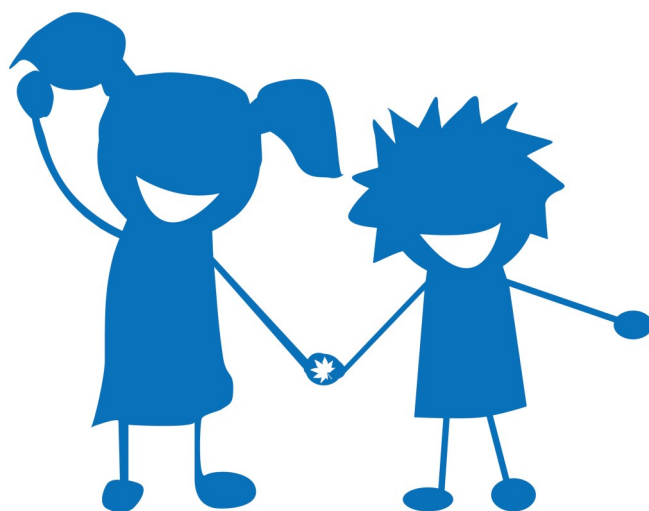




Myatt Garden Primary School

SCHOOL BUSINESS MANAGER
Applicant Information Pack



Head Teacher's Welcome

Dear Applicant

Thank you for taking the time to consider Myatt Garden. I have been proud to be part of the Myatt Garden community for over 20 years and as a Head Teacher since 2014.

As Headteacher, I see the School Business Manager as a vital partner in leading Myatt Garden and shaping its future. This role touches every part of school life, ensuring that our resources, premises and services support the best possible experience for our children. I value the expertise, insight and care that a skilled Business Manager brings, and the close, trusting working relationship we build together.

Our most recent Ofsted report (Feb 2025) states 'Leaders take a conscientious approach. They routinely question what impact the school's work is having on its pupils and whether decisions are in pupils' best interests. They thoroughly understand the school's strengths and its potential to improve further. Staff are well supported, and leaders take careful account of their workload.'

Staff are our most valuable resource and it is the people in our organisation that make the difference each and every day. It is our staff that support, inspire and motivate our children who are at the heart of everything we do. The Myatt Garden team work exceptionally hard with a real sense of team spirit - we are all in it together!

Myatt Garden is a real community school; we work in partnership with families to ensure a warm and inclusive atmosphere where children feel safe and valued. Alongside academic success, we strive to develop our children's emotional intelligence and empathy for others. Our pupils are polite, friendly and demonstrate very positive attitudes to teachers, their learning and each other.

If you are looking for a rewarding role where your contribution will be valued and make a real difference, I warmly encourage you to come and visit us. We look forward to showing you all that makes Myatt Garden such a special place to work and learn.

Sally Williams



A bit about our school...



Myatt Garden is a vibrant and creative two-form entry primary school in Brockley. There are 355 children on roll, including 31 children in our nursery. The school serves a very diverse community with our pupil premium children making up 24% of our roll and 56% of our pupils belonging to global majority groups.

We place a high value on a broad and balanced curriculum which ensures children are passionate about learning and ready for future challenges. We have a strong shared vision where all our children are encouraged to **enjoy and excel at learning and life**. We have created a vibrant and enriching learning community where children, staff and families are valued, included and respected, and where all are encouraged to develop and achieve their potential and make a contribution.

We believe in the ability of every child and our mission is to create an environment where children have:

- ◆ the learning and social skills to succeed and contribute
- ◆ the confidence, enthusiasm and self-belief to achieve, create and participate
- ◆ the curiosity and passion to problem-solve, take risks and be ambitious
- ◆ and a sense of social responsibility that makes them team players, great friends and active citizens.

“I want to send a heartfelt THANK YOU to all those teachers, TAs, PTA members, volunteers and support staff who make our school function in an age of austerity. Myatt Garden Primary literally turned my girls’ lives around.”

