

# Perseid School Recruitment Pack

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## School Business Manager

**Closing Date for Applications: Thursday 3 July 2025 at 5pm**

**Interview Date: Thursday 17 July 2025**

**Start Date: September 2025**



## Welcome to Perseid School. Thank you for your interest in the role of Business Manager at Perseid School.

We are a five times outstanding school serving outstanding young people. We are currently recruiting a School Business Manager to join our team starting in September 2025.

A career at Perseid School offers a rewarding future; working with inspiring pupils and young adults in a close-knit team of talented and ambitious staff who are dedicated to helping vulnerable pupils achieve the best outcomes.

Located in London Borough of Merton, Perseid Upper and Lower Schools offers learners aged 3-19, with complex learning difficulties and additional diagnoses, an exceptional educational provision.

Our school is situated over two campuses - Primary and Secondary.

Perseid has a strong and successful track record of outreach and inclusion and enjoys strong partnerships with many schools and organisations locally, regionally and nationally. Perseid co-leads, with a neighbouring specialist school, the Merton Special Training Association (MSTA).



Our mission is to trail blaze holistic learning, for every pupil. We believe that every pupil has the right to an exceptional education, and that every child deserves the opportunity to fulfil their potential. Our staff are fully committed to developing the whole child: their individual talents, skills and understanding.

At Perseid School, we champion a pupil-centred experience combined with cutting-edge staff development programmes and an innovative approach to learning and developmental experiences. We build pupil confidence, encourage independence and inspire learning. We believe in working in partnership with our families, local and wider community, ensuring every learner experiences world-class opportunities. We are ambitious and celebrate every pupil.

As a UNICEF Accredited Gold Rights Respecting School, we provide pupils with the best chance to lead happy, healthy lives as responsible and active citizens.

The commitment and support of our staff is a key strength. Our teams are extremely knowledgeable and entirely dedicated to supporting pupils with complex special educational needs to learn and achieve. A carefully planned programme of professional development, supervision and coaching are integral to the success of our organisation. All staff must have a passion for working with our young people and a strong commitment to improving their life chances.

We look forward to welcoming you to Perseid.

Fiona Copeland  
Executive Headteacher





## Application and selection

The first step in the process is your application. Please read the Person Specification and Job Description carefully so that you are able to provide specific examples to demonstrate how you meet the Person Specification criteria.

Please ensure your application form is fully completed and your personal statement is no longer than three A4 sides, in size 11 font. CVs are not accepted.

***We are committed to safeguarding and promoting the welfare of children. This post is subject to robust and in-depth safer recruitment measures, which will include an enhanced criminal record check via the Disclosure and Barring Service. Shortlisted candidates will be subject to an online search as part of due diligence checks in the recruitment process.***





## **School Business Manager**

**Salary range:** ME12

**Hours:** 35 hours per week over 45 weeks per year

**Responsible to:** Executive Headteacher

### **Job Description**

#### **Job Purpose**

1. To manage all financial functions of the school ensuring full accountability, compliance and transparency. To be an active member of the school's wider Leadership Team, contributing to the continuous improvements of the school's services.
2. To support the Executive Headteacher and Leadership Team in all aspects of Human Resources, Budget, Finance and Premises Issues.
3. To lead in the operation, maintenance and development of the school's financial procedures and systems as required by the Audit regulations and the Local Authority, in consultation with the Executive Headteacher, Leadership team and Governors, to ensure smooth and efficient functioning.
4. To ensure, in consultation with the Executive Headteacher and Governors, that legal, Health & Safety requirements with regard to people and property and function of the school are maintained.
5. To be responsible, along with the site team, for the management of the school site and its buildings, their maintenance and their efficient use.
6. To line manage all finance team and site staff.
7. To liaise with relevant members of the Local Authority (LA) on relevant matters relating to school finance, premises and personnel.
8. To manage the school's School Fund and MSTA (Merton Special Training Association) accounts.

#### **General Duties**

1. To attend and present at Governing Board Committee meetings and Full Governing Board meetings as required.
2. To exercise delegated financial responsibility within the limits agreed by the Governing Board.
3. To provide support as relevant to the Executive Headteacher.

#### **Administrative Duties**

1. To lead and manage the Finance and Site Teams; to set their priorities, ensure their motivation and monitor that their duties are carried out effectively.
2. To lead finance and site meetings
3. To manage and maintain administrative systems and procedures; ensure they are operated efficiently so that they fully support the school's needs; recommend and

implement new administrative systems, procedures and equipment, including administrative IT, to meet the changing needs of the school, including the use of AI.

