



School Business Manager

May 2026





Contents

Information about the school	3
Advert	4
Person Specification	5
Job Description	6
Details of selection process	9



Information about the School

Ofsted Report

For the latest Ofsted Report on Field Court Junior School please click [here](#)

Website

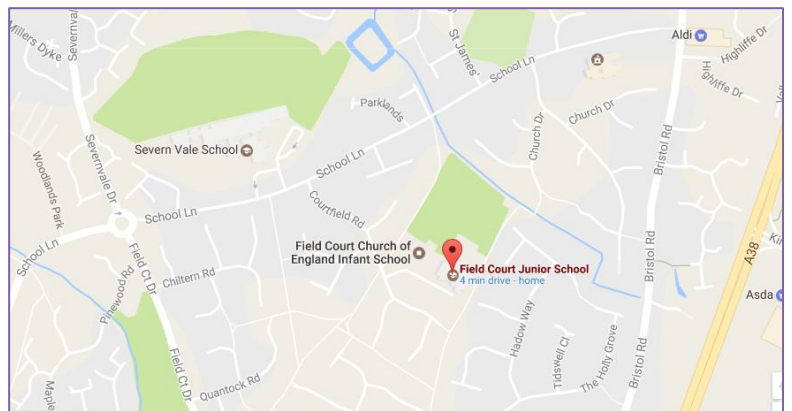
For more information on Field Court Junior School please click [here](#)

Gloucestershire

For more information on living and working in Gloucestershire please click [here](#)

School Location

Field Court Junior School
Courtfield Road
Quedgeley
Gloucester
GL2 4SQ
01452 720066



The school is situated in a large community on the edge of Gloucester, 5 minutes from Junction 12 of the M5 motorway. We occupy an attractive site with a playground, large garden area and a very large playing field. We share the site with our infant school, nursery and before and after school club. The pupils, 352 NOR, are organised into 12 classes. We were one of the first converter academies in 2010 and regularly embrace the freedoms this brings us in terms of curriculum and other benefits. We currently remain as a single academy trust. The school enjoys a strong sense of belonging in the local community. There is a lively, enthusiastic Friends group, who generously support the school; along with a very involved and passionate governing body.



Advert

School Business Manager

Post Details:

- Contract: Permanent,
- Salary: Grade 8, pro rata, £19,600 approx gross salary, paid monthly.
- Working weeks: 42
- Working hours: 20 per week (potential flexibility for the right candidate)
- Start Date: asap
- Closing date: 18.5.26 at 3pm
- Interview date: 20.5.26

Field Court Junior is a happy, safe, flourishing school. We are a three form entry junior school, with a roll of 352 children, situated just off Junction 12 of the M5, in a large suburb. We have an exciting opportunity - with options for flexi working, - for an enthusiastic, dynamic, forward thinking school business manager who can work alongside the leadership team and current finance officer and admin assistant to move the school forward strategically. The role has arisen due to the promotion of the current post holder.

Our Governors and Staff are looking for someone who:

- Is enthusiastic, professional and approachable.
- Is reliable and trustworthy.
- Is qualified/experienced in strategic management/accounts work.
- Has a strong, continuous improvement mindset.

What we can offer you:

- Dedicated, friendly staff
- Pupils who are fun, well behaved and strive to achieve their best.
- Supportive parents and a committed governing body.
- A forward thinking and dynamic leadership team.
- Career progression and flexible working arrangements that can work around family needs.

Informal visits are most welcome and encouraged- to book a visit to the school please telephone the main office. Full application pack and our required application form are available on our website http://www.fieldcourt-jun.gloucs.sch.uk/current_vacancies/current_vacancies.html If you have any queries at all please contact head@fieldcourt-jun.gloucs.sch.uk or call 01452 720066 and ask for Mrs. Kelly Armstrong (Headteacher). We look forward to meeting you.

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. This position is subject to an enhanced DBS check.



