



Executive Headteacher: Mrs Jodie Cawte
Head of Invicta Blackheath: Ms Emily Perfect
Heads of Invicta Deptford: Mrs Olyvia Shaw
Head of Business and Operations: Mrs Kate Fry

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JOB DESCRIPTION

Post	School Business Manager
Grade	PO5 (38-41)
Responsible to:	Executive Headteacher
Responsible for:	Finance Officer, HR Officer, Facilities Manager and team, Admin assistants
Working hours:	35 hours a week, 41 weeks per year (39 weeks during school term time)

Core purpose

As a member of the Leadership Team, the School Business Manager will make a significant contribution to the growth and development of the school. In particular, the School Business Manager is responsible and accountable for the daily line management and strategic development of the school's finances, support staff and facilities. With support of the EHT, the School Business Manager leads a small team of support staff in these roles. The School Business Manager develops the finance, business and IT strategy, working closely with the Finance, HR, IT, Catering and Administration teams to ensure a proactive approach to maximising the best use of resources, while also scrutinising value for money of all contracts and brokering new partnerships as it affects the school's budget, safety and effectiveness.

The School Business Manager will seek to play a role in thought leadership within the education system, promoting ethical leadership under all circumstances.

Key relationships

The post holder will be accountable to the Governing Body, be responsible to the Executive Headteacher and will direct or have contact with managers and staff internally along with external organisations, stakeholders, legislative bodies and others.

Main responsibilities

- Contribute to the leadership of Invicta Primary School as part of the school leadership team of EHT, Heads of School, Assistant Heads and School Business Manager.
- Work with SLT and Governors to implement Invicta Primary School vision and values
- To coordinate the Governors' Resources Committee, providing regular progress updates as well as devising and fulfilling the annual requirements of the Resources Committee work plan
- Ensure that Invicta Primary School meets all its operational statutory and regulatory requirements
- Take the leading role in overseeing and developing the school premises
- Ensure that all admin and premises support staff see their roles as facilitating and contributing to outstanding progress for children by creating a safe, efficient and professional environment for all
- Develop and lead on aspects of the School Development Plan (SDP)
- Maintain a highly visible and professional profile within the school
- Seek opportunities and develop partnerships that further the business arm and financial sustainability of Invicta Primary School
- Alongside all members of the Invicta Primary School leadership team provide leadership driven by the school values of Ambition, Collaboration, Community, Curiosity, Empathy, Resilience, Respect and Trust.

Specific responsibilities

Financial Management

- Provide strategic leadership, direction and management, ensuring high financial standards and viability and the development of systems
- Maintain a strategic financial plan and robust financial management of the school's activities and assets. In consultation with the Executive Headteacher and Governing Body, ensure that the financial plan indicates trends and requirements of the School Development Plan and forecasts future year budgets
- Be responsible for budget modelling, provisional budgets and final budget, and providing financial information, training, and advice to the Executive Headteacher and Governing Body
- Manage all school finances and internal financial procedures in line with EFA financial regulations, statutory requirements and the requirements of external audit. Ensure Invicta Primary School meets the requirements of the school's financial standards and prepare the statutory annual financial reports
- Prepare and monitor the school budget. Produce financial reports and budgets for the Senior Leadership Team and Governors Resources Committee, focusing on future years' projections, local and national benchmarking and best value
- Understand and make best use of SEND funding, ensuring compliance with SEND children's needs and seeking part reimbursement from RBG and other boroughs for the



services offered by Invicta Primary School

- Manage, in collaboration with appropriate staff, relevant contracts including negotiations of all new contracts ensuring that consistent and effective contracting arrangements are maintained
- Keep abreast of financial and legal developments across the Educational Sector
- Ensure best value in the acquisition of all services and resources through effective procurement
- Source and develop external partnerships which support the financial sustainability of the school
- Prepare information for statistical and other returns for the EFA, DfE and other agencies within statutory guidelines, and liaise with them as necessary
- Plan and manage cash flow and investment activity to meet the needs of the SDP and in consultation with the Executive Headteacher and Governing Body
- Create and regularly review the school's financial procedures manual which takes into account the latest legislation and guidance
- Advise all staff on correct financial procedures through the delivery of in-house training on resource management
- Responsible for ensuring compliance with all Tax and VAT requirements
- Monthly bank and payroll reconciliations, including invoicing, and payments.

Human Resources

- In conjunction with the Executive Headteacher and Senior Leadership team to plan and oversee the staffing requirements of the teaching timetable, and the effective delivery of support functions.
- To review the staffing plan to ensure the recruitment and retention of high-quality professional staff within the budget available and to maximise timetabling efficiencies to reduce costs
- To support the HR officer in keeping abreast of open HR cases and school HR needs including absence management processes for the school, and specifically for non-teaching staff and liaison with local authority HR services

Facilities Management and Health and Safety

- Through the Facilities Manager, to oversee the provision of Fire Assessment across the school and work with public health bodies
- To oversee the management of the catering, cleaning and premises arrangements
- To oversee the management of Educational Visits and associated procedures
- To develop the use of the school premises out of school hours so that the considerable public investment in the building may be enjoyed by local residents whilst generating further income for the school

Operations and Administration



- To manage the Health and Safety Manager
- To manage the whole school administrative function and provide leadership for all support staff
- Design and maintain efficient administrative systems that deliver outcomes based on the School's aims and goals
- Prepare information for publications and returns for the DfES, LA and other agencies and stakeholders within statutory guidelines

IT and Data Protection

- To provide leadership and management of the IT third party support company
- To be responsible for the overseeing the development of the School's IT strategy
- To work with the IT company to deliver the annual IT plan in line with the IT strategy
- To be responsible for the School's compliance with GDPR and to act as the Data Controller for the School
- To ensure that the IT and technical services provided are able to meet the needs of the School
- To maintain effective and efficient reprographics and print copy solutions to support the work of the School and maintain awareness of copyright legislation

Business Continuity, Critical Incident Planning, Risk management and Compliance

- To be responsible for developing the School's Business Continuity and Critical Incident Plan
- To develop a risk management plan for the School with appropriate procedures and policies for the effective management of risk
- To be aware of and comply with, policies and procedures relating to child protection, safeguarding and safe working practices
- To be aware of and comply with, policies and procedures relating to equal opportunities, health and safety, security, confidentiality and data protection

Policy Development and compliance

- In collaboration with the Executive Headteacher, Heads of School and Governors, to lead the technical, financial and contractual investigations and development necessary to respond to broader policy developments such as mandatory academization
- To lead the management of school policy review, in partnership with the Executive Headteacher and Senior Leadership team, ensuring timely and robust reviews of all school policies and statutory compliance.
- To ensure the school website remains compliant with statutory requirements, undertaking regular reviews of content and usability.

Additional Duties:



- Work collaboratively with LT, class teachers, support staff and school administration staff to ensure strong and consistent support to the students' experience
- To comply with the School's Safeguarding Policy and ensure the welfare of students you have responsibility for and for those whom you come into contact with
- To comply with the School's Health & Safety Policy and to undertake risk assessments as appropriate
- To work within the School's Equality and Diversity Policy
- To work within all School policies
- To carry out additional duties, as the Executive Headteacher may reasonably request from time to time
- To be the primary key holder for school safes and premises master keys.

KF/JC: Sept 2025

