

School Business Manager Application Pack

2026





Welcome

Thank you for your interest in the role of School Business Manager at Bishop Road Primary School. We hope this pack provides you with all the information you need to begin your application.

A new opportunity

Following the relocation of our current SBM, we are seeking to appoint an exceptional individual to join our Senior Leadership Team. This is an exciting time to join us; you will work in close partnership with our new Headteacher, bringing the experience and expertise necessary to help shape and drive the next stage of our school's success.

Our ideal candidate

We are looking for a leader who will inspire our staff, governors, and wider community through a blend of strategic vision and a collaborative, professional approach. You will need to demonstrate a genuine appreciation for the operational foundations that make our school unique and highly effective.

Our ideal candidate will possess the tenacity and resourcefulness to lead our business functions, navigating future financial challenges while proactively identifying infrastructure opportunities. Crucially, you will have the professional confidence to manage our resources sustainably and lead the continued development of our talented and creative support teams.

Our school

Bishop Road is proud to be a Local Authority school. We work closely with Bristol City Council, the NW24 partnership, and other key stakeholders to deliver the best possible outcomes for our children. While we are always horizon scanning, there is currently no desire to change our status as an LA maintained school.

As our SBM, you will oversee the strategic management of the school's physical and financial assets. You will inherit a balanced budget—the result of careful long-term planning—and a site that is well-maintained and compliant. Like all schools, we face a changing educational landscape and budget constraints; however, we view the SBM as a key player in ensuring our continued financial resilience and excellence.

What we can offer you:

- **A stable foundation:** A balanced budget and a vibrant, well-maintained site with a comprehensive compliance programme already in place.
- **Established networks:** Well-developed relationships with an extensive network of goods and services providers.
- **A strong community:** A wonderful, inclusive school environment with a talented, motivated staff team and a supportive Governing Body.
- **Collaborative leadership:** A leadership team that values the SBM as a strategic partner in school improvement.

If you possess the financial acumen and operational leadership to help drive Bishop Road Primary School forward, we very much welcome your application.

Yours sincerely,

Joe Emissah
Head Teacher

About our school



Bishop Road Primary School is a thriving local authority-maintained community school for children aged 4 to 11. We are currently one of the largest primary schools in the City of Bristol with over 775 children on the roll. We have an active Governing Body that guides the strategic direction of the school and benefit from a supportive parent community and an enthusiastic PTFA which run many community events. In our recent Ofsted inspection (November 2023) the school was graded Outstanding in all categories.

The school population reflects the rich and diverse cultures living in Bristol and currently includes more than 30 spoken languages. There is strong sense of community in which everyone is valued for their unique contributions to our shared school ethos and culture. We are proud of our broad and balanced curriculum that is inclusive of all. Our children are friendly, well behaved and show respect and tolerance for one another, their teachers and all adults they meet.

Story is an essential feature of Bishop Road. We teach children to develop a sense of narrative so that they can benefit from great literature, while also understanding their own world and experiences.

At Bishop Road School we have an inclusive ethos and are fully committed to establishing equality for all members of our school community, regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We celebrate excellence, progress and achievement. We treat all children as individuals. We want each and every child to enjoy school, have high self-esteem, to respect and care for others, to know how to be healthy and safe and to achieve well.

Key Information



Type of school:	Community primary school, Co-education
Age range:	4 – 11
Number on roll:	770 (4FE, moving to 3FE from Sept 2025)
Budget:	£4.5M (for current 4FE)
Number of teaching staff:	33.8 FTE
% of EAL pupils:	27.6%
% of pupils with SEND support:	7.7 %
% of pupils entitled to Pupil Premium:	5.8 %
% of pupils with EHCP:	1.6%
Attendance:	95.9 %
Latest Ofsted report:	https://reports.ofsted.gov.uk/provider/21/109116

Like other four form entry schools in Bristol, our PAN has begun reducing from 120 to 90 from last September, 2025. This is to reflect falling birth rates and follows a period from 2013 when the school expanded from 3FE to 4FE to meet local need for more primary school places.

The changing size and shape of the school offers opportunities as we seek to extend and improve the facilities and experiences on offer to our children.