“Myatt Garden has been more than a school, a place where a real community was allowed to grow, where not only the children but their whole family felt a real sense of inclusion and support”



Myatt Garden is a popular school and highly regarded in the local community. Pupils and parents consistently report that they are proud to attend the school.

Like all Lewisham schools, we have signed Lewisham’s Race Equality pledge to tackle race inequalities in education.

Our last Ofsted inspection was in February 2025 where we remained a good school. The report stated ‘This is a true community school. The school builds warm and supportive relationships with pupils and their families. Pupils are well cared for. One parent, reflecting the views of many, said, ‘Children are at the heart of this school.’ Pupils feel secure and can take risks.’

Outdoor Play and Learning (OPAL)

At Myatt Garden, we believe that playtimes play a significant part in the educational, happiness and wellness of our school community.

In partnership with OPAL, we have learnt more about the need to play and the fundamentals of what makes a good play environment. We recognise the importance that freely chosen play has on every single child and seen just how much of an impact improving our play provision has made to our school.



Children now have ownership of their play, choosing from a huge range of resources and using them to create their own games. Walk around the playground at any lunchtime and you will see children making dens, climbing, swinging in hammocks, testing their strength, dancing, dressing up, making mud cakes, playing in role, chasing, jumping over tyres, digging in the sandpit, developing new skills, negotiating with others and being completely immersed in play. It is wonderful!

Our vision is that every child in our school has an amazing period of sustained high quality play every day, with no exceptions. That's where our play team comes in – supporting and enabling children's play experience each day.

Our goal is that, regardless of personal identity, ability or age, every child at Myatt Garden should have access to outstanding play opportunities every school day of their lives. We hope that you will become part of this story and work with us to realise this vision.





Working at Myatt

Our school is full of enthusiastic and talented teachers and support staff who put the children at the heart of everything they do.

At Myatt Garden we value the wellbeing of all of our staff. It is a key focus that informs the decisions we make.

Come and join our team at Myatt and benefit from:

- ◆ A stable, supportive and dedicated staff team who are passionate about what they do
- ◆ Respectful, kind and eager pupils who love learning
- ◆ An approachable, flexible and compassionate senior leadership team
- ◆ Opportunities to contribute and have your say in policy making and strategy across the school.
- ◆ Excellent CPD opportunities and mentoring
- ◆ Strong commitment to staff wellbeing and mental health
- ◆ Free tea and coffee in the regularly stocked staff room
- ◆ Free onsite car park
- ◆ Whole staff social events
- ◆ Team spirit and a 'can do' culture



Above all, Myatt Garden is an inclusive school that celebrates and embraces our differences. We invite you to come and be your authentic self at our school and to use your unique experiences to enhance the learning of our pupils.



“We all feel trusted by senior leaders not just to do our job but to make our mark. Each day I see the difference that I make. I feel empowered, supported, respected and fulfilled. That’s the magic of Myatt!”



“There's a strong community feel at Myatt and supply teachers always comment on the warm atmosphere. Staff are really friendly and always supportive of each other; it's one of the reasons why so many of us have stayed here for so long!”

Job Summary

Myatt Garden is looking for a passionate and dynamic School Business Manager to join our school.

The successful candidate will be responsible for:-

- finance, procurement, personnel, administration and premises to ensure the smooth operation of the school's facilities and premises resources which support teaching and learning.
- making a significant contribution to the School's Senior Leadership Team (SLT) working closely with the Headteacher and other members of the SLT to ensure that the school meets the needs of its learners and the wider community.
- line management of the support services of the school: the premises team and school business administration team and wrap around care staff.

The successful candidate must be available to start in **January 2027** (earlier if possible). We are offering an annual salary of £ 53,994 — £59,394 (PO4/PO5).

We know that the best way to get a true feel for our school and what we are like at Myatt Garden is by visiting us.

We strongly encourage all considering this role to come and visit our school. Please contact Reanne Snagg, the school admin officer, by telephone on 020 8691 0611 or send an email to recruitment@myattgarden.lewisham.sch.uk to arrange a visit.

