

Perseid School Recruitment Pack

School Business Manager

Closing Date for Applications: Friday 19 September 2025 at 10am

Interview Date: Tuesday 30 September 2025

Start Date: As soon as possible



Welcome to Perseid School. Thank you for your interest in the role of School Business Manager at Perseid School.

We are a five times outstanding school serving outstanding young people. We are currently recruiting a School Business Manager to join our team.

A career at Perseid School offers a rewarding future; working with inspiring pupils and young adults in a close-knit team of talented and ambitious staff who are dedicated to helping vulnerable pupils achieve the best outcomes.

Located in London Borough of Merton, Perseid Upper and Lower Schools offers learners aged 3-19, with complex learning difficulties and additional diagnoses, an exceptional educational provision.

Our school is situated over two campuses - Primary and Secondary.

Perseid has a strong and successful track record of outreach and inclusion and enjoys strong partnerships with many schools and organisations locally, regionally and nationally. Perseid co-leads, with a neighbouring specialist school, the Merton Special Training Association (MSTA).



Our mission is to trail blaze holistic learning, for every pupil. We believe that every pupil has the right to an exceptional education, and that every child deserves the opportunity to fulfil their potential. Our staff are fully committed to developing the whole child: their individual talents, skills and understanding.

At Perseid School, we champion a pupil-centred experience combined with cutting-edge staff development programmes and an innovative approach to learning and developmental experiences. We build pupil confidence, encourage independence and inspire learning. We believe in working in partnership with our families, local and wider community, ensuring every learner experiences world-class opportunities. We are ambitious and celebrate every pupil.

As a UNICEF Accredited Gold Rights Respecting School, we provide pupils with the best chance to lead happy, healthy lives as responsible and active citizens.

The commitment and support of our staff is a key strength. Our teams are extremely knowledgeable and entirely dedicated to supporting pupils with complex special educational needs to learn and achieve. A carefully planned programme of professional development, supervision and coaching are integral to the success of our organisation. All staff must have a passion for working with our young people and a strong commitment to improving their life chances.

We look forward to welcoming you to Perseid.

Fiona Copeland
Executive Headteacher



Application and selection

The first step in the process is your application. Please read the Person Specification and Job Description carefully so that you are able to provide specific examples to demonstrate how you meet the Person Specification criteria.

Please ensure your application form is fully completed and your personal statement is no longer than three A4 sides, in size 11 font. CVs are not accepted.

We are committed to safeguarding and promoting the welfare of children. This post is subject to robust and in-depth safer recruitment measures, which will include an enhanced criminal record check via the Disclosure and Barring Service. Shortlisted candidates will be subject to an online search as part of due diligence checks in the recruitment process.



School Business Manager

Salary range: ME14-16

Actual salary: £51,533 - £61,040

Hours: 35 hours per week across 45 weeks per year to include nine evenings (6-8pm) for in-person attendance at Governing Board meetings. Regular work pattern to be negotiated with Executive Headteacher and to be between the hours of 7.30am-6pm

Responsible to: Executive Headteacher

Responsible for: Perseid Lower and Perseid Upper Schools - specialist schools for pupils with severe and complex additional needs, all of whom have an EHCP

Finance Team: x2

Deputy Site Manager: x 1

Assistant Site Staff: x 4

Budget responsibility:

In excess of seven million pounds across two schools, with capacity to increase roll and sites

Main purpose:

- The SBM will be responsible for Financial Resource Management, Administration Management, Management Information and ICT, Human Resource Management. Facility and Property Management, Health and Safety Management across both school sites. This is a complex organisation serving the needs of an extremely vulnerable population.
- The SBM will be responsible for all the operational and business aspects of the two sites, promote the highest standards of business ethos and strategically ensure the school's learning objectives and financial sustainability.
- The SBM will be responsible for managing the budget, lets and health and safety across two sites, with significant planned building expansion due in the next two years.
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Leadership and Strategy:

- To take an active role within the Senior Leadership Team, attend and present to the Full Governing Body and appropriate Governors' sub-committee meetings.
- To make strategic decisions on operational issues within the school, in agreement with the Executive Headteacher.
- In the absence of the Executive Headteacher, take full delegated responsibility for Financial and other non-teaching decisions across the school.

- To plan and manage change strategically to meet the demands of the School Improvement Plan, including migration to Bromcom Finance.
- To direct and support finance and premises functions across both sites, which are open 7 days per week for lets.

