

St Thomas C.E. Primary School



School Business Manager Application Information

May 2025



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Agreed Timetable

Advertisement Live	Tuesday 20 th May 2025
Closing Date for Applications	Sunday 15 th Jun 2025
Shortlisting	Monday 16 th June 2025
Interviews	Wednesday 25 th June 2025
New School Business Manager takes up post	September 2025



School Business Manager

Grade/Salary: Grade I, SCP 34-38, £43,693 to £47,754 per annum

Contract Terms: Full time, 37 hours per week (Term Time + 3 Weeks)

Closing Date: Sunday 15th June 2025

Interviews: Wednesday 25th June 2025

Would you like to be a part of our wonderful St Thomas' staff team?

Would you like to work with a friendly, enthusiastic and hardworking team and amazing confident and respectful children?

If so, we currently have a vacancy for a School Business Manager to work full time (37 hrs), Term Time plus 3 weeks.

The Headteacher and Governors of St Thomas' CE Primary School are pleased to introduce a newly created role and are seeking to appoint an inspiring, conscientious, and enthusiastic School Business Manager to join our established team.

School life at St Thomas' CE Primary School evolves around our happy children and school values and ensuring all children have the best experiences. A positive, nurturing ethos provides the essence to our successful and inclusive school. We aim to provide quality, memorable learning experiences and opportunities for our children that will serve them well as they move through school and into the wider community. The office is the hub of the school and is an instrumental part of school life at school for children, staff and parents. We are looking for a leader who can lead our school office, work with all stakeholders, contribute to school life at St Thomas' and ensure that our children get the best possible opportunities.

Our children, families and staff require someone who will:

- smile and be friendly with our children when they come to the school office
- be a helping hand
- have strong inter-personal skills to effectively engage with parents
- support staff in ensuring children have the best learning opportunities whilst also inspiring and motivating children to have a love of learning
- be a committed team player who demonstrates flexibility and a willingness to take an active role in school life
- be highly organised and forward thinking
- communicate effectively
- show a commitment to our positive and inclusive ethos
- have determination, energy and ambition



We can offer:

- a happy and welcoming school where everyone is valued and supported in an inclusive environment
- well behaved, amazing children who have a desire to be inspired
- a dedicated and friendly team of experienced, hard-working staff
- a supportive and effective Governing Body
- a commitment to your personal and professional development and well-being
- a well-resourced school
- an office with clear systems and procedures already in place

We hope that the successful candidate will embrace the vision we share for our children and lead an office that is well organised and effective so that our children can be provided with irresistible teaching and learning experiences across the curriculum. This is a fantastic opportunity to be part of a dedicated and passionate team and really make a difference to the lives of children at St Thomas' CE Primary School.

Visits to the school are warmly welcomed. These can be arranged by contacting our school office on 01254 54706.

Completed applications should be returned to: office@stthomasce.blackburn.sch.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to a satisfactory check supplied by the Disclosure & Barring Service. The check will include any cautions, reprimands or final warnings as well as convictions.



School Business Manager Job Description

Job Title: School Business Manager

Job Role: Admin and Organisation Support

Grade: Grade I

Job Purpose

1. To assist the Head-teacher in providing Strategic Leadership and Management for all non-teaching staff within the School.
2. To be an active member of the School/College Leadership Team and provide Business Services to the team, whilst ensuring that Financial Standards are met and reported accurately to the Governing Body, Head Teacher and Local Authority.
3. As necessary, assist in the development and implementation of relevant policies and procedures and ensure all necessary statutory legislation e.g. Health & Safety, Data Protection and External Audits etc. are complied with at all times.
4. To develop and oversee the whole-school approach to mental health and wellbeing, including support for pupils, staff and the wider community. To understand the needs of all stakeholders and implement evidence-based strategies to address these needs. To upskill staff so that they are able to support pupils' mental health and wellbeing. To understand and build links with local mental health services and other external agencies. To champion the school's commitment to delivering excellent outcomes in whole-school mental health and wellbeing.