4. To work as a member of the wider Leadership team to ensure that the school is presented to parents, visitors and other stakeholders in an ethical, positive, friendly and helpful way.

### **Strategic Direction**

1. To provide strategic leadership in financial management to ensure the long-term sustainability of the school.
2. To provide leadership and direction on strategic projects partnership and developments including but not limited to: Local Authority partnerships, local Cluster partnerships and fundraising initiatives.

### **Finance**

In consultation with the Executive Headteacher, devise the annual and 3-yearly budget plans for income/expenditure, and provide specific expertise in long-term financial management, ensuring these budgets are monitored on a monthly basis and presented to and approved by the Governing Board. Working with the Executive Headteacher, the School Business Manager's responsibilities include:

1. Ensuring the school has appropriate financial systems.
2. Managing the school financial systems for the delegated budget and overseeing the MSTA account and School Fund system, in accordance with agreed policies and timetable
3. Ensuring accurate financial records are maintained and reporting on a regular basis to the Executive Headteacher and Governing Board.
4. Ensuring that the school meets all required standards and regulations, producing returns such as SFVS, School Workforce Census within (statutory) deadlines.
5. Ensuring that financial transactions in the school are carried out in an appropriate manner including preparation for approval by the Governors of annual estimates of income and expenditure.
6. Ensuring good cash flow management oversight
7. Initiating and managing audit procedures as necessary.
8. Attend and present at Resources Committee meetings and / or Full Governing Board meetings.
9. Manage income generation and writing bids for funding across a range of opportunities
10. Manage tendering for service contracts and monitoring insurance policies, with a view to cost effectiveness and value for money.
11. Monitor and control capital income and expenditure.
12. Support and advise staff responsible for delegated budgets.
13. Monitor the standard and cost effectiveness of catering and cleaning services.
14. Produce and interpret policies and procedures such as Governors' Expenses Policy, Financial Terms of Reference, Charging Policy etc., conducting research/ liaising with the LA and/or external bodies as necessary.
15. Assess and address trends by analysing and evaluating data for benchmarking and presenting to the Resources Committee.

## **Human Resources**

Working in consultation with the Executive Headteacher, the School Business Manager will be responsible for:

1. Joining the selection panel for site and finance team recruitment
2. Ensuring the HR data system is up to date.
3. Reporting staff sickness to LA Payroll
4. Ensuring staff are aware of the correct procedures for reporting absence and return to work.
5. Monitoring staff absence and reporting to the Executive Headteacher.
6. Maintaining staff records and ensuring their confidentiality.
7. Devising and reviewing staffing reports to aid monitoring of staff data.
8. Monitoring the payroll system and ensuring efficient administration of overtime payments.
9. Ensuring compliance with safeguarding procedures and being responsible for producing and accurately maintaining the Single Central Register (DBS checklist) for employees.
10. Ensure compliance with all legislative requirements relating to HR and that recruitment policy and practice fully comply with best practice for child protection and safeguarding.

## **Premises**

To be responsible for the oversight of the school site and its buildings, maintenance, development and efficient use. Specific responsibilities include:

1. Compiling and implementing the Premises Development Plan
2. Ensuring that maintenance and building contracts are tended to comply with the Council's Code of Practice on Purchasing Goods and Services and with the financial limits agreed by the Governing Board.
3. Ensuring the efficient and effective use of the school's assets including buildings and equipment.
4. Monitor the proper maintenance and repair of the school with the aid of a maintenance schedule, ensuring compliance with legal requirements.
5. Research, manage and implement updates of systems such as reprographics IT and telephony equipment.
6. Compile and manage the school's inventory of equipment and furniture
7. Oversee the security, maintenance, heating, cleaning and other general site services within the premises.
8. Liaise with all external agencies delivering goods and services to the school and advise on all aspects of tendering.
9. Actively seek additional funding for the school, including via letting of school premises
10. Oversee the purchase, repair and maintenance of all furniture, equipment and fittings, within agreed financial limits.
11. Monitor the work of on-site contractors and arrange for estimates for work.
12. Appraise premises related projects for the development of the school.

## **Health and Safety**

Ensure that legal, Health & Safety requirements with regard to people and property and function of the school are maintained. Specific responsibilities include:

1. Formulation, monitoring, implementation and review of the school's Health & Safety policy suite of documents, including all Risk Assessment procedures.

