



Furzefield Primary School
Be kind, be respectful, be resilient. Aspiration and opportunity for all.

Kindness
Respect
Resilience
Aspiration
Inclusion



SCHOOL BUSINESS MANAGER INFORMATION PACK

Delabole Road, Merstham, Redhill, Surrey, RH1 3PA

Tel: 01737 642842

enquiries@furzefield.surrey.sch.uk

www.furzefield.surrey.sch.uk





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VACANCY:

POSITION: School Business Manager

Leadership post (if applicable): Senior Leadership Team

WORK PATTERN: 36 hours per week - term time only plus one additional week (40 weeks per year). **This is a hybrid role and successful candidates will have the opportunity to conduct some work from home.**

SALARY: Surrey pay scale PS09: £38,746-£42,053 FTE (£34,187 – £37,105 Pro Rata)

START DATE: September 2024 (we can offer an earlier start date for the right candidate)

CONTRACT TYPE: Permanent

REPORTING TO: Headteacher

RESPONSIBLE FOR: Office admin and site management teams

INTERVIEWS: Dates will be agreed with candidates upon successful shortlisting and may occur before closing date

About Us:

Furzeffield Primary School is a vibrant and inclusive mainstream primary school committed to providing a nurturing learning environment for our students. We strive to empower young minds, foster a culture of growth and kindness, and support our community in Merstham, Surrey. We are a two-form entry school with a maintained Nursery, Specialist SEND Centre for 14 pupils and Family Centre on site. We are every inch a **community school** with high levels of parental engagement and collaboration.

The school has recently been inspected by Ofsted (March 2023) under the leadership of the recently appointed new Headteacher (September 2022). We are proud to have received a **GOOD** rating overall with an **OUTSTANDING** judgement for our **Personal Development** offer. We offer a *creative and rich* curriculum that promotes learning outside the classroom, including Forest School. Staff are friendly and supportive – we are proud of this and it defines who we are.

Role Overview:

We are seeking a dynamic and experienced School Business Manager to join our dedicated team. The ideal candidate will be responsible for the strategic and operational management of the school's finances, administration, facilities, and human resources. As a key member of the Senior Leadership Team, you will play a pivotal role in ensuring the smooth running of the school's non-teaching functions.



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Key Responsibilities:

Financial Management: Oversee budgeting, financial planning, and resource allocation in alignment with school objectives. Monitor income and expenditure, providing strategic financial advice to the Headteacher and governing body.

Administration and Compliance: Manage administrative processes, ensuring compliance with statutory requirements and school policies. Coordinate efficient administrative systems to support the school's operational needs.

Facilities and Resources: Maintain a safe, welcoming, and functional school environment. Oversee facilities management, procurement, and the efficient use of resources.

Human Resources: Lead on HR functions, including recruitment, ensuring adherence to HR policies and procedures.

Requirements (see full details in person specification below)

Proven experience in financial management, preferably within an educational setting. Strong leadership, organisational, and communication skills.

Knowledge of HR processes and statutory compliance requirements.

Ability to work collaboratively with staff, stakeholders, and external partners.

Qualifications:

- Education to A-Level standard essential.
- Relevant degree or professional qualification in finance, business management, or related field desirable.
- Additional qualifications in school business management or finance desirable

What We Offer:

We are a genuinely **friendly, supportive** and highly **collaborative** team. We operate within a leadership structure that promotes and encourages **professional challenge** but always within professional boundaries and always with **kindness** and **respect**. We value **wellbeing, mental health and psychological safety** within the workspace and our school values are woven throughout everything we do; they apply to pupils and staff in equal measure.

We are passionate about **personal growth** and **professional development** and will always offer staff the opportunity to further their careers wherever possible. If you are ambitious and passionate about your work, then this is the place for you.

We trust our professionals to do their jobs and can offer an environment where you will feel **empowered** to make decisions; we do not micro-manage. High autonomy with high accountability is the model we adopt at Furzeffield with support, guidance and CPD available for all members of staff.