We welcome applications from people from all sections of our wider community particularly those currently underrepresented on our school workforce and leadership team.



Job Description

Job Title	School Business Manager
Pay Grade	P04 /P05
School	Myatt Garden Primary School
Responsible to	Head Teacher

Main purpose of the job

To be a member of the School's Senior Leadership Team (SLT) working closely with the Headteacher and other members of the SLT to ensure that the school is a safe and inclusive environment and meets the needs of its learners and the wider community.

To be the senior leader with responsibility for finance, procurement, personnel, administration and premises to ensure the smooth operation of the school's facilities and premises resources which support teaching and maximise pupil achievement.

To line manage the support services of the school: the Premises team, School Business Administration team and Wraparound Care staff.

Leadership

1. As a member of the school's SLT take responsibility for finance, procurement, personnel, administration and premises to ensure the smooth operation of the school's facilities and premises resources.
2. Contribute to the development of the school's values and vision and share these clearly and enthusiastically to all team members and other stakeholders.
3. Monitor the progress and quality of teams and individuals for whom the post holder has specific responsibility and provide prompt and constructive feedback.
4. Motivate, encourage and empower teams and individuals to work innovatively and creatively to achieve objectives.
5. To be the school's Senior Mental Health Lead taking the lead in developing a whole school approach to mental health and wellbeing.

Finance and Procurement

1. To ensure that the school meets the requirements of the School Financial Value Standards in schools, updating as required.
2. Ensure compliance with financial regulations, and statutory returns, and manage the school's insurance policies and licences.
3. To be responsible for the processes relating to the ordering, receipt and payment of goods and services to the school.
4. To ensure that accurate accounting records are maintained for the School Budget and the School Fund.
5. To ensure the efficient financial management of the school. To act as an authorised signatory for the school.
6. To be responsible for establishing the annual budget in consultation with the headteacher and subsequent monitoring of delegated budgets, statements, reporting to the Headteacher should any discrepancies arise and resolving these with Education Finance and / or Payroll.

8. Lead contract negotiations and manage service level agreements, tenders, and support service agreements, seeking the best value.
9. Lead the school's IT strategy, managing the IT budget and ensuring technology supports the School Improvement Plan and enhances teaching, learning, and staff wellbeing.
10. To produce annual accounts for the School Fund.
11. To provide Governors with a report on the main school budget and the School Fund account on a termly basis.
12. To generate additional income including through grants & other sources of funding - research information, application administration and co-ordination.

Human Resource Management

To assist with the management of human resources and be responsible for the school's personnel administration processes.

1. Support the Headteacher in planning for future staffing needs, reviewing organisational structures, and managing staff training, performance, and budget implications.
2. To ensure that the school follows Safer Recruiting Guidelines and practice - carrying out duties associated with the recruitment of staff .
3. Have overall responsibility for inducting new staff members issuing induction packs, meeting with new staff members, organising meetings between new staff members and other individuals responsible for induction and monitoring the effectiveness of the induction programme.
4. Complete and check all payroll/personnel documentation for signature by the Headteacher, including the processing and checking of additional hours/supply claims, ensuring correct budget coding.
5. Record staff absence and complete monthly staff absence returns. Submit insurance claims to the LEA and make Occupational Health Referrals as necessary. Produce staff absence reports for the Headteacher / Governors for monitoring.
6. Maintenance of staff personnel files.
7. Manage HR processes, including maintaining the Single Central Record and ensuring compliance with personnel checks.
8. Provide advice to the Headteacher on personnel-related matters as required, including drafting personnel-related letters to staff for signature by the Headteacher.
9. Advise staff on matters relating to pay / terms and conditions and act as a point of contact for staff. To investigate queries with Personnel/ Payroll as necessary.
10. To be responsible for making the required statistical returns to the LA and DfE.
11. To be an ex-officio member of the Governors' Resources Committee and Governing Body, as requested.
12. Take lead for completing annual Service Level agreements.

