



COSTON PRIMARY SCHOOL

RECRUITMENT PACK

POSITION AVAILABLE

- School Business Manager
 - Starting July 2026
 - 35 hours per week
 - 40 weeks per year
 - Salary : Grade 11
- £49,197 to £51,279 FTE



Closing Date: 9 am on 11th March 2026

Interview Date : Monday 16th March 2026

“Coston is an inclusive and safe learning community that inspires us to achieve standards of excellence in all we think, say and do.”

Dear Applicant,

Thank you for showing an interest in Coston Primary School, and the position of the School Business Manager. Coston Primary School is a two-form entry school in Greenford, with an Additional Resourced Provision for children with Autism.

We are looking for an experienced professional, who has a self-driven approach to problem solving and high-level communication, literacy and numeracy skills. This is a fantastic opportunity for someone with enthusiasm and drive to join the team at Coston Primary School.

The successful post holder will work alongside committed colleagues in the school to provide strategic leadership and management at school level regarding all aspects of finance, administration, HR, site management and operational support.

Coston Primary School is committed to providing the best education for all children in order that they have the opportunity to reach their potential, and have choices about their future education and career pathways as they grow up.

Visits to the school are warmly welcomed – please contact the school office on 020 8578 1515 to arrange an appointment. All completed applications and supporting statements should be emailed to admin@coston.ealing.sch.uk

Yours faithfully,

A handwritten signature in black ink, appearing to read 'K Moyse', with a horizontal line underneath.

Kate Moyse

Head Teacher

Coston Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to an enhanced DBS disclosure. This post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations. In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence. Please refer to the Job Vacancy page on the school website for the Privacy Notice for Job Applicants.

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Pupils' extremely positive attitudes to learning and excellent conduct are the result of seamless behaviour management. All staff adopt a positive approach and pupils rise to the high expectations. The engaging curriculum and the pace of lessons contribute significantly to pupils' enthusiasm within an environment conducive to learning. CHALLENGE PARTNERS QAR REPORT 2022

OUR VISION

Coston Primary School endeavours to create a happy, secure environment for learning which will encourage all children to achieve the highest standards through the provision of a broad, balanced and imaginative curriculum, high expectations and through committed, enthusiastic and effective teaching.

Aims:

- ♦ To be, and to be known as a caring and effective school.
- ♦ To serve the local community needs of parents/carers and children in all aspects of primary and pre-school education by responding to their ever-changing needs, and those of teachers and education in general, in a positive and forward looking manner, offering support and advice where necessary.
- ♦ To ensure that every child regardless of race, gender, religion, culture, background, physical or intellectual ability should be given equal access to all aspects of curriculum experiences.
- ♦ To ensure that the five outcomes for children “Every Child Matters”, “Being Healthy”, “Staying Safe”, “Enjoying and Achieving”, “Making a Positive Contribution”, “Economic Well-being” are at the heart of the education we offer in our school.
- ♦ To foster a stimulating, caring environment committed to achieving standards of excellence.
- ♦ To educate our children, whatever their capabilities, by offering them effective access to the National Curriculum including Religious Education so that they leave us able to read and write, calculate and question effectively.
- ♦ To offer our children experiences that will encourage appreciation of beauty and develop a sense of awe, wonder and fun.
- ♦ To show by example, and through our teaching, how to learn from and work with one another in a positive and beneficial manner and to make our children aware that they have a responsibility for their actions and the consequences of them, and that they have a wider responsibility to other people as part of a family, as well as the local and wider community.
- ♦ Instil in our children respect for themselves and others which includes learning to respect and apply religious and moral values, and tolerate, through understanding cultures, faiths and ways of life different from their own.
- ♦ To develop happy, confident and caring people within a safe, stimulating and attractive environment, so that they acquire the knowledge and skills relevant to future adult life and employment in an ever-changing world.



What we are looking for

SCHOOL BUSINESS MANAGER

We are looking for an enthusiastic, highly motivated and organised individual who will be part of our aspirational and inclusive learning community and help to maximise the development of each and every child.

