



Park Walk Primary School is situated off the King's Road in Chelsea in the heart of a diverse and dynamic community. We have an on-site, integrated 'Seedlings' Nursery which caters for children from 6 months to 3 years old. Our school community consists of happy, enthusiastic children who enjoy coming to school; staff who are passionate about ensuring all children achieve well; parents who are committed to working with us and a supportive and highly-skilled board of governors.

Position: School Business Manager at Park Walk Primary School and Seedlings Nursery

Salary Scale: **PO1 – PO2 Spine point 30-33 (FTE) £43,542 - £46,437** depending on experience (pro rata for TTO option)

Hours and Service terms: **36 hours per week** Monday to Friday

Contractual option 1: All year round with 31 days annual leave

Contractual option 2: Term-time only with requirement to work two extra weeks during Easter (1 week) and Summer break (1 week)

Required from: **6th January 2025**

Closing Date: **Friday 29th November 2024**

Please request an application pack by emailing Kate.webster@parkwalk.rbkc.sch.uk

Interview Date: **Week beginning 2nd December 2024**

We are looking for someone who is / has

- Exceptionally strong financial, administrative and managerial skills
- Proactive, detail-oriented and adaptable
- A passion for working in an educational environment
- Highly-organised with the ability to manage multiple tasks efficiently
- A commitment to our school's mission, vision and values

The position would suit someone who

- Wants to develop critical skills in school business management including finance and leadership
- Thrives working in a team and is committed to wanting to make a difference for the school community
- Enjoys the challenge and management of financial and administrative tasks
- Is looking for flexibility with term time working options

We are committed to building a diverse team and strongly welcome applications from underrepresented groups such as people from minority ethnic backgrounds, LGBTQ+ people and people with disabilities.

What does Park Walk offer?

- An experienced and supportive Leadership Team
- Hard-working staff who strive to ensure school is an enriching, happy place for children and staff
- Vibrant, multicultural and inclusive school that has diverse communities and a determination that all children will succeed regardless of background
- We are passionate about supporting our staff in their career development and success through care and guidance.
- A working environment that values wellbeing and supports work-life balance
- A relaxed, fun working environment where all adults are equally valued and supported.

Visits are encouraged and looking at our website and social media is highly recommended to get a feel for our school.

The school and the local authority are committed to safeguarding and promoting the welfare of children and young people and expect you to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.

To make an application or for further information contact kate.webster@parkwalk.rbkc.sch.uk

JOB DESCRIPTION

Position Title: School Business Manager

Location: Park Walk Primary School and Seedlings Nursery, West London, SW10 0AY

Two options available: *Term time only working plus 2 weeks {Easter 1 week and Summer break 1 week}*

OR all year working with a 31-day annual leave allowance

Main Purpose of the Role:

Please note that where 'school' is referenced, this refers to both Park Walk Primary and Seedlings Nursery.

The School Business Manager will be responsible for overseeing the day-to-day administrative, financial, and premises functions of the school. This role ensures the effective operation of school administration; supports financial planning and management, and works closely with the Leadership Team and Premises Manager to maintain the school's facilities and infrastructure. The role also ensures compliance with relevant policies and procedures and plays a critical part in managing budgets, processing financial transactions, and maintaining efficient office operations to support staff, students, and parents.

Key Responsibilities for both Park Walk and Seedlings Nursery

1. Administration:

- Manage the whole school administration function and lead the administration team, including effective deployment.
- Ensure robust visitor management for premises visitors / contractors, maintaining a secure and safe environment.
- Oversee the organisation and maintenance school records and databases, including pupil enrolment, attendance, and staff personnel records.
- Prepare reports and documentation for the Leadership Team and Governors when requested.
- Ensure all statistical and statutory returns are completed within deadlines.
- Ensure all administrative procedures are maintained and operated in line with legal and statutory requirements.
- Assist with the preparation and execution of school events, meetings, and staff activities.
- Ensure effective communication channels between staff, parents, and external stakeholders.
- Oversee management of all hirers and lettings of the school, including ensuring terms and conditions of lettings are maintained and payments are made promptly.