Administration

1. To be responsible for developing, managing and maintaining the school office and administrative systems and ensuring efficient use of ICT systems, including line management responsibility for the administrative staff.
2. Liaison with Parents / Carers, Governors, LA, and outside agencies including the NHS, Social Services and Community Groups.
3. Ensure pupil records are maintained accurately and in accordance with Data Protection

4. Act as liaison with DfE and LA and be responsible for accurate records and timely returns required.

Premises

1. To ensure strategic facilities management, leading on school improvement works, estate management, and building projects, working with stakeholders to ensure effective outcomes.
2. Undertake line management responsibility for the premises team.
3. To be responsible for the processes and procedures relating to premises administration, including:
 - Co-ordinating and monitoring all externally sourced premises-related contracts including those relating to security, maintenance and cleaning.
 - Developing the premises element of the School Improvement Plan, monitoring and reporting on progress throughout the year
 - Administrative responsibility for delegated premises budget management activities including responsibility for the processes relating to ordering of certain goods and services to the school.
 - Maintaining the stock and inventory lists of assets including equipment and furniture.
 - Maximising energy efficiency by monitoring energy usage and responding accordingly and maintaining contracts in relation to energy use.

Catering

To manage the arrangements with the catering contractor and ensure the provision of safe, healthy food to the school.

Operations

1. Ensure compliance with GDPR, acting as the Designated Data Protection Liaison, monitoring and reporting breaches.
2. Act as the school's point of contact for the ICT Technician, ensuring the network and hardware support teaching and learning effectively
3. Work with the DSL and Deputies to design, implement, and monitor IT filtering policies ensuring systems are regularly reviewed.
4. To oversee Wraparound Care Services and ensure good service delivery and the generation of income.
5. Oversee arrangements for enrichment clubs, meeting with external providers and ensuring the termly offer of clubs is attractive and generates income.
6. Lead the school's marketing strategy ensuring that the school website, signage and promotional materials are effectively utilised. Manage the organization of pupil recruitment activities including engaging with prospective parents during school tours and open mornings.
7. Manage the school's lettings offer overseeing the bookings of school spaces in line with availability ensuring hirers adhere to the terms of their agreement.

Health & Safety

1. Formulate and implement the school's Health, Safety & Wellbeing Policy, ensuring adherence to relevant legislation.
2. Maintain the risk assessments portfolio, including revising and developing risk assessments as required.

3. Administration in relation to accident reports.
4. Monitor, report and respond to health & safety issues and incidents.
5. Develop and implement disaster recovery and emergency plans, ensuring business continuity and risk mitigation.
6. Maintain good practice and ensure that the school meets all requirements of health and safety law, DfE and LA in collaboration with the Headteacher and Premises Team.
7. Ensure all mandatory health and safety training is completed and logged for relevant staff.
8. Develop links with Out of hours / External Users.
9. Arrange bookings, billings etc.
10. Arrange opening / lock up of premises.

Equalities

Ensure the implementation and promotion in employment and service delivery of the Council's Equal Opportunities Policies and statutory responsibilities.

Person Specification

	Essential	Desirable
Qualifications & Training	A relevant professional qualification or degree level academic achievement e.g. in accounting, HR	Level 4 or 5 School Business Manager qualification
Experience	- Successful leadership and management experience in a school, or in a relevant field outside education - Significant experience of financial management, including budget preparation, monitoring, forecasting, financial analysis and reporting. - Experience of leading or managing administrative, operational, premises or support functions. - Experience of providing financial information, analysis and advice to senior leaders and/or governors to support decision-making. - Experience of managing premises, estates, facilities or building-related projects. - Evidence of success in building and forming working relationships across professional and operational boundaries - Experience of line managing a team - Working with children or young people - Presenting confidently to a large audience - Experience of managing or advising on HR processes, including recruitment, induction, staff records, absence and employment-related matters.	- Involvement in school self-evaluation and improvement planning - Experience of implementing or improving systems and processes to increase efficiency, effectiveness or quality of service. - Experience of project management, planning, managing and monitoring of work - Experience of securing additional income, grants or other funding opportunities. - Experience of managing income-generating services such as wraparound care, lettings, clubs or similar provision. - Contributing to staff development
Knowledge & Understanding	- Sound understanding of school funding, delegated budgets, financial regulations, financial controls and value for money. - Knowledge of the operational and regulatory requirements affecting schools, including relevant local authority and DfE requirements. - Sound knowledge of HR administration, safer recruitment, employment processes and maintaining appropriate personnel records.	- Knowledge and understanding of public-sector procurement, contract management and achieving best value. - An understanding of Teachers' and Local Government pay and terms of conditions.