Successful candidates will:

- ◆ Have the appropriate qualifications and experience
- ◆ Have excellent organisational, analytical, and problem-solving skills
- ◆ Have effective interpersonal skills and ability to work as part of - and manage a team
- ◆ Have high standards and expectations in all aspects of school life
- ◆ Have excellent communications skills and experience of working with families and the wider multi-disciplinary team
- ◆ Be innovative in using new technology to enhance efficiency and communication

What we can offer

- ◇ A friendly welcoming school community
- ◇ Children with great attitudes who are eager to learn
- ◇ Children with very good behaviour
- ◇ A supportive Strategic Management Team and Governing Body
- ◇ A dedicated, hard-working and supportive staff team
- ◇ Excellent opportunities for professional development

Coston Primary School is an excellent school where we receive an interesting education in a variety of subjects. People are kind and respectful; they treat each other the way that they want to be treated. We feel safe at Coston because children follow the school rules.' - Herons class

Job Description

Post title	School Business Manager
School:	Coston Primary School
Salary and grade:	Grade 11
Line manager:	Headteacher
Supervisory responsibility:	Line management of 2 administration and 1 premises staff

Main purposes of the job

- ◆ To be responsible for the strategic and operational management of the school finances, HR, administration, health and safety and site management in partnership with relevant other staff within the school.
- ◆ To line manage and performance manage administration and site management staff.
- ◆ To produce monthly budget reports highlighting any discrepancies or over/under spends.
- ◆ To be responsible for project management and for ensuring the provision of appropriate, accurate and timely verbal and written guidance to the Senior Management Team.
- ◆ To be responsible for promoting and safeguarding the welfare of children and young people within the school.

Main responsibilities and tasks

Financial management

- ◆ To be responsible for advising the senior leadership team and the Governing Body on matters of financial governance and submit the annual budget to the Governing Body for approval and send to LA within set deadlines.
- ◆ To prepare monthly, half-termly and termly budget monitoring report.
- ◆ To attend the governing body meetings once a term and present the budget monitoring report.
- ◆ To have responsibility for ensuring that the financial procedures manual is followed in accordance with LA/DfE guidance.
- ◆ To proactively review resources and spending priorities to ensure that school development plan targets reflect budget planning.
- ◆ To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services and explore cost saving initiatives
- ◆ To be responsible for ensuring that efficient and safe routines are maintained by all staff concerning collection and security of cash, ensuring it is banked in timely manner.

Job Description

- ◆ To be responsible for orders and ensure invoices are paid correctly using the Financial Management System (FMS).
- ◆ To liaise with the senior administrator to ensure monies are collected in respect of school outings and journeys and any other events that require the collection of money.
- ◆ To produce the annual financial benchmarking report for the governing body
- ◆ To prepare the annual SFVS and submit it to the LA within set deadlines.

Human Resources

- ◆ To manage enhanced DBS and barred list application forms and ensure they are processed efficiently.
- ◆ To maintain the single central records of all governors, staff, supply staff, volunteers, professional agencies and contractors.
- ◆ To line manage administration staff and premises staff including performance management and assisting in the identification and addressing training and development needs.
- ◆ To participate in the recruitment, selection and appointment of office staff overseeing any relevant paperwork related to interviews, references and DBS checks are carried out.
- ◆ To liaise with Schools' HR with regard to the administrative aspects of the appointment and employment of teaching and support staff, complying with legislation and good practice relating to employment protection and equal opportunities and on the employment and conditions of service of staff. To ensure all paperwork required for contracts are collected in a timely manner.
- ◆ To be responsible for managing the personnel records (including any absence records) for all staff and ensure that these are efficiently and accurately kept and prepare reports for the head teacher as required.
- ◆ To ensure that all staff details, whether kept in a file or on school network, are securely locked away as agreed with the Data Protection Agency.
- ◆ To prepare the annual workforce census.