Our Learning Environment



Bishop Road Primary School is a welcoming and happy place to learn and grow. We have a dedicated team all working together to give our children the best education possible. For us, primary means fundamental, and we believe we are preparing children for their future lives through ensuring the highest standards in teaching and learning and a wide range of experiences and opportunities as they move through the school.



The school culture and curriculum is story-centred, with children, staff and governors building on the shared belief that narrative is the fundamental way that people make meaning and develop a sense of the world. There is a strong value and emphasis placed on reading and literature and a continued investment in high quality books for the class and school libraries is made every year.

In our teaching and learning, we prioritise three core principles: the **development of language**, a strong emphasis on **building knowledge**, and learning to **contribute to others**.

As a large school, we benefit from a range of facilities including: two central libraries, a gym, dedicated computing room, cookery room, indoor climbing wall, three external traversing walls and a school radio. Our school field, 200 metres walk from the main site, is enjoyed for PE lessons and Forest Schools. The 'Dirac Centre' located on the school field is used for a range of school activities and lettings including an independent breakfast and afterschool care provider.



Our Core Offer and Enrichment



We promote a great many trips, visiting speakers and engaging activities that enrich learning and ensure our children are motivated and enjoy school.

Our staff are highly committed, offering a high number of voluntary lunchtime and afterschool clubs. Across the year there are around 20 school trips, as well as a residential trip in Year 6.

All staff play an active role in enabling children to enjoy extra-curricular competitive opportunities, including off site visits for competitions and tournaments both locally and nationally. We are particularly proud of our swimming team that have been credited as Bristol Swimming Champions and National Finalists for many years.

Class performances are a core feature of our school annual celebrations, with each class enjoying performing both a Christmas and Summer play – all open to parents, carers and extended family. Every child has a role in each performance and these very popular occasions are part of the fabric of the school giving all our children an opportunity to develop confidence whilst reflecting our community spirit.

As well as motivating and enriching the experience of our children, the senior leadership team is supported by the governing body, to provide opportunities for the professional development of staff including the autonomy to demonstrate leadership and contribute ideas at every level. This includes a highly developed system for mentoring ECTs. In our experience responsibility and trust in a supportive environment is as a key contributor to staff well-being.