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Working within a local authority school offers many advantages including generous local government pension scheme, staff benefits and discounts through Surrey Extra and Employee Assistance Program offering a 24 hour mental health support helpline.

If we sound like the type of school you are looking for, please complete the application form and a covering letter outlining your suitability for the role to sbm@furzeffield.surrey.sch.uk by the closing date. We would encourage applicants to visit the school before applying – if you wish to book a visit and meet informally with some of our team, please call us on 01737 642842.

Furzeffield Primary School is an equal opportunity employer and values diversity in our workforce. We welcome applications from all suitably qualified individuals.

Furzeffield Primary School is dedicated to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As such this post is subject to a satisfactory Enhanced DBS check and pre-employment checks including an online search for shortlisted candidates.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a good level of response. Therefore, we recommend you submit your application as early as possible. We reserve the right to interview shortlisted candidates ahead of the closing date.



JOB DESCRIPTION:

Job title: SCHOOL BUSINESS MANAGER

Main purpose

Role summary:

- The School Business Manager (SBM) is responsible for managing the **strategy** and **operation** of the school's business functions, including financial management, human resources, compliance and administration.
- They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.
- The role encompasses line management of office and site management staff and responsibility for leading these teams to perform effectively and efficiently.

Main purpose of the role

- To lead on the financial management of the school providing advice to the Headteacher, SLT and Governors
- To be an active, full member of the SLT team demonstrating strong leadership and embodying our culture of support and personal development
- To lead on the effective administration of the school office, ensuring that this is a friendly, welcoming and helpful hub to the school
- To lead on data protection within school, liaising with the school's Data Protection Officer to ensure full compliance at all times
- To liaise with key teams within the Local Authority in respect of Human Resources, Financial Management and Budget Support ensuring sound and effective management in all areas

Key duties and responsibilities

Leadership and Strategy (Senior Leadership Team responsibilities):

- Be responsible for line-managing allocated staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Take all decisions in line with the vision and values of the school, and encourage others to do the same. Furzeffield leadership culture is rooted in kindness, respectful professional challenge and collaborative problem solving. **It is essential that your leadership style aligns with this model.**
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents.



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- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing. This is an area of growing importance at Furzeffield and will form a key part of our development and improvement strategy going forward. **A good understanding of and interest in technology for productivity is essential.**
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate.

Financial management:

To monitor contracts and manage quote requests / tender processes in order to secure best value when purchasing goods or renewing/entering into contracts / SLAs.

- To act as the main financial consultant to the Governors and Headteacher, responsible for reporting to them on a regular basis and also to the Finance Committee.
- Manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Maintain a thorough system of internal financial controls.
- Submit the budget to the governing board.
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed.
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions.
- Comply with financial reporting requirements and submit statutory returns.
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept.
- Develop and implement the school's fundraising and **income generation strategy**, choosing fundraising priorities in line with the school improvement plan.
- Find and apply for grants.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Manage the school's lettings offer.
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate.
- Responsible for liaising with Surrey County Council (SCC) with regard to delegated and devolved budgets for audit purposes.
- Prepare annual estimates of school expenditure and advise the Headteacher and Governors on setting the annual budget so that the school's financial resources are maximised and the needs identified in the School Development Plan are targeted, within the limits of available funds.
- To monitor expenditure to ensure budgetary control.
- Prepare financial appraisals of particular projects and be prepared to seek necessary funding where appropriate.
- Ensure that SCC regulations are fully complied with.
- Supervise the maintenance of all school accounts, including salaries, petty cash and School Fund accounts.
- Monitor and inform the Headteacher and budget holders of overspends and underspends.
- Supervise the proper collection, reconciliation and banking of all income for both official and unofficial funds.
- Maintain systems and checks in line with audit requirements.



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- Supervise/prepare monthly financial returns to SCC and to undertake the year end reconciliation.
- Organise and supervise procedures for all supplies and services ensuring best value.
- Oversee the financial administration for the ordering, delivery and payment of invoices.
- Organise the negotiation of contracts for services (e.g. cleaning, grounds maintenance, photocopying etc.)
- Maintain systems and checks in line with audit requirements.