Person Specification

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Experience in the field of finance/business management • Excellent Standard of English and Maths (5 GCSE's or Equivalent at Grade A-C including English and Maths) 	<ul style="list-style-type: none"> • School Business Manager specific qualification i.e. DSBM, CSBM. ADSBM or Msc School Business Management • Recognised management/business degree/equivalent related professional qualification. • Accountancy Background 	Certificates at selection event
Training	<ul style="list-style-type: none"> • Evidence of Continuing Professional Development. 	<ul style="list-style-type: none"> • Member of National Association of School Business Management 	Application form. Selection event
Experience	<ul style="list-style-type: none"> • Managing strategic financial plans. • Managing budgets, financial reporting, fixed assets. • Procurement • Managing change projects. • Health and Safety Management • Administrative Management • Facilities Management • Applying for bids and grant. 	<ul style="list-style-type: none"> • Managing within an educational environment. • Managing at a Senior Leadership Team level. • Using SIMS/SAP/FMS systems 	Application form. Selection event
Knowledge & Skills	<ul style="list-style-type: none"> • Able to deliver services and systems applicable for effective school management. • Able to deliver value for money initiatives. • Able to understand national & regional educational services and deliver appropriate strategies. • Able to lead teams and individuals. • Able to use a range of ICT packages to a high standard 	<ul style="list-style-type: none"> • Understanding of educational enterprise issues. • Able to strategically influence decision making within the school. 	Application form. Selection event
Personal characteristics	<ul style="list-style-type: none"> • Highly developed interpersonal skills • Willingness to constructively challenge the work of self and others to continually improve own and team performance. • Ability to work under pressure and meet deadlines. • Positive, 'Can do' attitude. • Strong, Continuous Improvement Mindset. 		Selection event



Job Description

Job Title	School Business Manager
Salary Scale	8 JE ID Number pos_14548
Conditions of Service	Part Time , Permanent,
Responsible to	The Head Teacher

Job Purpose

1. To work as part of the Senior Leadership Team to assist the headteacher in her duty to ensure the school meets its educational aims.

Role and Responsibilities

1. To promote the highest standards of business ethos and strategically ensure the most effective use of resources.
2. To manage the running of the office in order to facilitate the smooth running of the school on a day to day basis.
3. To contribute to the overall organisation, management and direction of the school.
4. To have overall responsibility for financial management of the school.
5. To maintain oversight of designated areas of whole school organisation and development and to take responsibility for a range of specific duties and tasks, as outlined below.
6. To share responsibility, with the Head Teacher and the School Leadership Team, for monitoring and evaluating school progress against the stated objectives and targets of the School Improvement Plan in specific areas and for taking any additional actions as may be agreed to be necessary.

Leadership and Strategy

1. Attend Monthly Finance and appropriate Governors' sub-committee meetings as necessary.
2. Contribute to strategic decision making within the school's Senior Leadership Team.
3. Plan and manage change in accordance with the strategic plan.
4. To lead and manage designated school support staff.

Financial Management

1. To prepare an annual budget and a 3 year forecast budget, in liaison with the Head Teacher, to be submitted to the Governing Body and to provide specific expertise and advice in long-term financial management.
2. To ensure the school has appropriate financial systems, managing all aspects of the school's finances (including the School Fund) and to be responsible for the effective management of these systems and administration, ensuring compliance with Financial Regulations.
3. To be responsible for a record keeping system that enables accurate analyses of the school budget as required, and to prepare and present financial statements and reports in accordance with requirements, including clear and informative presentations to the Governing Body, committees, and the School Leadership Team.
4. To advise school budget holders and ensure that budgets are monitored and managed effectively and the headteacher and governors are promptly and informed of an items of significant variance; take prompt corrective action if required.
5. To implement and monitor procedures for the safe collection, correct handling, recording and banking of cash and related tasks in accordance with financial regulations.
6. To ensure that quotations for the supply of goods and services to the school are obtained; that prices are negotiated with suppliers and contractors as required; and that goods and services are ordered, received and paid for in accordance with the Schools Financial Value



Standard (SFVS).