Financial Resource Management:

- To direct all financial management, ensure all available financial information is evaluated, and prepare a safe, well evidenced budget for school activity across both sites.
- To present the proposed budget to the Governing Body for approval and oversee the overall financial planning process across both sites.
- To direct financial planning processes across both sites and work with the Senior Leadership Team to finalise the budget.
- To manage the agreed budgets to actively monitor and control performance to achieve value for money and manage and account for any variance.
- To continuously manage the budget, proposing revisions in response to significant or unforeseen developments.
- To provide ongoing financial information to the Governing Body and Senior Leadership Team.
- To oversee the maintenance of the Schools' Financial Management system, records and processes.
- To be alert to and investigate and report if any fraudulent activities are suspected or uncovered.
- To maintain strategic financial plans that will indicate the trends and requirements of the School Improvement Plan and will forecast future year budgets.
- To develop and execute a strategic procurement plan to ensure the school achieves best value for money in all purchasing and maximises income from all income generating activities.
- To identify additional finances required to fund the school's proposed activities.
- To seek and make use of specialist financial expertise.
- To select income generation, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
- To negotiate contracts and purchases and monitor the effectiveness and implementation of agreements.

Administration Management:

- To ensure the smooth management of the administrative function.
- To design, implement and maintain operations and administration.
- To oversee the management of administrative systems.
- To define responsibilities, information and support for staff and other stakeholders across both sites.

- To develop strategic procurement measures that will enable value for money decisions for those managing resources.
- To establish and use effective methods to review and improve administrative systems across both sites.
- To use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication.
- To benchmark systems and information to assess trends and make appropriate recommendations across both sites.
- To prepare information for publications and returns for the DfE, Local Authority and other agencies and stakeholders within statutory guidelines across both sites.

Management Information Systems and ICT:

- To develop a technology strategy which meets the individual needs across both sites.
- To oversee the implementation of the technology strategy across both sites
- To take responsibility for compliance with all relevant policies and laws relating to technology and data, including Data Protection across both sites.
- To establish systems to monitor and report on the performance of technology across both sites.
- To ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including financial, administrative and teaching, learning and assessment systems.
- To ensure contingency plans are in place in the case of technology failure.
- To ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied, across both sites.

Human Resource Management:

- To develop and implement a human resource strategy.
- To direct, be the strategic lead and manage human resource management across both sites, including payroll services, management of pension schemes and associated services.
- To direct and manage recruitment across both sites, including via agencies.
- To oversee and be responsible for the school's equity policy, ensuring it is clearly communicated to all staff.
- To ensure that all recruitment, grievances, disciplinary and redundancy policies and procedures are in place, updated, effective and compliant with legal and regulatory requirements.
- To seek and make use of specialist expertise in relation to Human Resource issues.
- To evaluate the school's strategic objectives and obtain information for workforce planning across both sites.

Premises Management:

- To take strategic lead for all premises management across both sites and to include expansion of sites in the future
- To manage the premises and site staff across both sites.
- To ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations across both sites.
- To ensure the safe maintenance and security operation of all premises across both sites.
- To provide the strategic lead for the maintenance of the school site including the purchase and repair of all furniture and fittings across both sites.
- To ensure the continuing availability of utilities, site services and equipment across both complex sites.
- To monitor, assess and review contractual obligations for outsourced school services across both sites.
- To ensure safe and secure environments in which due learning processes can be provided across both sites.
- To ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively across both sites.
- To provide a strategic lead on the management of lettings of all school premises to external organisations, for the development of the extended services and local community requirements.
- To seek professional advice on insurances and implement and manage schemes accordingly for both sites.

Health and Safety

- To oversee the health and safety strategy across both sites, including all compliance and reporting.
- To act as the school's Health and Safety Co-ordinator and ensure the appointment of a Fire Officer for each school.
- To provide strategic leadership in the plan, instigation and maintenance of fire safety records and alarm tests.
- To ensure that all Health and Safety policies and statements are compliant, updated, clearly communicated and available to all people across the organisation.
- To ensure the Health and Safety policy is implemented at all times, put into practice and subject to review and assessment at regular intervals or as situations change across both sites.
- To enable regular consultation with people on health and safety issues across both sites.
- To ensure systems are in place to enable the identification of hazards and risk assessments across both sites.
- To ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team and Governing Board.

- To ensure the maximum level of security consistent with the ethos of the school.

Safeguarding

- To be fully aware and understanding of the duties and responsibilities arising from Keeping Children Safe in Education 2025, the Children's Act 2004 and Working Together to Safeguarding Children 2023 in relation to child protection and the safeguarding of children and young people as this applies to the SBM role within the organisation.
- To be fully aware of the principles of safeguarding as they apply to vulnerable children and adults in relation to the SBM role. To ensure that the Executive Headteacher is made aware and kept fully informed of any concerns which the SBM may have in relation to safeguarding and/or child protection.

