



ADEL ST JOHN THE BAPTIST C OF E (VA) PRIMARY SCHOOL
RECRUITMENT PACK

School Business Manager



Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.

Online checks will be completed to explore any content publicly available online that might compromise your professional role. If this is the case, this may be discussed at interview.



Job Application Pack

For the position of

School Business Manager Permanent | Term Time + 10 days | 37 hours per week

SO2 Spinal Point 26-28
Actual Salary £33,034- £34,693

Start 18th May 2026

Hours are 8:30am to 4:30pm Mon- Thurs and 8:30am to 4:00pm Fri (37 hours a week) with a 30-minute unpaid lunch break

To apply, please complete an application form, which can be downloaded alongside this recruitment pack, from the job vacancy page on our school website or by emailing info@adel-st-john.leeds.sch.uk. Further guidance on making an application, as well as information on our school, is provided within this job pack.

Please remember to detail in your application your knowledge, skills and experience, and why you are the ideal candidate. All gaps in employment must be clearly accounted for. *Please also be aware that we are not permitted to accept CVs.*

The application deadline for this position is:

Friday 20th March 2026 at 12pm

Interviews will take place on:

Thursday 26th March 2026

For our Ofsted Report:

<https://reports.ofsted.gov.uk/provider/21/108041>

Adel St John the Baptist C of E (VA) Primary Statutory Information
(including our Safeguarding & Child Protection Policy):

<https://www.adel-st-john.leeds.sch.uk/parent-information/statutory-school-policies>

Dear Prospective Applicant

WELCOME

Our School

Thank you for expressing an interest in becoming a member of staff at Adel St John the Baptist C of E Primary School (ASJ). We are a thriving and inclusive school at the very heart of the community and parish we serve. We are a one-form entry Voluntary Aided C of E primary school located in the suburb of Adel, Leeds. Being such a small school, there is very much a family feeling that permeates every aspect of our school and is something that we cherish.

We are a multicultural and diverse school community where every child and adult is valued, listened to and supported. We warmly welcome applicants from all backgrounds, cultures, faiths and religions.

The Role

We are seeking to appoint a dynamic, enthusiastic and highly organised School Business Manager to play a pivotal role in the strategic leadership and day-to-day operational management of our busy and thriving Church of England primary school.

This is an exciting opportunity for a committed professional who wishes to contribute fully to the life of our school community and help shape its continued development.

The successful candidate will work closely with the Headteacher and Governors to ensure the effective management of finance, HR, premises, health and safety, and administrative systems.

The School Business Manager will:

- Lead and manage the school's financial strategy and day-to-day financial operations
- Oversee HR processes, staff contracts and personnel matters
- Manage premises, facilities and health & safety compliance
- Provide strategic advice to the Headteacher and Governing Body
- Lead and support office systems to ensure efficient administration
- Contribute to the continued growth and development of our one-form entry Church school
- To lead and manage safeguarding policies and procedures in the office infrastructure

We Are Looking for Someone Who:

- Has proven experience in financial management (ideally within a school setting)
- Has experience of HR management and sound knowledge of employment practices

- Has experience of premises and facilities management
- Demonstrates confidence in strategic planning and resource management
- Has strong analytical and problem-solving skills
- Is highly organised and able to prioritise effectively
- Communicates clearly, professionally and warmly with pupils, staff, parents and visitors
- Builds positive and respectful working relationships across the school community
- Remains calm, flexible and solution-focused under pressure
- Shows initiative while working effectively as part of a team
- Is hardworking, enthusiastic and committed to excellence

At Adel St John, we can offer you:

- An excellent programme of continuous professional development to support your role and professional growth
- A welcoming, inclusive and dynamic Church School with strong Christian values at its heart
- A positive, well-resourced working environment where the school office is central to the daily life of the school
- Happy, well-behaved children who enjoy learning and contribute positively to the school's caring and respectful culture
- A knowledgeable and supportive Governing Body that provides an effective balance of challenge and support
- A friendly, enthusiastic and dedicated staff team who work collaboratively and value the vital role of the school office
- Strong, well-established partnerships with families, the local community and our wider family of schools, supporting effective communication and shared working