	Essential	Desirable
Knowledge & Understanding	• Good working knowledge of health and safety responsibilities, risk assessment, compliance and business continuity. • Understanding of data protection, confidentiality and the management of personal and sensitive information within an educational setting. • Knowledge of school-based management information, finance or administrative systems. (e.g. Arbor, Access Finance) • A thorough understanding of safeguarding and equality responsibilities within a school setting	
Skills & Abilities	• Ability to analyse data and information and use it to monitor and support activities to promote solutions. • Ability to manage and support staff and their professional development. • Ability to handle sensitive matters with professionalism and empathy • Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies. • Ability to explain complex financial, operational, HR or compliance matters in clear and accessible language. • Excellent IT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel • Ability to manage competing priorities and remain effective when working under pressure. • Ability to deal with difficult situations calmly and effectively • Excellent attention to detail and high level of accuracy • Problem-solving abilities and a resilient, solutions-focused approach to challenges • Excellent written and verbal communication skills, with the ability to communicate clearly with different audiences. • Ability to translate strategic priorities into clear operational plans, actions and measurable outcomes.	• Ability to evaluate and improve administrative and information systems to increase efficiency and improve service delivery. • Ability to plan for business continuity and respond effectively to emergencies or disruption. • Demonstrable ability to plan and deliver clear, engaging and professional presentations to large and diverse audiences

	Essential	Desirable
Skills & Abilities	- Ability to work strategically as part of a Senior Leadership Team and contribute to whole-school priorities. - Demonstrable ability to lead and motivate teams, setting clear expectations and supporting staff to achieve high standards. - Ability to provide appropriate challenge while maintaining trust and collaborative relationships.	
Personal Attributes	- Commitment to the values and ethos of our school - Commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school - Commitment to equal opportunities and securing good outcomes for pupils with SEN or a disability - Commitment to maintaining confidentiality at all times - Embraces change - High expectations for self and others - Highly organised, proactive and able to work independently while recognising when advice, support or escalation is required. - Demonstrates integrity, discretion and a strong sense of accountability.	Demonstrates initiative and a willingness to identify opportunities for improvement rather than simply maintaining existing systems.

Selection Process



To apply for this role please complete the accompanying application form and submit this via email to recruitment@myattgarden.lewisham.sch.uk or by post at Myatt Garden Primary School, Rokeby Road, London SE4 1DF.

All applications must be received by **9 am on Friday 23rd October**

Shortlisting

All shortlisted candidates will be contacted via email or telephone on Thursday 29th October

Myatt Garden is an inclusive school and as part of our Anti-Racist agenda all applications will undergo blind shortlisting.

Shortlisted candidates may be subject on an online check.

Interviews

Interviews will be held on Wednesday 4th November and Friday 6th November

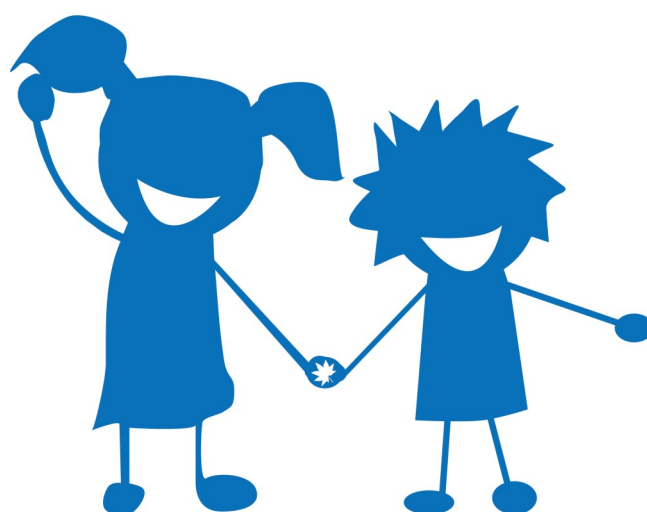
Appointment

The successful candidate would be expected to start in **January 2027** (or earlier if possible)