Administration

1. To organise, supervise and lead on the strategic development of the administrative function in relation to the organisation school activities in and out of school.
2. To contribute to the development of policies relating to the well being of people e.g. risk assessment, health and safety.
3. To ensure that the work delegated to staff is completed to a high standard and within agreed timescales.
4. To develop and produce a wide range of materials to promote and enhance the schools profile.
5. To have overall responsibility for the effective organisation and delivery of strategic administrative and financial processes and procedures in the school.
6. Provide organisational and complex confidential and advisory support to Head Teacher and Governing Body
7. To be responsible for the strategic management and administration of school facilities and building
8. To be responsible for ensuring that all returns are completed and returned in a timely manner

Organisation

1. To ensure that robust and effective quality assurance measures are in place for all areas of responsibility
2. To have overall responsibility for an effective, co-ordinated approach to ensure appropriate cover for staff in the school, including internal deployment of existing staff.
3. To be responsible for ensuring an effective delivery of responsive customer focused administrative function to all callers/ visitors.



4. To be responsible for ensuring the effective deployment of staff to carry out all the areas of assigned responsibility including for example administrative, cleaning, catering, site supervision, welfare staff
5. To strategically lead in planning, development, design, organisation and monitoring of support systems/procedures/policies in relation to the administrative function and other allocated functions
6. To be responsible for the management of school licences and insurance, ensuring best value principles are adhered to
7. To have overall responsibility for Health and Safety Management within the school
8. To be responsible for the overall management and leadership of designated school support staff.
9. Participate in the development of the Marketing Strategy for the School.

Mental Health & Wellbeing

1. Create, implement and sustain a whole-school approach to mental health and wellbeing; develop a school-wide mental health and wellbeing policy that details the whole-school approach as well as guidelines and processes for staff to follow.
2. Develop, lead and oversee an effective early intervention and prevention strategy that identifies pupils exhibiting early signs of poor mental health or wellbeing, and provides them with access to timely support
3. To develop effective plans to empower and involve pupils in contributing to the whole-school approach
4. To identify, plan, deliver and assess all training and development needs of staff with regard to supporting pupil mental health and wellbeing across the school, including providing INSET training
5. To assess staff mental health needs confidentially and develop an approach to address these needs - Champion staff mental health and wellbeing



6. Monitor and evaluate the impact of interventions provided to individuals or groups of pupils or staff, to understand what is working and adapt the approach as needed, focusing on outcomes
7. To lead and facilitate any school improvement priorities related to mental health and wellbeing
8. Analyse and report on mental health and wellbeing data termly, and draw up action plans where needed
9. To liaise with the governing board as required, such as by preparing reports on strategies, processes and interventions

Responsibilities

1. To be responsible for effective delivery of allocated management responsibilities for a range of service areas: inc. recruitment; induction; performance management (appraisal, identification of learning and development needs); mentoring, coaching and lead team meetings.
2. To be part of the schools senior leadership team and negotiate and influence key strategic decision making impacting in areas of responsibility.
3. To support in the strategic leadership of change management strategies/initiatives in the school and support the effective embedding of change.
4. To strategically lead on the effective delivery of the whole financial management and administration procedures for the school
5. To lead and develop constructive relationships and communicate with other agencies/ professionals and achieve results through partnership working and influencing others.
6. Recognise own strengths and areas of expertise and use these to advise and support others
7. Develop and implement risk management strategies to minimise the risk of loss, damage or injury in the School.



8. To have managerial responsibility for designated non-teaching staff, including performance management, attendance and grievance/disciplinary resolution.

Resources

1. To be responsible for the effective and efficient procurement/management of resources, including management of a budget and regular audit of resources
2. Take a lead role in the recruitment of support staff and in managing associated employment procedures
3. To strategically lead on the effective maintenance of facilities including premises and be responsible for the management of building and projects in the school
4. Take a lead role in management, planning, monitoring and evaluation of budgets and prepare and where required present reports to the governing body
5. To lead on procurement of resources to ensure it meets the requirements of best value
6. To be responsible for researching and securing relevant sponsorship/funding for key school priorities
7. To be responsible for the preparation and the delivery of short, medium and long term financial plans for the school.
8. Provide appropriate advice to the Head Teacher, Governing Body and SLT on investment and financial policy, preparing bids for projects and participate in the drafting and development of the Business Plan for the ongoing and future developments of the school.
9. To ensure the effective management of facilities, including premises, lettings and associated income and cleaning contracts.
10. To be responsible for the business and financial management of all the school's resources, including maximising income generation, purchasing policy and achieving 'best value' from available resources.
11. To participate in the negotiations, management and monitoring of contracts, tenders and agreements for the provision of support services.