Safeguarding

ASJ is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to adhere to all safeguarding and child protection procedures. An enhanced DBS check will be required. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

To book one of our tours, please email info@adel-st-john.leeds.sch.uk with the date you would be available to visit. Tour dates and times are as follows:

- **Monday 2nd March at 2pm**
- **Thursday 5th March at 9.15am**

Peter Dalrymple, Head Teacher

SCHOOL OVERVIEW

We are a one-form entry primary school with a pupil admission number of 30. The number of pupils on roll is 210. We are fortunate to be in a green belt space, enjoying all aspects of village life and located very close to the city with all the cultural and curriculum benefits this brings.

We work closely with schools locally as an active member of the North West Family of Schools group and as an associated partner of the Leeds North West Education Trust.

As a Church School, we have strong partnerships with Leeds Diocese, local Church schools and with Adel Church. We visit Adel Church for Harvest, Advent, Easter and the Nativity of St. John the Baptist and welcome Reverend Alison to lead collective worship once a week. We aim to reflect Christian values in the everyday life of the school.

OUR VISION

Our vision is to love, serve, support and succeed.

This vision is rooted in the new commandment given by Jesus to his disciples to '*love one another, as I have loved you*' (John 13:34).

Following Jesus' example, love is at the very heart of everything we do. All of our Christian Values stem from the central value of love. Our shared loving service of one another provides support for all to reach their full potential.

We have defined this in child friendly language:

- We love by caring for the world and its people.
- We serve by showing that we care about others' needs as much as our own.
- We support by growing and learning together.
- We succeed by becoming who God intends us to be.

OUR INTENT

- to provide the highest quality education for all, ensuring **every child has a chance to shine**
- to cultivate a Christian environment that is **inclusive, safe, stimulating and caring**
- to foster **inspired, resilient and confident learners**
- to enable children to be **critical thinkers who communicate effectively**
- to nurture **respectful citizens** who are valued members of their community and are committed to **fairness, equality and social justice**

Job Description

School Business Manager

37 hours per week. Term Time + 10 days. Permanent Post.

Grade: SO2

Accountable to Headteacher and Governing Body

Special Conditions This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

PURPOSE OF THE JOB

- Lead and manage the school's financial strategy and day-to-day financial operations
- Oversee HR processes, staff contracts and personnel matters
- Manage premises, facilities and health & safety compliance
- Provide strategic advice to the Headteacher and Governing Body
- Lead and support office systems to ensure efficient administration
- Contribute to the continued growth and development of our one-form entry Church school
- To lead and manage safeguarding policies and procedures in the office infrastructure

DUTIES AND RESPONSIBILITIES

To ensure the school makes the best possible use of resources through effective forward planning; working as part of the leadership team and advisor to the Governing Body on the non-teaching activity of the school.

Improve and develop financial statements, forecasts and best value procedures

Advise and lead on policies and procedures that ensure safer working practice is embedded across the school

To line manage all non-teaching activity, support services and resources ensuring effective delegation to team members and being responsible for their performance management

Responsibility for compliance with financial regulations ensuring the integrity of the school's financial management and the smooth operation of the day-to-day financial

operations; ensuring the school has appropriate financial policies, systems and reporting in place and that income and expenditure is managed accordingly

Effective monitoring and processing of all financial transactions including ordering of supplies and services, payment of invoices, coding of expenditure and reconciliation

Preparation of work specifications for tender and assisting with the procurement of contractors

Managing procurement and responsible for securing relevant sponsorship.