2. Finance:

- Lead, develop and implement an effective financial strategy and to carry out financial modelling enabling well-informed strategic decisions.
- Promote a culture of innovation and challenge in transforming financial performance founded on the principle of Value for Money.
- Evaluate information and consult with the Headteacher and Governors to prepare a realistic, balanced and sustainable budget for the school's activity in the short, medium and long term.
- Ensure that key strategic decisions are taken with the full understanding of the financial implications and that effective stewardship of public funds is maintained.

- Be responsible for budget monitoring and preparation of budget reports, including the provision of accurate estimates, forecasts and projections in conjunction with the Headteacher and Finance and General Purposes Committee.
- Develop and implement strategy to resource the school's objectives and manage all resources for the benefit of pupils, classrooms and the curriculum.
- Manage the school's accounting system, including processing purchase orders, invoices, and accounts receivable (income collection).
- Develop and maintain robust financial systems to ensure financial transactions of the school are carried out in an appropriate manner and that financial regulations of the Local Authority are observed, updating local finance related policies and procedures as required.
- Set the direction for effective and efficient financial administration to underpin sustainable long-term financial health and demonstrate robust assurance.
- Process monthly payroll inputs and reconcile these against the budget and managing the payroll control account
- Ensure prompt payment of suppliers, handling financial queries from both internal and external stakeholders.
- Maintain oversight of bank accounts, VAT accounting and returns, cash handling, public and private funds.
- Assume ultimate responsibility for financial reporting and ensure that all reporting adheres to the requirements of the law and financial reporting standards, including accurately prepared end of year accounts for Royal Borough of Kensington and Chelsea, DfE and presentations to the Governing Body.
- Lead the development of the detailed framework or tendering procedure to comply with statutory and legislative requirements, to deliver Value for Money, obtaining expert advice as needed.
- Critically review contracts, administration processes and SLAs, to assist with contract negotiations.
- Ensure all returns are submitted in a timely fashion to external stakeholders.
- Ensure all expenditure is correctly coded, enabling effective use of all budgets and grants and provide ongoing budgetary information to relevant people.
- Advise the Headteacher if fraudulent activities are suspected or uncovered.
- Maintain a strategic financial plan that will deliver the school's development plans and will forecast future year budgets.
- Lead on maximising income generation, preparing funding bids, secure sponsorship and develop premises lettings.
- Maintain The Asset Register, Inventory and Contracts registers.
- Be responsible for seeking professional advice for insurance and advise the Governors on the appropriate insurances for the school; implementing the approved insurances and handling any claims that arise.
- Identify new purchasing routes, strategies and suppliers to ensure the most effective procurement strategy is adopted.
- Monitor payments of salaries, ensuring that payroll is checked each month, returns are completed to deadline and that accurate information is returned.
- Be the internal quality assurance lead and initiate and manage audit procedures as necessary.
- Benchmark systems and information to assess trends and make appropriate recommendations
- Ensure the requirements of the Financial Management Standards in Schools are met and maintained.
- Working with the school's partners / charities, produce annual financial reports and assist with fundraising activities.

3. Premises Administration:

- Work closely with the Premises Officer to oversee the effective management of the school's facilities and grounds.
- Assist in the scheduling and administration of maintenance, repair works, and inspections to ensure the building and all on-site facilities, such as the swimming pool, are safe and compliant with regulations (e.g., health & safety, fire safety and safeguarding).
- Maintain records of premises-related activities, including maintenance schedules, safety inspections, and contractor work.
- Oversee the management of premises budgets, including obtaining quotes and processing payments for repairs, utilities and supplies.

- Oversee the coordinate the hiring of school facilities for external events, ensuring contracts and invoices are processed efficiently.
- Monitor the premises for security and safety issues, reporting any concerns to the Premises Officer / relevant external contractors and ensuring timely resolution.
- Prepare Health and Safety reports and updates for the Leadership Team and Governors.
- Liaise with the Local Authority regarding the management of the asset plan and development of the school premises.
- Pursue methods of energy conservation and monitor utility use over time.
- Ensure efficient record-keeping and monitoring of all the above.
- To ensure the catering provision is of high quality and offers value for money including the quality of meals, hospitality and overall service delivered by the contractor.
- Monitor and improve the quality of catering services and lunchtime provision.
- Maintain effective relationships with catering contractors and their staff, to provide the best possible service to pupils.