Support for the School

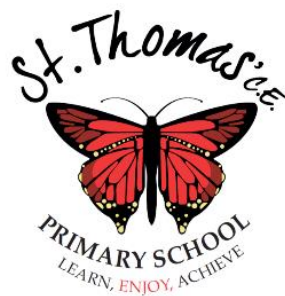
1. To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school.
2. To undertake and conduct personal development through training and other learning activities including performance management, as required.
3. To ensure the effective management of staff and pupil records ensuring that the requirements of legislation is adhered to at all times
4. To ensure compliance with and development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
5. To provide concise reports and advice to the Governors and liaise, as appropriate, on their behalf, with the LEA, Dept of CSF on matters raised, required or commissioned by them for implementation.
6. When directed to Project-Manage any large-scale development projects on behalf of the School and be main point of contact with external partners/bodies.



School Business Manager Person Specification

EXPERIENCE

- School Business Finance Management/Bursar experience, including preparing concise reports for Governors and External Partners and leading on all financial aspects relating to School.
- Significant experience of working in a school environment with large financial management responsibilities leading multiple budgets across different Key Stages and school business ventures, along with successful experience of a range of income generation activities.
- Awareness of key issues in relation to human resources, estate management, marketing and the management of ICT.
- Strong and effective leadership and management skills with experience of leading strategic planning including business planning and the ability to make a strategic contribution to the Senior Leadership Team.
- Proven record of successful bid submissions
- Proven record of strategic capital development programmes.
- Experience of overseeing and leading a diverse workforce.
- Experience in developing effective working relationships, sometimes in challenging environments.
- Evidence of innovation in the development of support systems to enable effective learning.
- Experience of leading and managing change initiatives.
- Understand the key principles of good governance and ensure that the School operates accordingly, developing processes whereby governors can effectively meet their responsibilities.
- Works strategically with the governing body.
- Contributes to and models the vision, values, moral purpose, learning styles, leadership styles and ethos of the School in a purposeful and inclusive manner.
- Experience of managing contract compliance and performance.



KNOWLEDGE

- Have a full knowledge and understanding of the legislative framework of schools and education.
- Knowledge of Local Government structures in Education and operational environment.
- In depth knowledge of financial management, financial regulations and good financial practice, including the Schools Financial Value Standard (SFVS).
- Knowledge of Business Planning principles and processes
- Knowledge of Project Management and ability to co-ordinate project teams.
- Working knowledge of Health & Safety, DDA and Employment Law.
- To have knowledge and understanding of Safeguarding Children and Safer Recruitment in Education.

SKILLS / ABILITIES

- Ability to inspire confidence amongst Governors, colleagues and partners.
- Ability to work effectively individually and in a team environment
- Strong analytical skills to interpret a range of legislation and regulations and experience of developing innovative solutions to complex issues.
- Leads multi-professional teams across the whole school.
- Leads an organisational culture in which health and safety are prioritised and inform strategy, planning and decision making.
- Leads business development, to enhance pupil engagement and potential long term employment opportunities whilst ensuring sustainability.
- Ability to drive forward change and motivate staff.
- Ability to effectively present complex written and verbal information to a variety of audiences (internal and external).
- Ability to work under pressure and to tight deadlines.
- Excellent communication, negotiation and persuasion skills, with internal and external audiences.
- The capacity for sound judgement in complex situations.
- Ability to communicate effectively, orally and written.
- Advocacy skills.
- Negotiating and influencing skills.
- Ability to deliver projects on time and within budget.
- Ability to prioritise conflicting requirements.
- Ability to be creative and have good problem-solving skills.



QUALIFICATIONS

- Graduate Diploma in School Business Management, or other suitable qualification e.g. Degree in Business Management or Finance Qualification.

OTHER

- Commitment to continued professional development
- Commitment to, and understanding of equality of opportunity in employment and service delivery
- A commitment to community cohesion and social inclusion.



St Thomas' C.E. Primary School Attendance Policy Statement

St Thomas' C.E. Primary School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the school's leadership team monitors levels of sickness absence in school regularly and takes action in accordance with the guidelines adopted by the school to deal with unacceptable levels and frequency of sickness absence.

Good attendance enhances the service delivered by the school, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.