

# Job Application Pack

## Beaufort Primary School

**School Business Manager**

**Part time, 18.5 hours per week, working 41 weeks per year. (Term-time + 3 weeks)**

**Contract Type: Permanent**

**Salary: Grade J £39,513 - £43,693 pro-rata (with pay award pending)**

**Start Date: 1<sup>st</sup> September 2025**

**Closing Date: 14<sup>th</sup> July 2025 (10am)**

**Interview Date: 17<sup>th</sup> July 2025**

## Beaufort Primary School

### ‘BRAVE’

Dear Candidate,

Thank you for showing an interest in the role of School Business Manager at our school. An exciting opportunity has arisen for a strong candidate to make a difference to our pupils at Beaufort Primary School in Derby. We are looking for a candidate who is dynamic and can cope with the occasional bump in the road!

We are looking for a candidate who will strengthen the team, who has good communication skills and will have our children's best interests at heart.


Our school is part of the Odyssey Collaborative Trust. Our Trust is committed to supporting and delivering education of the highest quality across the trust. Here at Odyssey, we share one vision; 'Our Children Thrive - Our Colleagues Thrive - Our community Thrives.'

Each of our academies is unique and has their own values to provide our children with the opportunities they deserve. At Beaufort our values are based on our 'BRAVE' Curriculum: Brilliant Beaufort Minds, Respectful Relationships, Amazing Attitudes, Varying Vocabulary and Everyone is Equal.

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team.

We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards,



Kate Beecroft  
Headteacher  
Beaufort Primary School

# Beaufort Primary School

## 'BRAVE'

Brilliant Beaufort Minds, Respectful Relationships, Amazing Attitudes, Varying Vocabulary, Everyone is Equal

At Beaufort Primary School our vision is for every child to become a successful, independent, resilient, lifelong learner and a responsible member of the community, who can achieve and grow in a nurturing and creative environment prepared for our ever-changing world.

The strong sense of a learning community; working together and caring about each other, is felt throughout the school and leads to a commitment by all members to recognise the importance of having a positive impact on their school, local community and beyond.

The aims provide the overall direction in which Beaufort Primary School wishes to move and provide the essential context within which our school vision can develop the curriculum and the ethos of the school can be achieved. They are built on the values and vision and summarise how the vision can be realised.

We develop positive learning relationships with our children and recognise the importance of this. We are proud of our children, staff and school.



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## ‘BRAVE’

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## Job Description – School Business Manager

### Job Description

#### FINANCIAL MANAGEMENT

- To prepare school annual budgets, in liaison with the headteacher, for submission to the Governing Board and to provide specific expertise and advice in long-term financial planning.
- To prepare and present financial statements and reports in accordance with requirements, including clear and informative presentations to the Governing Board, committees and the School Leadership Team.
- To advise school budget holders and ensure that budgets are monitored and managed effectively.
- To investigate and report reasons for significant variances of actual income and expenditure to budgets, producing monthly reports for the headteacher and CFO.
- To identify and pursue sources of funding, sponsorship and grants and, in conjunction with the CFO, to write bids for funding as required by outside bodies.
- To benchmark financial spending and report to governors.
- To support the administration team within school to ensure all audit requirements are complied with and month-end/year-end financial routines and deadlines are adhered to.
- Attend meetings of the full governing boards relating to budget setting or other key functions of the school business manager role.

#### HR MANAGEMENT

- To ensure all relevant HR policies, legal and regulatory procedures are in place and adhered to.
- To take advice from and liaise with the Trust Central Team and HR Support provider to ensure HR issues are managed effectively and are compliant with relevant statutory/regulatory guidance
- To support the headteacher in the recruitment, performance management and development of support staff as required.
- To support the headteacher to ensure safer recruitment policies and practices are implemented, monitored and reviewed, and responsibilities including, SCR, DBS checks and personnel files compliance.
- To ensure appropriate procedures and arrangements are in place for effective induction of new staff within the schools.
- To ensure that all staff records are accurate and that contract changes, absence management and any other HR related details are processed, recorded and reported correctly, with supporting documentation where relevant.