Preparation and maintenance of reports, records and accounts as are required by the Head teacher and Governing Body

Use the agreed budget to actively monitor and control performance to achieve value for money

Responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for school. Implementing the insurances required and handling any claims arising

Maximise income through lettings and other activities

Ensure all policies and practice adhere to the legal financial regulations

Responsible for the HR and payroll service for the school

Responsible for the personnel administration including the accurate completion of documents relating to staff employment including starters and leavers, timesheets and maintenance of confidential staff records

Liaising with HR in relation to employment issues

Record all absences and provide reports which support the Head Teacher to monitor absence

Work with the Senior Leadership Team to ensure the effective induction of new staff

Manage staff contracts and recruitment administration including references / DBS / Medical Checks

To manage the use and management of school premises; maximising income, and ensuring the smooth operation of school

Ensuring efficient premises strategies are in place to ensure a safe environment that meets the needs of the school across a split site

Responsible for co-ordinating and overseeing routine maintenance work with the caretaker, ensuring any works carried out follow the relevant risk assessments and safer working practice policies and procedures

Oversee preparation for tenders and specifications with the site manager

Co-ordinate the implementation of premises items within the School Development Priorities

Ensure safe operation of school premises, including managing emergency, fire safety and health and safety procedures

Manage the school inventory and implement risk management and loss prevention strategies in the school to reduce insurance costs.

To manage the administrative function of the school including the administrative ICT facilities, school reception, records and telephones, dealing with correspondence and arranging and servicing meetings.

Responsible for the systems and general management of the school's administrative and financial computer system, the implementation of appropriate Management Information Systems and the computerisation of the administration, accounting and records system.

To provide for the preparation and production of all school records and publications.

To manage marketing and promoting the school; including hosting visitors and potential parents and production of promotional literature

Ensure accurate records are maintained including pupil records and admissions, and oversee attendance records.

Responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.

Managing Whole School Administration, Management Information Systems and ICT

To improve the efficiency of school wide administration processes, facilities, communication and ICT across the split site; advising the Governing Body and SLT as appropriate

Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within the statutory guidelines (including statutory data, Census and other returns)

Oversee and quality assure all administration across the school

Responsible for ensuring all practice adheres to data protection laws

Overseeing the lettings of the school premises to outside organisations and school staff and for the development of all school facilities for out of school use

Responsible for overseeing school admissions

Overseeing school attendance registers and monitoring individual attendance

Manage the school diary

To oversee the promotion of school, including the production of school publications, upkeep of the website and advertising

Work with the Head Teacher and Senior Leadership Team to maintain and develop links with other schools and settings

Establish constructive relationships and communicate with other agencies / professionals

To organise own workload and that of others with minimum supervision, ensuring priorities are identified and deadlines met.

To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and CPD programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested.

Assist in the development of school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Be responsible for safeguarding children and promoting their welfare and following child protection procedures

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

School Business Manager

ESSENTIAL REQUIREMENTS: It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

PERSON SPECIFICATION

Key:	Essential/ Desirable	How identified
App – Application Form		
Skills		
Able to communicate effectively with a wide range of people including sensitive and complex information	E	App/SP
Able to produce and present reports and data	E	App/SP

Able to establish and maintain accurate records using both manual and electronic systems	E	App/SP
Able to accurately enter/retrieve data information from information systems	E	App/SP
Able to contribute to the improvement of the service including processes and procedures	E	App/SP
Able to prioritise own and team's work to meet conflicting deadlines	E	App/SP
Knowledge		
In depth knowledge of business management and office procedures and practice	E	App/SP
In depth knowledge of relevant financial regulations to carry out financial transactions, contract management and bid / grant process	E	App/SP
Level 4 Diploma in School Business Management or willingness to undertake if qualification not already held.	E	App/SP
Of procurement processes and procedures	E	App/SP
Experience		
Of dealing with more complex queries from a wide range of people and producing reports to a high standard	E	App/SP
Considerable experience of working in partnership with others to deliver work to set deadlines	E	App/SP
Of providing customer focussed services	E	App/SP
Of supervising and developing staff including undertaking appraisals	E	App/SP
Of participating in teams and working on own initiative without ready access to senior leadership	E	App/SP
Of the use of the Microsoft package	E	App/SP
Of extracting and analysing data from information databases	E	App/SP
Behavioural and other related characteristics		
Committed to continuous improvement	E	SP
Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.	E	SP
To carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.	E	SP
Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development	E	SP

Child protection		
Aware and able to manage effective child protection policies and procedures.	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Other Conditions		
Enhanced DBS clearance	E	