4. Safeguarding, Compliance and Policies:

- Ensure compliance with school policies, especially those related to data protection (GDPR), finance, premises, and health & safety.
- Maintain and update records related to safeguarding, risk assessments, and employee checks (such as DBS certificates).
- Ensure all staff, volunteers, agency and contractors are vetted appropriately.
- Ensure staff records are up to date and maintain a single central record of staff, governors, contractors and volunteers working at Park Walk Primary School.
- Act as EVC in ensuring all school trips meet the required statutory standards and risk assessments completed
- Support in ensuring adherence to legal, financial, and procedural standards set by the school, local authorities, and the Department for Education.

5. Human Resources:

- Support with staff recruitment processes, including drafting job descriptions, arranging interviews, and processing applications.
- Maintain accurate staff attendance, punctuality and leave records.
- Ensure that all HR strategies, policies and procedures are consistently deployed in line with Park Walk's vision and values.
- Liaise with relevant agencies/bodies on pay, conditions of service and other pay related matters, as necessary.
- Assist with payroll administration, liaising with the payroll provider to ensure accurate and timely payments in line with agreed pay policies.
- Provide leadership and guidance for administrative and premises staff through performance management and appraisal.
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6. ICT and Systems Support:

- Establish systems to monitor and report on the performance of technology within the school.
- Ensure resources, support and training are provided to enable staff to make the best use of available ICT, including teaching, learning and assessment systems.
- Ensure contingency plans are in place in the case of technology failure.
- Ensure data collection systems, providing information to stakeholders, are streamlined to maximize efficiency of the data supplied.
- Consult with I.T. support and other relevant parties, to introduce new technology or improve existing technology for specific purposes.
- Ensure that the school has a strategy for using technology, aligned to the overall vision and plans for the school ensuring value for money.

- Communicate the strategy and relevant policies, including Data Protection for use of technology across the school.
- To be responsible for the systems and general management of the school's administrative and financial computer network and the implementation of appropriate MIS and cashless payment systems.
- Be responsible for updating relevant areas of the school website.

This job description outlines the main duties and responsibilities but is not exhaustive. The post holder will be required to undertake additional duties in line with the needs of the school as directed by the Leadership Team. Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face.

Person Specification: School Business Manager

Qualifications:

- Minimum GCSE grades of A – C in Maths and English or a relevant qualification in administration/accounting/finance is essential (minimum equivalent Level 4)
- School Business Management qualification (CSBM /DSBM)

Experience:

- Proven experience in a senior finance administrative/ business management role within an educational setting is essential.
- Experience in financial management, with strong skills in accounting, and reporting is essential.
- Experience working in premises/facilities administration or collaborating with a premises/facilities manager is desirable.
- Experience with school MIS systems (e.g., SIMS, Arbor) and finance software (e.g., Access Finance and Access Budgets SIMS FMS, or similar) is essential to the role.
- Experience in line management and supervising a team.

Skills and Abilities:

- Strong organisational and administrative skills, with the ability to multitask and manage competing priorities.
- High level of financial literacy, with the ability to manage departmental budgets, process transactions, and produce financial reports.
- Excellent written and verbal communication skills.
- Proficiency in using office software (Microsoft Office Suite), especially Excel.
- Ability to work independently and as part of a team.
- Strong attention to detail and accuracy in both administrative and financial tasks.
- Ability to liaise with contractors and manage premises-related administration efficiently.

Personal Attributes:

- A proactive, self-motivated individual with a positive attitude.
 - Excellent interpersonal skills and the ability to work effectively with a diverse range of people.
 - High level of confidentiality, integrity, and professionalism.
 - Flexibility and adaptability to the changing needs of the school.
 - Awareness of health & safety and safeguarding procedures, particularly in relation to premises management.
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