

School Business Manager Recruitment Pack

Dear Candidate,

Thank you for your interest in the role of School Business Manager at Greenholm Primary School.

This recruitment pack has been designed to provide you with the information you need to understand both the role and the wider context of the school. Enclosed within this pack you will find:

- The School Business Manager job advert
- Details of the application process
- An overview of Greenholm Primary School, including our vision, values, and ethos
- A detailed job description and person specification, outlining the responsibilities, expectations, and essential criteria for the role

We encourage you to read through the pack carefully and, where helpful, to visit our website for additional information. We also strongly recommend that prospective candidates arrange a visit to the school, as this provides the best opportunity to gain a full understanding of the role, the school environment, and the community we serve.

Thank you again for taking the time to consider this opportunity. We look forward to receiving your application.

Yours sincerely,

James Bird
Headteacher
Greenholm Primary School



Greenholm Primary School Business Manager

4 days per week | Permanent | Term-time/Year round contract considered

Grade: GR5

Start date: September 2026

(Some flexibility for an earlier start)

About the School

We are a large, well-established three-form entry single academy trust primary school serving a diverse and vibrant community in Birmingham.

We have a clear school vision: we want all of our children to be happy, confident, motivated, and ready for success. Achieving this relies not only on high-quality teaching and care, but also on strong leadership of finance and operations and the effective use of resources. High-quality school business leadership is therefore central to realising our vision.

The school is financially stable and well managed, with a strong track record of effective financial stewardship. We employ a large staff team and run a number of in-house services, including catering and before- and after-school provision.

Due to the imminent retirement of the Academy Accountant, we are now seeking a School Business Manager who will take pride in playing a central, purposeful role in supporting the school to continue to deliver on its vision for children.

About the Role

We are seeking an experienced **School Business Manager** to work **under the direction of the Headteacher**, providing senior leadership of finance, compliance, and school operations.

This is a **collaborative and influential role**, requiring close professional partnership with the Headteacher and strong working relationships across the school. The successful candidate will bring **high levels of financial competence**, with the confidence and expertise to oversee, manage, and explain the school's financial position clearly and accurately.

You will hold responsibility for both the **strategic and day-to-day oversight of school finances**, ensuring that budgets, forecasts, and financial systems are robust, compliant, and well understood. Alongside this, you will play an active role in the **life of the school**, understanding how financial and operational decisions directly support staff, pupils, and outcomes.

You will **line manage and develop a full-time Operations & HR Manager**, working together to provide effective leadership of the school's business, HR, and operational functions. The role requires sound judgement, professional credibility, and the ability to balance strategic oversight with strong operational grip.

The post is offered on a **four-day per week, year-round contract**. The successful candidate will be expected to be **highly visible and present in school**, fully engaged in the day-to-day life of the school.

Key Responsibilities

- Support the Headteacher in the effective leadership and management of the school, with specific responsibility for finance, compliance, and operational systems
- Lead on financial management, including budgeting, forecasting, monitoring, and reporting, ensuring a high level of financial accuracy and integrity
- Provide clear, timely advice to the Headteacher and governing body on matters relating to income, expenditure, affordability, and financial risk
- Act as the school's professional lead for financial assurance, working confidently with governors, auditors, and external advisors
- Line manage and mentor the Operations & HR Manager, ensuring clear accountability, professional development, and effective use of capacity
- Provide strategic oversight of operational areas including HR systems, premises, health and safety, catering, and wraparound provision (through delegated leadership)
- Contribute to whole-school leadership by ensuring that business and operational decisions actively support the school's vision and priorities

Who We're Looking For

We are looking for someone who:

- Has significant experience in school business management or senior finance/operations leadership, ideally within an educational setting
- Demonstrates strong financial competence, with the ability to manage school finances confidently at both a strategic and operational level
- Works effectively in a collaborative professional partnership with the Headteacher
- Can lead, support, and develop others with clarity, credibility, and professionalism
- Understands the importance of being present, visible, and engaged in the life of the school
- Is committed to safeguarding, integrity, and the values of public service

Visits and Applications

Visits to the school are warmly encouraged. We are keen to appoint someone who wants to understand our context, our values, and how this role makes a real difference to the lives of children.

Recruitment Process

We are keen to appoint the right person for this important role and have therefore designed a recruitment process that allows candidates to fully understand the school, the role, and whether this opportunity is the right fit.

Visits to the School

Prospective candidates are strongly encouraged to visit the school prior to submitting an application. A visit provides the opportunity to see the school in action, meet members of the team, and gain a fuller understanding of the role, the working environment, and the community we serve.

Visits are available on the following dates:

Tuesday 24th February

Friday 27th February

Monday 2nd March

Please contact the school office using the details provided in the job advert to arrange a time.

Application Process

Completed application forms should be submitted by:

Closing date: Midday on Monday 9th March 2026

Applications should be made using the school's application form. CVs will not be accepted.