Administration and compliance:

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Organise / provide administrative support for the headteacher and governing body if required
- Be the school's data protection compliance officer, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues (with support and advice from our external DPO).

Facilities and Resources:

- In conjunction with the Headteacher, develop and implement means of generating additional income and support.
- Liaise with the premises team in co-ordination of programmes of maintenance, repair and improvement (including Health and Safety issues).
- Organise lettings and booking arrangements for use of premises. Administer the financial recording of lettings and ensure that invoices and income are processed.
- Initiate and monitor building projects and keep the Headteacher and Governors informed on all necessary issues.
- Supervise the maintenance of the equipment register and security marking of electronic goods in accordance with SCC regulations.

Human Resources:

- Advise the Headteacher and Governors on changes in employment regulations and implications of the changes.
- Provide information and advice on conditions of service and HR queries to all staff, in consultation, as necessary, with Education Personnel Consultants.
- Take overall responsibility for monitoring the quality of work of the office and premises staff and take appropriate action if necessary. Implement and administer the appraisal system.
- Administer staff appointment procedures, including preparing advertisements, processing applications, arranging interviews and carrying out pre-employment checks for all staff.
- Participate in the selection of support staff.
- Prepare and issue contracts of employment and all other documentation. Maintain appropriate personnel records.
- Liaise with supply agencies as necessary.
- Ensure that the training needs of support staff are met.
- Prepare the monthly service return and submit to payroll services by the due date and using agreed practices.

The school business manager will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.



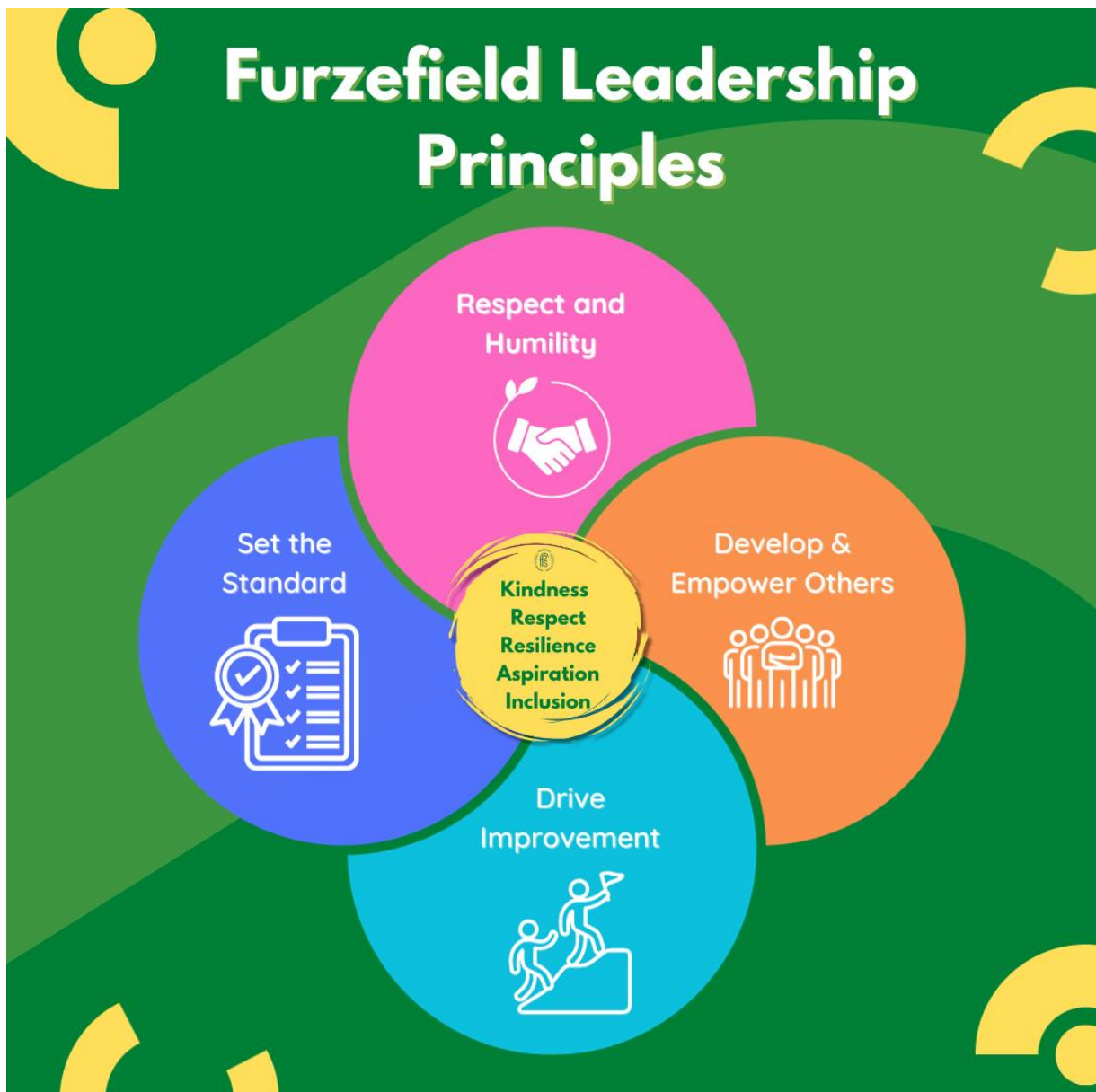
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Please note that the above list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