Person Specification for School Business Manager

AF – Application Form	SP – Selection Process	Ref – Reference
Specification	Essential/ Desirable	Method of Assessment
Qualifications		
Degree or equivalent	D	Ap
School Business Management Qualifications (Certificate in School Business Management - Accredited at Level 4, Diploma in School Business Management - Accredited at Level 5, Advanced Diploma in School Business Management - Aimed at Level 6)	D	Ap
CCAB qualified (i.e. ACA, ACCA CIMA or CIPFA)	D	Ap
MSc in Educational Leadership (School Business Management)	D	Ap
Evidence of continuous professional development	E	Ap
Leadership		
Support and demonstrate commitment to the vision for the further development and improvement of the school	E	Sp
Support the Executive Headteacher and Governors in the management of change, financial sustainability and improvement in pursuit of strategic objectives	E	Sp
Prioritise, plan, organise, direct and co-ordinate the work of others	E	Ap
Devolve responsibilities, delegate tasks and monitor practice to see that they are carried out, set standards and provide a role model for others	E	Sp

Deal sensitively with people and resolve conflicts	E	Sp
Skills		
Excellent communication and interpersonal skills	E	Ap/Sp
Ability to work independently, demonstrating initiative	E	Sp
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	E	Ap/Sp
Ability to communicate effectively with a wide range of audiences, including other employees within the school, governors, parents, LA and government officers, contractors, suppliers, bank, auditors and others	E	Sp
Ability to lead and manage staff effectively and sensitively and to lead by example	E	Ap/Sp
Ability to negotiate best value	E	Ap/Sp
Ability to manage projects from inception to completion, meeting deadlines.	E	Ap/Sp
Ability to reconcile priorities, work to tight deadlines and problem solve	E	Ap/Sp
Receptive to new ideas, approaches and challenges	E	Sp
Experience		
Proven experience of strategic planning, budget monitoring, cash management and forecasting, procurement	E	Ap
Proven experience of producing a variety of financial/management reports including the production of statutory accounts from a trial balance	E	Ap
Experience of successfully networking and building relationships with other organisations or institutions.	E	Ap
Proven experience of management of teams and change projects	E	Ap
Proven experience of fundraising.	D	Ap
Knowledge		
Expert knowledge of budget management	E	Ap/Sp
A sound knowledge of a range of financial systems and computer applications	E	Ap/Sp
Knowledge of relevant policies, legislation and codes of practice in Finance (e.g. Charity SORP, Companies Act)	E	Sp
Safeguarding		
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.	E	Sp

Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	E	Sp
Can demonstrate an ability to contribute towards a safe environment	E	Sp
Personal Qualities		
Enthusiasm, drive and a love for the job	E	AF, SP & Ref
Committed to high standards of customer service	E	Sp
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Sp
Committed to equity and diversity	E	Sp
Committed to own continuing professional development which may include working towards School Business Management qualification.	E	Sp
Clear vision and an innovative approach	E	AF, SP & Ref
A passion for ensuring all aspects of school life demonstrate integrity and respect	E	SP & Ref
Commitment to a high-profile presence in and around the school	E	Sp
Ability to foster an open culture where all are valued and treated fairly.	E	AF, SP & Ref
Emotional resilience	E	SP & Ref
Excellent communication skills, both verbal and written	E	SP
Ability to organise, plan and prioritise time effectively	E	SP
Ability to act decisively.	E	SP
Willingness to challenge others to produce positive outcomes.	E	SP
Flexibility, adaptability and creativity	E	SP

What Can a Career at Perseid School Offer You?

We offer a gold star range of unique benefits and expectations, designed to enhance and support the working lives of all staff. A career at Perseid gives a rewarding future, and we invest in those that invest in us.

These include, but are not limited to:

