

## **Job Summary**

We are seeking a dedicated and experienced Business Manager to oversee our operations and drive the continued success of our school. The ideal candidate will possess strong leadership skills, management experience, and a passion for fostering a collaborative work environment, as well as embracing our school community.

Our school is a standalone academy, which means our SBM also acts as our Chief Financial Officer (CFO).

The successful candidate will be:

- highly organised and experienced, with a strong background in finance, business administration and HR
- knowledgeable about relevant legislation and compliance, including safeguarding and child protection, GDPR and health & safety
- proficient in using ICT systems and management tools, including Microsoft Office and school-specific finance/management information software
- a confident communicator, able to liaise effectively with staff, governors, external agencies and the wider community
- a strategic thinker who can contribute to long-term planning and school development
- discreet, trustworthy and able to handle sensitive information with professionalism
- adaptable, solution-focused, capable of managing competing priorities in a busy school environment
- a team player with strong leadership skills, able to motivate others
- passionate about supporting the education and wellbeing of children through excellent school systems
- able to be front-facing as well as office based; able to engage positively with pupils and parents

## **Main Duties**

- Oversee the school's financial management, including budgeting, forecasting and financial reporting
- Lead on HR, including safer recruitment and the Single Central Register
- Manage procurement processes to ensure value for money and compliance with school policies
- Lead on Estate Management, including health and safety compliance, ensuring a safe environment for pupils, staff and visitors

- Supervise the maintenance and development of the school site and facilities
- Ensure compliance with relevant legal, regulatory and school governance requirements, including the Academies Handbook
- Work in partnership with the Head Teacher and Senior Leadership Team to support strategic planning, to secure the best possible outcomes for all children
- Manage non-teaching support staff, fostering a positive and effective team culture
- Oversee ICT infrastructure and services to support teaching, learning and administration
- Act as the main point of contact for external agencies, suppliers and contractors, including our cleaning and catering contractors.

Boughton Primary is committed to safer recruitment, safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

The school's recruitment and selection policies/processes follow DfE guidance 'Keeping Children Safe in Education' by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required.

In line with KCSIE and best practice, the school will conduct an online search for all shortlisted candidates, including a DBS check.

Applicants will be required to provide proof of Right to Work in the UK.

### **About our school**

Boughton Primary is a good school (OFSTED January 2023) with fantastic children, dynamic staff, great team spirit, supportive parents and highly-skilled governors. All stakeholders are proud of our vibrant village school. You can see all the has to offer by visiting our website: [www.boughtonprimaryschool.org.uk](http://www.boughtonprimaryschool.org.uk)

### **Benefits**

#### **We offer:**

- Local Government Pension Scheme
- Performance Related Pay
- 10 weeks annual leave
- Five paid annual training days, with one given to staff for wellbeing
- Employee Assistance Programme
- Opportunities for collaboration with other schools

### **Timeline and how to apply**

Deadline for applications: 12p.m. Friday 26<sup>th</sup> September 2025

Interviews: Friday 3<sup>rd</sup> October 2025

Visits to the school are welcomed. Please contact Mrs Cullum, administrator, on [admin@boughtonacademy.co.uk](mailto:admin@boughtonacademy.co.uk) or 01604 842322 to arrange to see the school.

If you decide to apply for this exciting opportunity, please note the following:

- Ensure you complete the application form fully
- Provide a supporting statement which outlines how you satisfy the criteria in the person specification
- References will be requested for those shortlisted, prior to interview
- A CV alone will NOT be sufficient and will not be considered
- Only those shortlisted for interview will be contacted, by Wednesday 1<sup>st</sup> October.

Application forms are available via the DfE Teaching Vacancies site.