

Morecambe Bay Community Primary School



School Business Manager
September 2025
Candidate Information Pack

21st July 2025

Dear Prospective Candidate,

Thank you for your interest in the position of **School Business Manager** at Morecambe Bay Community Primary School. We are delighted that you are considering joining our dedicated and passionate team.

At Morecambe Bay, we pride ourselves on being a welcoming, inclusive, and forward-thinking school at the heart of our community. Our mission is to provide the very best for every child, every day in a nurturing and inspiring environment. As a key member of our team, the School Business Manager plays a vital role in ensuring the smooth and effective operation of our school.

This is an exciting opportunity for a highly motivated and skilled professional to lead on financial management, administration, HR, and site operations. You will work closely with myself, the governing body, and our wider team to help shape the strategic direction of the school and ensure we continue to deliver the highest standards of education and care.

We are looking for someone who is not only experienced and efficient but also shares our school values. We have high standards and a commitment to excellence. In return, we offer a supportive and friendly working environment, opportunities for professional development, and the chance to make a real difference in the lives of our children and families.

If you would like any further details of the school, or the post advertised, please feel free to contact me. This role is being advertised over the summer break, so please be aware that the time it takes to get back to you might be a little longer than normal.

If you believe you have the skills, experience, and passion to contribute to our school's success, we would be thrilled to receive your application. Applications should be received by **12 noon on Friday 12th September 2025**; Shortlisting will take place Monday 15th September 2025 and interviews will take place w/c 22nd September 2025.

Thank you once again for your interest. We look forward to learning more about you.

Warm regards,



Mr. Lee Dougan
Headteacher

Information about the Role	
Grade	Business Manager 1 – Grade 8
Salary	£35,235 to £39,513 (actual salary will be pro rata)
Term	Term Time Only + 1 Week (to be negotiated)
Perm / FTC	Permanent
Required	ASAP
Hours	35 Weekly (Monday – Friday 08:30am – 3:30pm)
Location	Morecambe Bay Community Primary School, Station Road, Morecambe

Job description for the post of: School Business Manager					
Directorate: Children and Young People - Schools			Location:	Station Road, Morecambe	
Establishment:		Morecambe Bay Community Primary School		Post number:	
Grade:	8	Line manager:	Headteacher	Essential Car user:	No
Staff responsibility: Yes		Number of staff directly supervised: 10-15			
Scope of role: To be responsible for the planning, development, and implementation of financial and administrative services within the school.					
Accountabilities/Responsibilities – appropriate to this post: <ol style="list-style-type: none"> To be responsible for the business and financial management of school resources. To manage the school's administrative function through planning, developing, designing and monitoring administrative systems and procedures. To manage the support staff (specifically the site and admin teams) To assist the Headteacher and governing body with income generation activities and in promoting and marketing the school Arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies To manage the administration of human resources To manage the procurement process, including securing appropriate service contracts, licences and insurance. To manage the facilities, including premises, lettings and liaising with external contractors To prepare and submit bids for funding from outside agencies, under the direction of the Headteacher, including lettings. Manage and update the school website To support the implementation of the school's health and safety policies as directed. To work within school policies and procedures To take care of their own and other people's health and safety Commitment to undertake in-service development. Commitment to safeguarding and protecting the welfare of children and young people. Commitment to sustaining regular attendance at work. Facilitate governors' meetings, acting as a clerk for committee meetings Attend Senior Leadership Team Meetings and advise as appropriate Act as the School's Data Protection Officer. 					
Prepared by:		Lee Dougan, Headteacher		Date:	21 st July 2025

The above form sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

Person specification form		
Job title: School Business Manager	Grade: 8	
Directorate: Children and Young People - Schools	Post number:	
Establishment or team: Morecambe Bay Community Primary School		
Requirements (based on the job description)	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), reference (R)
Qualifications		
<ul style="list-style-type: none"> GCSE Maths & English A-C or equivalent 	E	AF
<ul style="list-style-type: none"> Business and administration qualification (NVQ and above) 	D	AF,I
<ul style="list-style-type: none"> CSBM (Certificate of School Business Management) or equivalent national qualification at level 4 <i>if not yet achieved willingness to work towards qualification.</i> 	E	AF, I
Experience		
<ul style="list-style-type: none"> Experience in administrative / finance roles. 	E	AF, I , R
<ul style="list-style-type: none"> Experience of working in a school office environment 	E	AF, I, R
<ul style="list-style-type: none"> Experience of using school management information systems (SIMS, FMS) 	E	AF, I
<ul style="list-style-type: none"> Experience in developing and managing administrative systems and procedures. 	E	AF, I
<ul style="list-style-type: none"> Experience in facilities and premises management. 	E	AF, I
<ul style="list-style-type: none"> Experience in HR administration. 	E	AF, I
<ul style="list-style-type: none"> Experience in data analysis and reporting. 	E	AF, I
Knowledge, skills and abilities		
<ul style="list-style-type: none"> Strong financial planning and budget management skills. 	E	AF, I, R
<ul style="list-style-type: none"> Excellent administrative and organisational skills. 	E	AF, I, R
<ul style="list-style-type: none"> Ability to manage and lead support staff teams. 	E	AF, I
<ul style="list-style-type: none"> Knowledge of health and safety legislation and procedures. 	E	I
<ul style="list-style-type: none"> Proficient in ICT, including use of Office 365, SharePoint, and website management software. 	E	AF, I
<ul style="list-style-type: none"> Understanding of safeguarding and child protection responsibilities 	E	I, R
<ul style="list-style-type: none"> Understanding of GDPR and ability to act as Data Protection Officer. 	E	I
<ul style="list-style-type: none"> Ability to prepare funding bids and manage lettings. 	E	I
<ul style="list-style-type: none"> High level of integrity and confidentiality. 	E	I, R
<ul style="list-style-type: none"> Strong interpersonal and communication skills. 	E	I

• Ability to work independently and as part of a team.	E	I, R
• Flexible and adaptable to changing demands.	E	I
Other (including special requirements) 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to undertake in –service development 3. Commitment to equality and diversity 4. Commitment to health and safety 5. Commitment to sustaining regular attendance at work/satisfactory attendance record	E E E E E	I AF I I R
Prepared by: Lee Dougan (Headteacher) Date: 21 st July 2025		
Note: <i>We will always consider your references before confirming a job offer in writing.</i>		