initiative • Understanding and commitment to equal opportunities • Willingness to participate in further training and CPD • Motivated to work with children	Application Form	Please note that we may cover some or all these criteria on the interview/ assessment day

School Business Manager - Person Specification

Evidence and assessment

Evidence: Application form. Some or all of the criteria may also be covered at interview or on the assessment day.

The formal specification and your application

This document outlines the key skills and experience we are looking for. The selection panel will assess each candidate against the criteria, expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context.

Please ensure when completing your application that you address all the criteria. As appropriate your responses should include your role, the actions and decisions you took and the outcome or impact of your involvement. The supporting statement should be no more than three A4 pages long and a font size no less than Arial 11 point or equivalent. Please do not include a CV as they are not accepted.

Thank you

Miss Harsha Patel
Headteacher

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