7. To ensure that the school holds appropriate insurance cover and other licenses as may be required.
8. To identify and pursue sources of funding, sponsorship and grants. To write bids for funding as required by outside bodies.
9. Maximize income through lettings and other activities.
10. Present timely and fully costed proposal or recommendations.
11. To initiate and manage audit procedures to comply with all audit requirements.
12. To use benchmarking to evaluate relative spending trends, inform the Head Teacher of causes of significant variance or unforeseen developments including suspected fraudulent activity. Advise the headteacher/governing body immediately if fraudulent activities are suspected/uncovered.
13. To oversee the school's payroll arrangements, ensuring accurate and efficient processes are in place.
14. To ensure that the school complies with the Schools Financial Value Standard (SFVS).
15. To maintain the school asset register on a regular basis.

Administration and Management of Information Systems across the school

The Business Manager will be responsible for all aspects of administration across the school. Specific responsibilities include;

1. To line manage the administrative staff to ensure the efficient and effective running of the school office and its functions.
2. To liaise with contractors to coordinate planning for the effective provision of technology resources at the school including hardware, software, the web site, learning platform, reprographics and telephone system.
3. To ensure all necessary statistical returns to the DfE, the LA and any other relevant bodies are carried out.

Personnel Management

1. To be responsible for the administration of personnel matters, including appointments, contracts of employment, DBS and medical checks, conditions of service, and discipline and grievance matters, making recommendations as necessary to the Head Teacher and Governing Body, and to participate in the recruitment of support staff.
2. To maintain and upkeep staff confidential records.
3. To manage Staff Attendance and Leave to ensure a continuous service throughout the year.
4. To ensure all relevant personnel policies, legal and regulatory procedures are in place and adhered to.

Site Management

1. To be responsible for all aspects of licensing, premises, project and Asset Management.
2. To consult with the Head Teacher and the Caretaker, 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.
3. To oversee premises related projects, ensuring that all necessary paperwork is completed and permissions granted.

4. To liaise with the contracted buildings management company and outside contractors as necessary.
5. To ensure arrangements are in place for a high quality/value for money grounds maintenance service.
6. To deal with all external agencies, delivering services to the school and to deal with all aspects of tendering.
7. To be responsible for the emergency closure/evacuation policy and plan.

Health and Safety

1. To keep school Health and Safety policies under review and to ensure, in liaison with the Caretaker that all required procedures are in place and observed, including risk assessments and training records.
2. To ensure school medical polices are in place and to ensure that required procedures are observed.
3. In liaison with the caretaker and other office staff ensure that all required maintenance checks are carried out at the required intervals.
4. In liaison with the Head Teacher and caretaker, plan, instigate and maintain records of fire practices and alarm tests.
5. To issue invoices for services received through school and ensure relative and timely payment.

Professional development

1. To take responsibility for one's own professional development in order to ensure continued effectiveness in the role.
2. To participate in the Performance Management arrangements of the school.

General responsibilities

1. To participate in Staff Training Days and other training opportunities as required.
2. To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines.
3. To contribute to the School Improvement Plan.
4. To provide support as relevant to the Head Teacher
5. To undertake any other reasonable duties as may be agreed from time to time with the Head Teacher.

Details of Selection Process

Completed application forms must be received by 9am on Monday 13th April

You must use the application form available on our website. Please submit your application via email to: head@fieldcourt-jun.gloucs.sch.uk

Visits to the School

Visits are welcome and encouraged – please contact the school office to book your tour.

Completing the Application Form and Self- Disclosure

- Candidates are asked to complete all the standard information required on the application form.
- Please submit a supporting statement on the page in the application form only, (a minimum of ½ a side but not extending to more than two sides of A4) addressing the criteria identified on the Person Specification.
- It is important to give details of all previous employment and to account for all gaps in employment history.
- Please **do not** send a CV.

References

Candidates are advised that references will be taken up immediately on application.

Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set and to provide email contact details. In all cases **professional references** are required. The post will be offered subject to satisfactory completion of all pre-employment checks.

Selection Process

The selection process will be a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

In case you wish to begin preparation early we are happy to provide details of the one task which will be required...

*Please prepare a presentation to last between 5-10 minutes addressing the following brief:
“What is the biggest challenge facing schools today and where do you see your role as a
School Business Manager in overcoming the challenge you have identified.”*

Safeguarding Children

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post. Formal checks will be made in accordance with the current statutory requirements relating to child protection.

We hope you have found this pack helpful and look forward to meeting you in the weeks ahead.