Site Management

- ◆ To manage the Site Manager in prioritising the work around the site in accordance with the School Improvement Plan and Asset Management Plan.
- ◆ To manage and monitor any site repairs, after approval from Headteacher and with the help of Site Manager, arrange for builders to carry out all necessary work within agreed deadlines.
- ◆ To be responsible for managing in conjunction with the Site Manager any annual maintenance programme for the school.
- ◆ To advise the Headteacher at appropriate meetings relating to the school site.
- ◆ To report to Governing Body as required, providing status reports on any matters arising.

- ◆ To be overall responsible for the installation and maintenance of equipment for protection against and escape from fire with close liaison with the fire authorities. To ensure emergency procedures are current and timely. To know what the elements of fire safety are and the associated risks to the school through the process of risk assessment. To act as a fire warden.
- ◆ To co-ordinate and manage the work and communicate/liaise with architects, contractors and council officers with regard to the maintenance, refurbishment and development of the site in consultation with the site manager.
- ◆ To be responsible for liaising with the Site Manager on the security and safe working condition of the school site.
- ◆ To oversee and monitoring risk assessments in conjunction with Site Manager.
- ◆ To ensure evening and weekend lettings are managed with the guidelines and invoices are issued in timely manner.

Pupils and Curriculum

- ◆ To be responsible for the submission of relevant information to Senior Management Team, the Governing Body and outside agencies e.g. DfE and the LA.
- ◆ To oversee the pupil census carried out every term.

Administration

- ◆ To design, create, develop and maintain policies as appropriate.
- ◆ To organise briefings, workshops and other training for other staff.
- ◆ To oversee and ensure an inventory of all school equipment is maintained.
- ◆ To identify the need and be responsible for securing appropriate licences and insurances.
- ◆ To respond to emergencies appropriately and inform relevant staff.

ICT

- ◆ Manage databases using MIS and other computerised systems as appropriate.
- ◆ Oversee that the school's website is up to date.

Other Responsibilities

- ◆ Build close working relationship with the Senior Management Team and Governors.
- ◆ Develop policies and procedures relating to all matters relating to GDPR and Cyber Security
- ◆ Adhere to school policy on equality and diversity.
- ◆ Contribute to the development and implementation of the overall ethos/work/aims of the school.
- ◆ Develop constructive relationships and communicate with other agencies/professionals.
- ◆ Participate in training opportunities and professional development as required.
- ◆ May be required to work additional days during school closure periods to ensure site oversight when the Site Manager is unavailable and essential works are taking place.
- ◆ Undertake similar duties commensurate with the level of the post as required by the Headteacher

Note

The school expects all staff to be flexible. This means that you can be expected to carry out duties that are not specified in this job description but that are within the scope of responsibilities of the post.

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

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Signature of Manager:

Date:

/ /

Signature of post holder:

Date:

/ /

Person Specification

EDUCATION AND EXPERIENCE		ESSENTIAL	DESIRABLE
1.1	Level 4 Diploma in School Business Management qualification or equivalent experience or willingness to undertake in the first year	√	
1.2	Proven experience of finance, administration or a similar field	√	
1.3	To have a knowledge of SIMS FMS6 or similar packages		√
1.4	Experience of managing multiple priorities	√	
1.5	Experience of project management	√	
KNOWLEDGE, SKILLS AND ABILITIES		ESSENTIAL	DESIRABLE
2.1	Strong organisational, financial, interpersonal and communication skills	√	
2.2	Ability to use own initiative to identify issues, problem solve and implement solutions	√	
2.3	Ability to interpret information and devise policy or practice	√	
2.4	Ability to performance manage others.	√	
2.5	Ability to work quickly and efficiently with minimum supervision	√	
2.6	Ability to communicate clearly both in writing and orally with a wide range of audiences	√	
2.7	Ability to perform efficiently whilst under pressure	√	
2.8	Ability to persuade, motivate, negotiate and influence	√	
2.9	Ability to relate well to children and adults	√	
2.10	Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these	√	
2.11	Ability to self-evaluate learning needs and actively seek learning opportunities and CPD.	√	

N.B. Selection decisions will be based on the criteria outlined above. When completing your application form and supporting statement, you should ensure that you address the selection criteria and provide supporting evidence of how you meet the criteria through reference to work or other relevant experience. **Supporting statements should be no more than 3 sides of A4 (Ariel font 12)**

Guidance notes to help you complete the Ealing schools support staff application form

These notes are here to help you submit the best possible application you can. We strongly recommend that you read them before you start work on your application.