The Furzeffield Leadership Principles:

All school leaders at Furzeffield are expected to demonstrate the four principles of our school leadership culture.





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PERSON SPECIFICATION:

If invited to interview, you may be asked questions asking you to evidence one or more of the essential criteria.

Criteria	Qualities	Essential / desirable
Qualifications and training	GCSE /A-Level / equivalent secondary level qualifications essential. Maths and English GCSE grade C or above.	Essential
	Degree or degree equivalent qualification (degree in accountancy, business management or a related discipline desirable)	Desirable
	A school business management qualification – e.g. Diploma / Certificate in School Business Management	Desirable
Experience	Successful leadership and management experience in a school, or in a relevant field outside education	Essential
	Previous financial management and compliance experience	Essential
	Line management experience	Essential
	Presenting and advising at board-level / senior management level	Essential
	Involvement in school self-evaluation and improvement planning	Desirable
	Contributing to staff development	Desirable
	Working with children or young people	Desirable
	Human Resources	Desirable
	Data Protection	Desirable
Skills and knowledge	Expert knowledge of financial management	Essential



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	Excellent attention to detail	Essential
	High proficiency in computing. Use of productivity platforms and MS office applications (general ICT skills) to a high standard–	Essential
	Effective communication and interpersonal skills	Essential
	Ability to communicate a vision, convince, persuade and inspire others	Essential
	Ability to build effective working relationships with staff and other stakeholders – kind, professional and positive attitude. Proven track record of leading and motivating a team of people.	Essential
	Understanding of data protection and confidentiality	Essential
	Understanding of safeguarding regulations and duties	Essential
	The financial knowledge and experience to ensure good financial management and to follow the Local Authority financial regulations.	Essential
	The ability to provide financial forecasting and planning.	Essential
	Evidence of the ability to work to tight deadlines and prioritise effectively.	Essential
	Knowledge of SIMS software and spreadsheets or similar school MIS systems.	Desirable
	Experience of keeping abreast of legislation.	Desirable
	A good understanding of how a primary school operates.	Desirable
Personal Qualities	Commitment to promoting the ethos and values of the school	Essential



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	and getting the best outcomes for all pupils.	
	Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school.	Essential
	Able to work under pressure	Essential
	The ability to make sound decisions	Essential
	A good manager of time, who is well organised and able to prioritise	Essential
	A commitment to continued professional development	Essential
	Be flexible and responsive to change	Essential
	High levels of emotional intelligence, ability to read the room and communicate with people appropriately	Essential
	An ability to analyse problems and implement solutions.	Essential