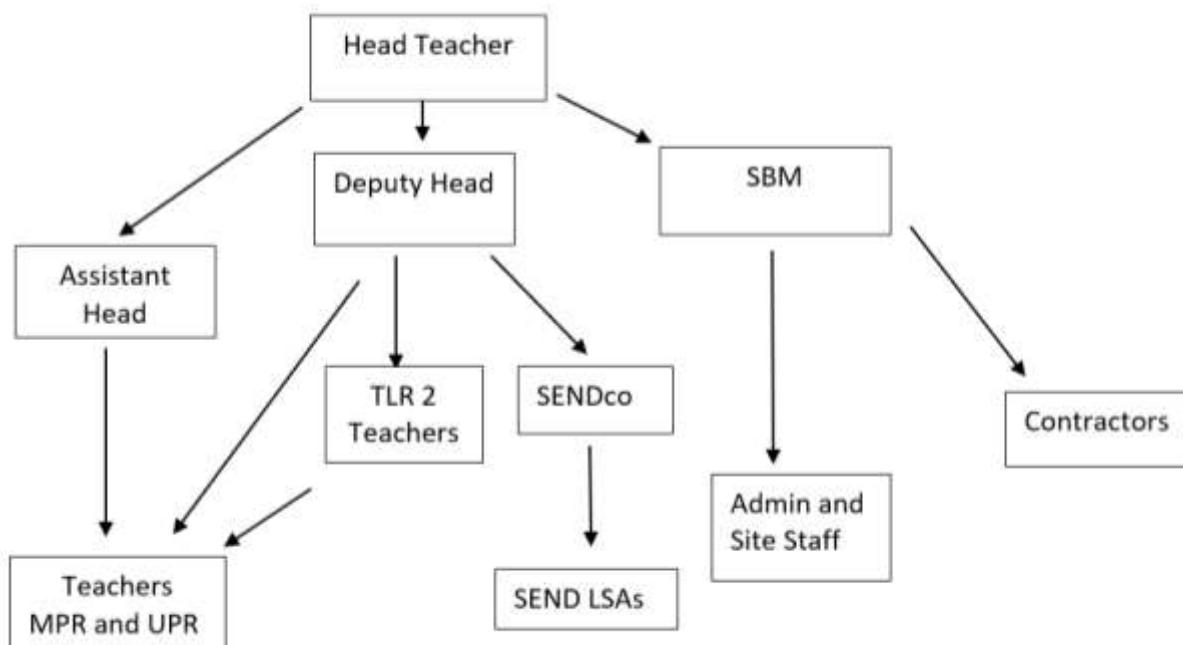
Our Staff Structure



In addition to Head and Deputy Headteacher we also have an Assistant Headteacher and a FTE SENDco. Other TLR leaders support the curriculum implementation and delivery across the school. We directly employ eight LSAs and engage more through our agency arrangements.

The admin team comprise an Officer Coordinator and IT Network Manager, Finance Assistant, Admin Assistant as well as the Head Teachers PA who is also the personnel administrator. There are two school caretakers.

With the change of a new SBM in 2026, we will be looking for the successful candidate to play a key role in the appointment of a Site Manager- a new position in the school, which will support the new SBM in managing the premises of the school.



The Safeguarding Team is comprised of Designated Safeguarding Lead (the Deputy Headteacher) and four Deputy DSLs.



Job description

Position:	School Business Manager	Bristol Grade 13	Full time 37 hours per week
Grade	SCP 34	£47,181	– SCP 37 £50,269
Choice of All-Year-Round (52 weeks) or Flexible (39 weeks term-time + 4 holiday weeks. Pro rata)			
Budget size :	£4.5M (for current 4FE)		

ESSENTIAL (Must have)	DESIRABLE (Should have)
<p>Knowledge & Experience</p> <p>At least 2 years' experience in a senior administrative role in a school</p> <p>Knowledge of the operation of Human Resources policy and procedures in a school setting</p> <p>At least 3 years proven managerial experience in:</p> <ul style="list-style-type: none">– a strategic and policy role– a service delivery role– Leading, motivating & developing professional and administrative staff. <p>Capability to achieve a recognised management qualification commensurate with NVQ level 4.</p> <p>Knowledge of professional accountancy standards and principles for strategic financial management</p> <p>Experience in successfully preparing and managing large/complex/varied budgets and final accounts.</p> <p>Abilities & Aptitudes</p> <p>The capability to steer a service through significant change.</p> <p>Ability to provide a 'joined up' approach in the management and delivery of service.</p> <p>Proven skills in communicating effectively, both verbal and written, with a diverse audience on potentially complex and/or contentious issues</p> <p>Ability to plan and develop projects</p> <p>Ability to manage workload for self and prioritise tasks to achieve service deadlines</p> <p>Able to think laterally & creatively devising effective solutions to complex problems and to instigate new ideas and approaches.</p> <p>Able to understand the application of equal opportunities in a public sector.</p> <p>A proven aptitude in utilising ICT in the provision of management information and work planning.</p>	<p>Knowledge & Experience</p> <p>School Business Manager Qualification</p> <p>A good knowledge of current legislation and policy context within which schools operate including experience of safeguarding requirements and generating income or capital through grants/leasing etc.</p> <p>Abilities & Aptitudes</p> <p>Ability to apply performance management techniques & processes.</p> <p>Able to apply business acumen.</p>

Person Specification



Purpose of the Job

1. To work within the school leadership team, providing specialist advice and guidance to its members and taking collective decisions on policy and service delivery issues.
2. To organise the all the support functions (see Further Information) of the school. To oversee any activities that do not have a curriculum focus. This would include
 - Human Resources
 - School finances
 - Organising building repairs and maintenance & cleaning
 - Administration
 - Health & Safety, including all safeguarding requirements
 - Stakeholder communications
3. Overseeing the supervision of support staff, including recruitment, performance management, appraisal and development.
4. Directly supervising one Finance Assistant, one Office Coordinator, one Site Manager, one IT Network Manager, one administrative assistant, one PA and HT PA.
5. Managing the school facilities (e.g. classroom accommodation, all school lettings).