Shortlisting and Interviews

Shortlisting will take place shortly after the closing date. All applicants will be informed whether they have been shortlisted.

Interview date: Thursday 19th March 2026

Interviews may include a combination of:

- a formal interview
- professional discussion
- and/or a task or scenario relevant to the role

Further details will be shared with shortlisted candidates in advance of the interview day.

References

References will be requested for shortlisted candidates prior to interview, or upon request. One referee must be the applicant's current or most recent employer. References will be sought and verified in line with safer recruitment guidance.

Safer Recruitment and Pre-Employment Checks

Greenholm Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Any appointment will be subject to:

- satisfactory references
- verification of identity and qualifications
- an enhanced Disclosure and Barring Service (DBS) check
- checks in line with the Keeping Children Safe in Education guidance

The successful candidate will also be required to complete all relevant pre-employment checks before taking up post.

Equality and Inclusion

Greenholm Primary School is committed to equality, diversity, and inclusion. We welcome applications from all suitably qualified candidates regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.





About Greenholm Primary School

Greenholm Primary School is a large, well-established three-form entry primary school serving a diverse and vibrant community in Birmingham.

We have a clear and shared vision: **we want all of our children to be happy, confident, motivated, and ready for success**. We believe this is achieved through a strong combination of high-quality teaching, inclusive practice, positive relationships, and effective leadership at every level.

At Greenholm, children are known well and valued as individuals. Strong, caring relationships underpin everything we do and provide a firm foundation for children to thrive socially, emotionally, and academically. We place a strong emphasis on supporting children as they move through the school, developing confidence, independence, and emotional maturity over time.



Learning at Greenholm

Learning is at the heart of all we do. Our curriculum is engaging, purposeful, and carefully planned to ensure children develop secure knowledge, skills, and understanding, while also fostering curiosity and enjoyment. Children talk positively about their learning and are motivated by the rich range of experiences offered across the school.

We place a strong emphasis on enrichment and wider opportunities. Our curriculum is enhanced through outdoor learning, creative and performing arts, and meaningful experiences beyond the classroom. Well-established partnerships, including links with organisations such as the Birmingham Hippodrome, provide children with memorable opportunities that broaden horizons and support personal development.



Our Learning Environment

We are proud of our learning environment and the opportunities it offers. The school benefits from extensive outdoor space, including a dedicated outdoor learning area and our school farm. These experiences support children to develop responsibility, teamwork, resilience, and problem-solving skills, while also nurturing confidence and self-esteem.

Outdoor learning is a valued and intentional part of school life, offering children hands-on experiences that complement and enrich classroom learning.

Thriving, Happy Children

At Greenholm, we want children to enjoy coming to school and to feel safe, supported, and excited about learning. A strong focus on wellbeing, positive relationships, and high expectations ensures that children are encouraged to do their best and to take pride in their achievements.

Our approach supports children to grow into confident learners who are ready for the next stage of their education and for life beyond primary school.



Leadership, Culture, and Organisation

Underpinning all of this is a strong organisational and leadership culture. Greenholm is a well-run and financially stable school, with clear systems and a commitment to using resources wisely and responsibly. This ensures that staff are supported to do their best work and that children are given every opportunity to succeed.

We are a reflective and collaborative school community, always looking to improve and to strengthen what we offer for the children and families we serve.

The Greenholm Guarantee

Through our curriculum and wider provision, we are committed to equipping children with the knowledge, skills, and experiences they need to thrive in their next steps. Our Greenholm Guarantee sets out the experiences all children can expect during their time with us, including outdoor learning, creative and performing arts opportunities, community involvement, and a rich extra-curricular offer.



Job Description

Job Title: School Business Manager

Grade: GR5

Contract: Permanent, four days per week, year-round

Reports to: Headteacher

Line Management Responsibility: Operations & HR Manager (and other non-teaching staff as appropriate)

Location: Greenholm Primary School

Job Purpose

To work under the direction of the Headteacher to provide effective leadership and management of the school's business, financial, and operational functions, ensuring that resources are managed efficiently, compliantly, and in a way that supports the school's vision and priorities.

The School Business Manager will play a key role in ensuring the school operates smoothly and sustainably, enabling staff to focus on delivering high-quality education and care for all pupils.