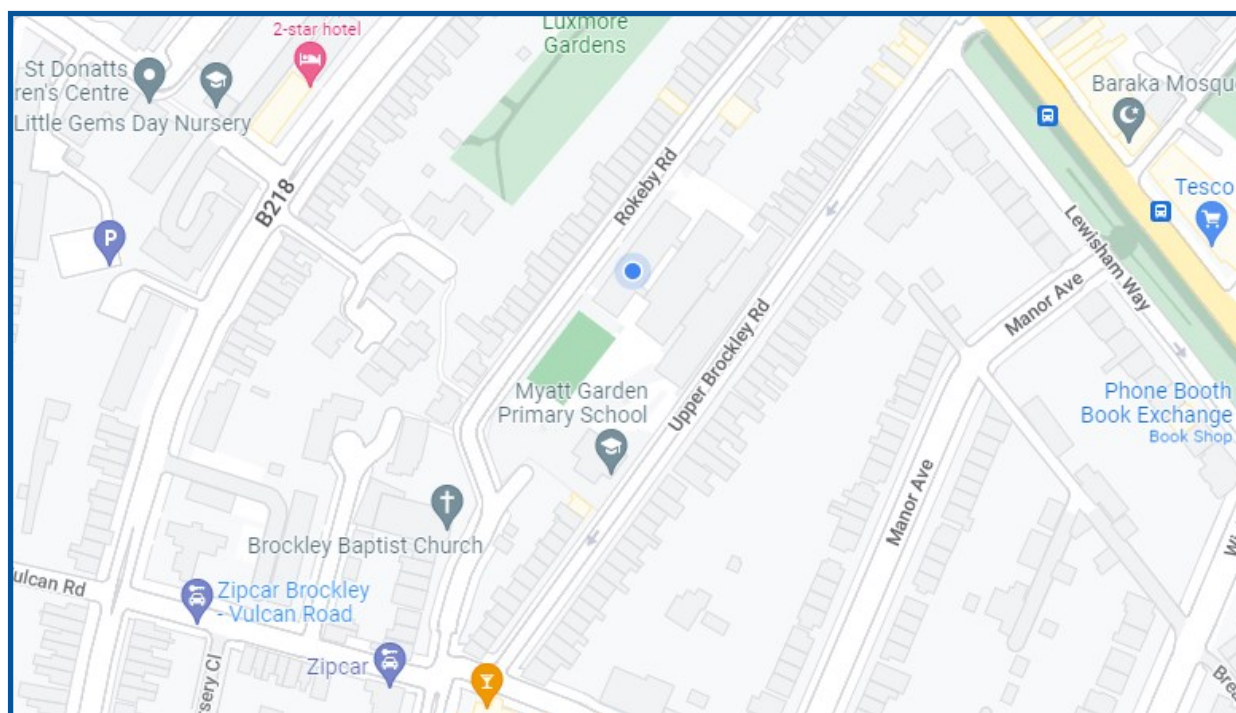
This post is exempt from the Rehabilitation of Offenders Act, any criminal conviction will need to be declared if you are appointed.

Myatt Garden School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful appointment will be subject to an enhanced DBS check and suitable references.

If you would like more information please contact Reanne Snagg on 020 8691 0611 or send an email to recruitment@myattgarden.lewisham.sch.uk.



Myatt Garden Primary School



Telephone

020 8691 0611

Email

recruitment@myattgarden.lewisham.sch.uk

Address

Rokeby Road, London SE4 1DF