Before you start

Read carefully all the information about the post especially the person specification, which lists the skills, knowledge, experience and qualifications needed. Make sure you read it before filling in the application form. If you have not received either the person specification or the job description please contact the relevant school.

Your application form and especially the supporting statement are the only pieces of information we have about you. Unless you clearly demonstrate in your application how you meet the requirements of the post you may not be shortlisted.

Filling in the application form

Read the application form carefully before you start. We are an equal opportunities employer and select candidates for interview on the basis of how well they complete the application form.

1. Personal details

It is important that you fill in this section accurately and in full. Please do not leave any section blank. If it is not applicable please indicate with N/A.

2. Present /most recent post and Employment history

Start with your current or last employer and work backwards making sure the dates are in the correct order. Provide the job title with responsibilities and the period you worked for them. It is important that you provide an explanation for any gaps in employment. Any voluntary work undertaken should also be included.

3. Education and training

Give a list of all the qualifications you possess and relevant training courses you have attended. Information here will be used to assess whether you meet the qualification requirements. Ensure nothing important is omitted. Please note that you will be asked to provide originals or certified copies of relevant certificates.

4. Rehabilitation of Offenders Act

The school has a duty to protect children and young people in its care. Please ensure you complete this section fully. Successful applicants will be required to apply for an enhanced disclosure from the Criminal Records Bureau (CRB). Further information can be found at www.disclosure.gov.uk

5. References

References may be taken up before interview. If you have not worked for some time give the name of someone who knows about what you can do and who can comment on your ability to do the job. Any issues raised in the references may be discussed at interview. Please do not submit open testimonials with this application form.

6. If you have a disability

Ealing schools are committed to employing people with disabilities. If you have a disability you want us to know about please give details of adjustments you require for the selection process or to do the job itself.

7. Supporting statement

a) This is the most important part of your application, as it is where you show how you have the skills and knowledge for the post.

Make sure you read both the job description and the person specification to ensure that what you write is relevant. For each point you will need to explain/give examples of how your skills, knowledge and experience make you suitable for the job. It would be helpful if you could number your responses to match those on the person specification.

If completing a paper application form we would prefer that the supporting statement be typed on separate sheets of paper. Please make sure that your name and the post you are applying for is on the top of any separate sheet. Hand written statements are acceptable but remember they need to be clear enough to read and be photocopied.

b) This is a more general statement about you and your personal attributes.

Monitoring information

Please remember to complete the monitoring information. This is important information that the Council needs in order that we can determine whether our equal opportunities policy is working with regard to employment. Also please sign and date the form. If you are completing the application form on line you will be asked to sign the form at interview.

Some points to bear mind

- Your application should be written in a concise, well-organised and positive way.
- Use active words such as 'I planned', 'I organised'.
- Do a rough draft first aiming to make impact throughout but especially with your first and last sentence. This avoids mistakes and allows you to organise your application properly.
- Do not submit the same application for all jobs. Remember no two local authorities will be looking for exactly the same thing so look at the requirements listed.
- Re-read what you have written, then look again at the person specification. Have you addressed all areas? Do you sound positive and confident?
- When you are satisfied with your application, check again that all parts are complete and take a photocopy before sending it off so you can remember what you have written, if you are called to interview.
- Remember the closing date for applications and allow enough time if you are posting the form.

Sending your application

If you are completing the Ealing Schools Support Staff application form in response to a specific position that has been advertised, please ensure you send it to the address stated on the front of the application form and/or advertisement. Alternatively it can be found in the school/organisation information pack sent to you with the application.

Please make sure you keep a record of your completed application form. Not only is this useful if you are called for interview but it will also assist you if you later need to enquire about your application.

Thank you for considering a position in an Ealing school and good luck with your application.