#### PREMISES & FACILITIES MANAGEMENT

- To consult with the headteacher, COO & CFO ensuring that an appropriate programme of capital improvements, of planned maintenance and decoration, and of security and cleaning is in place and is being carried out.
- To oversee premises related projects, ensuring that all necessary paperwork is in order and permissions granted.
- To deal with all external contractors delivering services to the schools and provide the necessary information required for all aspects of tendering.
- To be the main point of contact, on behalf of the school, for the Trust cleaning, catering and IT contractors attending review meetings as necessary.
- Manage school lettings to ensure scale of charges is competitive, offers good value for both the hirer and the school, and that all associated documents provide suitable protection and indemnity to the school.
- Management of the Every system to ensure Property maintenance and compliance checks are accurately managed, recorded and monitored.

## **HEALTH AND SAFETY**

- To keep school Health and Safety policies under review and to ensure that all required procedures are in place and observed.
- To attend and contribute to the termly meetings with the health and safety advisor and support the headteacher, site manager/caretaker, office manager in the implementation of any actions recommended.

## **OTHER**

- To ensure advice from the Trust Data Protection Officer is actioned within the school to ensure data protection compliance and help the school community understand how to comply with data protection law.
- Participate in training and performance development as required

## **OTHER WORK AS REQUIRED TO INCLUDE**

- To assist the Trust Central Team, Headteacher and SLT in any project ad hoc work as required.
- Other duties agreed from time to time as agreed with the Headteacher.
- To work as a positive team player, demonstrating mutual respect and integrity for others, while maintaining open and effective communication at all levels within the school.
- The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Trust's Health and Safety policy.

## **GENERAL**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school and Trust are met. The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

Beaufort Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. As this post is regulated activity, successful appointments are subject to an enhanced Disclosure and Barring Service check and relevant recruitment checks that comply with guidance in the most recent version of Keeping Children Safe in Education.

We are committed to equality of opportunity in employment and services

Beaufort Primary School is part of the Odyssey Collaborative Trust



## Person Specification

**Post Title:** School Business Manager

**Hours:** 22.2 hours per week

**Salary:** Grade J, Point 30-34

Person Specification School Business Manager	Essential	Desirable
<b>Qualifications &amp; Experience</b>		
Diploma in School Business Management		X
Certificate in School Business Management or Equivalent Business Qualification	X	
IOSH Managing Safely		X
Working in a School Setting	X	
Working as a School Business Manager for at least 2 years	X	
Leading and Managing School Budgets	X	
Implementing Financial Management Processes and Controls	X	
Managing Procurement and Contracts within a School	X	
Experience of Supervising, Training and Line Managing of Office Staff	X	
Working with External Auditors and Agencies		X
Working in an Academy Trust		X
Working in a Primary School Setting		X
Successful Experience of Identifying and Applying for Grants/Funding		X
<b>Knowledge and Skills</b>		
Awareness and Understanding of Financial Processes and Procedures within a School and the Regulatory Framework that Governs them	X	
Aware and Understanding of Health and Safety Regulations and Good Practice within the School Environment	X	
Understanding the Routine HR Processes and Procedures and the ability to understand and apply HR policy to address non-complex issues	X	
Understanding the Importance of Confidentiality and an Appreciation of the Implication of the Data Protection Act	X	
The Confidence to Challenge Opposing Views by Presenting Robust Arguments and Reasons for the Contrary View	X	
Excellent Written and Verbal Communication Skills	X	
Good Working Knowledge of School MIS, Finance, Budget Setting and Cashless Catering Systems	X	
Work as Part of a Team as well as work independently	X	
Work Effectively with Colleagues, Local Governors, Trustees and Parents	X	
Managing Projects	X	
Efficiently Collate and Analyse Data	X	
Effectively Demonstrate a High Level of IT Skills	X	
Ability to Use Own Initiative to Identify Issues, Problem Solve and Implement Solutions, Working Quickly and Efficiently with Minimum Supervision	X	
Working Knowledge of: RM Integris; Access in Education; School Money; Every – Business Management		X

Ability to think strategically, in order to support the long-term development of your own areas of work and to inform whole school planning		
<b>Personal Qualities</b>		
Excellent Analytical and Problem Solving-Skills	X	
Excellent Time Management and Organisational Skills	X	
High Expectations of Self and Professional Standards	X	
The Ability to Maintain Successful Working Relationships with Colleagues and Stakeholders	X	
High Levels of Drive, Commitment and Integrity	X	
An Eye for Detail	X	
Able to Persuade, Motivate, Negotiate and Influence	X	
The Ability to See Tasks through to Completion	X	
Able to Plan and Take Control of Situations	X	
Capable of Handling a Demanding Workload and be able to Successfully Prioritise Work	X	
Able to Work Flexibly and Respond Positively to Change	X	