Key Responsibilities

1. Financial Management

- To lead on the strategic and day-to-day management of the school's finances, in line with statutory requirements, academy trust regulations, and internal financial procedures
- To prepare, monitor, and review the school's annual budget and longer-term financial forecasts, advising the Headteacher on affordability, risk, and sustainability
- To provide accurate and timely financial information and reports to the Headteacher and governing body, including budget monitoring and variance analysis
- To ensure robust financial controls are in place and adhered to, including procurement, income collection, and audit compliance
- To act as the school's professional lead in liaising with auditors, accountants, and external financial advisors
- To ensure effective financial planning supports staffing, curriculum delivery, and school development priorities

2. Operational Leadership and Compliance

- To oversee the effective operation of school business functions, including premises, health and safety, risk management, catering, and wraparound provision (through delegated leadership)
- To ensure compliance with relevant legislation, policies, and guidance relating to school operations, including health and safety and data protection
- To contribute to the development, implementation, and review of school policies and procedures relating to business and operations
- To support the Headteacher in managing operational risks and ensuring appropriate mitigation strategies are in place

3. Human Resources Oversight

- To provide strategic oversight of HR systems and processes, including recruitment administration, contracts, payroll liaison, absence management, and staffing records
- To line manage and develop the Operations & HR Manager, providing clear direction, support, and professional development
- To advise the Headteacher on staffing structures, contractual matters, and workforce planning, ensuring compliance with employment legislation and trust policies
- To ensure that HR processes are applied consistently, fairly, and in line with equality and safeguarding requirements

4. Leadership and Partnership Working

- To work in close professional partnership with the Headteacher, contributing to strategic planning and decision-making
- To establish and maintain effective working relationships with staff, governors, and external partners
- To contribute to a positive, professional culture across the school, modelling integrity, discretion, and high standards
- To participate in leadership and management meetings as required

5. Safeguarding, Equality, and Professional Responsibilities

- To uphold and promote the school's commitment to safeguarding and promoting the welfare of children and young people
- To ensure that business and operational practices support safe recruitment and safeguarding requirements
- To promote equality, diversity, and inclusion in all aspects of the role and to ensure fair and equitable application of policies and procedures
- To maintain confidentiality and handle sensitive information with discretion at all times
- To undertake relevant professional development and engage in performance management in line with school policy

6. General

- To carry out any other duties commensurate with the grade and responsibilities of the role, as directed by the Headteacher
- To work flexibly as required to meet the needs of the school

Special Conditions

- This post is subject to an enhanced DBS check
- The postholder must comply with all safeguarding, safer recruitment, health and safety, and data protection requirements
- This job description may be reviewed and amended in consultation with the postholder and Headteacher to reflect the evolving needs of the school

Person Specification – School Business Manager

Area	Essential Criteria	Desirable Criteria	Assessment Method
Qualifications & Professional Development	<ul style="list-style-type: none"> • Relevant professional qualification in school business management, finance, accounting, or a related field (e.g. CSBM/Diploma or equivalent) • Commitment to ongoing professional development 	<ul style="list-style-type: none"> • Further qualifications in finance, leadership, or management • Evidence of recent CPD linked to school finance, HR, or operational leadership 	Application Form Certificates Interview
Experience	<ul style="list-style-type: none"> • Significant experience of financial management within a school or educational setting • Experience of budget preparation, monitoring, forecasting, and financial reporting • Experience of working closely with a Headteacher or senior leader • Experience of line managing staff, including supporting performance and development • Experience of ensuring compliance with financial, operational, and employment procedures 	<ul style="list-style-type: none"> • Experience in a large primary school or similarly complex organisation • Experience within an academy or multi-academy trust • Experience of working with auditors, accountants, or external advisors 	Application Form Interview References
Knowledge & Understanding	<ul style="list-style-type: none"> • Strong understanding of school finance, including financial controls and compliance • Knowledge of statutory and regulatory requirements relating to school finance and operations • Understanding of HR processes and employment considerations in an educational context • Understanding of safeguarding responsibilities and safe recruitment • Awareness of the role of governance and how professional advice supports decision-making 	<ul style="list-style-type: none"> • Knowledge of academy trust financial regulations • Understanding of operational risk management in schools 	Application Form Interview
Skills & Abilities	<ul style="list-style-type: none"> • High level of financial competence, with the ability to analyse, interpret, and clearly explain financial information • Ability to think strategically while maintaining strong operational oversight • Ability to provide clear, accurate, and timely advice to senior leaders and governors • Strong leadership and interpersonal skills, with the ability to lead and develop others • Ability to manage competing priorities in a busy school environment 	<ul style="list-style-type: none"> • Ability to contribute confidently to leadership discussions and planning • Experience of leading or supporting organisational change 	Interview Task / Scenario (if used)

Area	Essential Criteria	Desirable Criteria	Assessment Method
Personal Qualities	<ul style="list-style-type: none"> • High levels of professionalism, discretion, and integrity • Effective written and verbal communication skills • Collaborative and professional approach • Sound judgement and confidence to take responsibility within the scope of the role • Commitment to being present, visible, and engaged in the life of the school • Strong sense of accountability and ownership • Commitment to the school's vision, values, and ethos • Commitment to equality, diversity, and inclusion 	<ul style="list-style-type: none"> • Calm and measured approach to complex or sensitive situations • Reflective and improvement-focused mindset 	Interview References
Safeguarding & Compliance	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undertake an enhanced DBS check • Understanding of confidentiality, data protection, and professional standards 	—	