Key Job Outcomes

1. To ensure that the strategic service objectives and policies for the school, that have been agreed with the Headteacher and Governors, are effectively:
 - Aligned with the overall objectives of the School;
 - Planned to succeed through a thorough analysis of all available information concerning costs, benefits, impact and risks to the school;
 - Translated into successful operational reality by having the right resources in the right place at the right time.
2. Ensure that important decisions, affecting the support function of the school, are made based on up to date and accurate information.
 - The post holder will maintain information on funding opportunities and will use this information to inform Senior Management Team/Governor's decisions relating to the school development plan.
 - The post holder will liaise with members of the Senior Leadership Team to become informed of their needs and provide advice and interpretations of policies.

- The post holder will liaise with council officers and other appropriate external services and receive specialist interpretations of regulations and how they affect schools.

3. Co-ordinate the work of a group of middle managers, who supervise support staff in the school, in order to maintain (and develop, if necessary) all services within the school that support learning:

- Finance Assistant
- Site Manager;
- School Office Coordinator
- IT Network Manager

4. Provide professional support to a further group of managers, giving advice on pay and conditions of service, in order to maintain a well-trained, motivated staff, working within a safe and secure environment:

- Deputy Headteacher;
- Assistant Headteacher and
- Leaders of Teaching and Learning and Special Needs Co-ordinator

5. Control and monitor the budget for the premises related expenditure and support services in order to ensure best value.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

General Accountabilities

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards



Safeguarding Statement:

Bishop Road Primary School is committed to the safeguarding, protection and welfare of our children and expect all staff to share in this commitment.

We refer you to our Safeguarding and Child Protection Policy on the school's website [here](#).

This appointment will be subject to a safer recruitment process, including the need to disclose criminal records, an enhanced DBS check, provision of satisfactory references and medical check.

Equalities and Diversity Statement:

Bishop Road Primary is a welcoming and diverse school community where everyone is valued for their unique contributions to our shared school ethos and culture. The school is fully committed to continuing to foster and further develop this ethos of diversity, inclusion and equal opportunity for all.



Application Process and Key Dates



School Visits

Tours of the school will take place as follows:

- **Monday 19th January 9am**
- **Wednesday 21st January 1pm**

Please email the Head's PA, Shelley Davey, to book your place or to request an alternative visit if these dates are inconvenient.

pabishoprpd@bristol-schools.uk



Application Process

Applications must be made on Bristol City Council's Application Form. A copy of this application form is available with this information pack via DfE Teaching Vacancies, eTeach and the TES.

Closing date	Monday 2nd February 2026 @ 9 am
Shortlist Announcement	Monday 9th 2026 @ 09:00 Hrs
Interview date	Friday 13th February 2026

Important Information for Applicants



1. Please note the further guidelines that accompany the application form. These form part of the same electronic document as the application form and can be found at the end.
2. Please do not send a CV or covering letter with detailed information as they will not be used in the shortlisting process. All information should be provided on the application form provided, although you may attach additional sheets if there is insufficient space on the relevant sections of the form.
3. When completing the application form, please give clear and concise information to demonstrate how your experience to date has enabled you to meet the requirements of the person specification and how your personal skills and qualities can contribute to the successful development of Bishop Road Primary School.
4. Please explain any gaps in your employment history. If selected for interview you may be questioned about the gaps during your interview. Please ensure you use month and years for employment history.
5. You will be required to provide evidence of your qualifications which are relevant to the post. Please bring the originals with you on your interview day so that a photocopy can be taken. Photocopies will not be accepted.
6. Your current/most recent employer should be named as someone we can approach for a reference. An example of the reference request that we will send out to referees has been provided with the application pack. References will be requested if you are invited to interview. If you do not wish your referee to be approached at this stage you should state this on your application form with reasons. No appointment will be made without two satisfactory references being received. References will include whether a candidate has been involved in any disciplinary procedure relating to children, including those time expired and where the applicant has been subject to any child protection concerns.
7. Please also ensure that:
 - a. all pages of the application form are completed
 - b. multiple choice questions are answered by deleting the non-applicable answer, so that answers on printed/photocopied copies of your application form remain clearly legible
 - c. the questions relating to Early Years Employees are fully completed, in relation to criminal records, convictions etc
 - d. the declarations are electronically signed, using a typed signature. You will be asked to sign a copy of the form in person if invited to attend an interview.