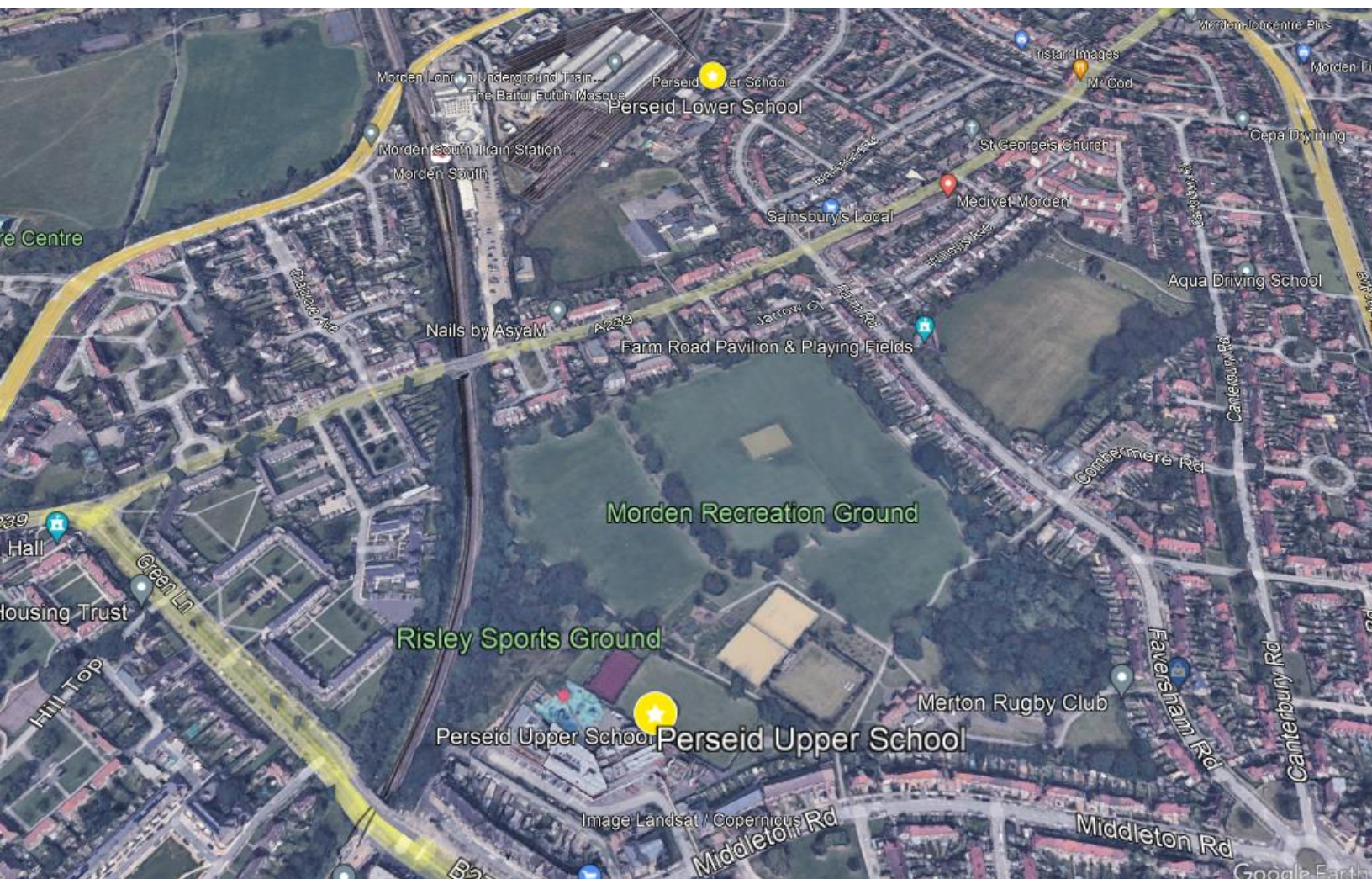
- Career development and progression possibilities for staff at all levels.
- A highly skilled, supportive and approachable network of colleagues.
- Relationships between staff that are based on mutual respect and developmental feedback
- Positive engagement with networks, professionals and families. Ofsted highlight that our outstanding collaboration with parents promotes the excellent well-being and achievement of our pupils, and we are passionate about maintaining this.
- Well-being programme; an expert provider of employee support services available through the London Borough of Merton.
- Free childcare for children over five years of age for staff members when undertaking training days or when the child's schools have training days.



Living and Working in Merton

Working in the London Borough of Merton offers a competitive employment package, attractive working environment and strong prospects to support and enhance your professional and personal life. Here are some of the reasons Merton is a great place to work:

- Merton is one of the greenest boroughs in London.
- A vibrant inner-city borough just 30 minutes from the centre of London, Merton is well connected, being the only London Borough with Tube, rail, tram and bus services; you can even fly away to Europe for a long weekend away via London City Airport.
- A wealth of unique sights, attractions and activities: to benefit you in free time and provide exciting learning opportunities for pupils.
- Excellent entertainment: AFC Wimbledon Football Club, Wimbledon Tennis Championships, Wimbledon Park Watersports Centre, theatres and festivals. Located close are Hampton Court Palace, The Epsom Downs and Racecourse, and Box Hill, with panoramic views over Surrey and Sussex.
- Diverse restaurants, supermarkets, specialist foodie treats and countless bars dotted throughout the borough.





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