2. Advise all staff as appropriate on Health and Safety matters.
3. Oversee site reports to Governors.

### **Line Management Responsibilities**

The School Business Manager will act as line manager to all Finance and Premises staff. Specific Responsibilities include:

1. Managing the staffing operation of the finance and site offices, acting as line manager as outlined above, managing performance and CPD requirements.
2. Motivating and facilitating teamwork and good practice in order to achieve excellent standards of service delivery.
3. Managing, with the Executive Headteacher, staff attendance and leave to ensure adherence to school policies and a continuous service throughout the year.

### **Other duties and responsibilities**

1. Liaise with service partners to ensure that all financial matters and aspects of health and safety etc. are monitored and reviewed.
2. Seek and undertake training to promote self-development.
3. Have due regard to the provisions of Health and Safety at Work legislation and to work in accordance with the school's Health and Safety policy.
4. Share responsibility for the welfare of children and report any concerns to the Executive Headteacher, Designated Safeguarding Lead or Deputy Safeguarding Lead (in accordance with Keeping Children Safe in Education 2024 / 25).
5. Cover front desk duties as and when required, to assist in the smooth running of the school.
6. Support, uphold and contribute to the development of the school's equities policies and practices in respect of both employment and the delivery of services to the community.
7. Support and uphold the school's vision and mission statements.
8. Contribute to the efficient running of the school by development of office systems to meet changing needs and improvements to the service provided.
9. Maintain confidentiality on all information relating to individual members of staff, pupils and school matters
10. Carry out other duties commensurate with the post as required by the Executive Headteacher

### **Person Specification for School Business Manager**

#### **Education and Qualifications**

1. A relevant professional management qualification / Diploma in SBM or equivalent (D)
2. Degree or equivalent (D)
3. Professional Accounting qualification (D)
4. Further relevant educational/professional qualification (D)

#### **Knowledge and Experience**

5. Successful experience of running an administrative department and/or section (E)
6. Successful relevant leadership experience (E)



7. Successful strategic experience (E)
8. Successful experience of budgetary management and control in an organization (E)
9. Successful experience of motivating and leading staff (E)
10. Successful experience of working effectively with a wide range of external partners (E)
11. Successful experience in bid-writing and securing funding (D)
12. Knowledge and experience of a variety of financial management systems, processes and procedures (E)
13. Working knowledge of facilities management and Health and Safety legislation (E)
14. Understanding of procurement, contracts, risk assessment and traded services (E)
15. Understanding of school leadership and the role of the Governing Board (D)
16. Awareness and understanding of school/public sector finance/resources management information systems, e.g. Bromcom (D)

### **Skills and Abilities**

17. Excellent planning and organizational skills, including meeting deadlines (E)
18. Excellent written and verbal communication skills (E)
19. Highly developed interpersonal skills (E)
20. Ability to analyse data and evidence of strong IT skills (E)
21. Ability to use initiative and prioritise work effectively (E)
22. Accuracy and good organization in approach to work (E)
23. Ability to lead by example (E)
24. Ability to consult and share in decision making processes with the senior team (E)
25. Ability to follow instruction (E)
26. Ability to interpret legislation and regulations (E)
27. Skills and confidence to coach and mentor staff and tackle underperformance (E)

### **Personal Qualities**

28. Commitment to high educational, professional and personal standards (E)
29. Respect for young people and their needs (E)
30. Commitment to equity and to challenging prejudice (E)
31. A relentless drive for excellence (E)
32. Ability to keep calm under pressure (E)
33. A strong awareness of professionalism and the need for confidentiality (E)
34. Ability to work well within teams, as well as the ability to lead others

### **Other requirements**

35. Excellent record of attendance and punctuality (E)
36. Compliance with safer recruitment checks including DBS (E)

## What Can a Career at Perseid School Offer You?

**We offer a gold star range of unique benefits and expectations, designed to enhance and support the working lives of all staff. A career at Perseid gives a rewarding future, and we invest in those that invest in us.**

These include, but are not limited to:

- Career development and progression possibilities for staff at all levels.
- A highly skilled, supportive and approachable network of colleagues.
- Relationships between staff that are based on mutual respect and developmental feedback
- Positive engagement with networks, professionals and families. Ofsted highlight that our outstanding collaboration with parents promotes the excellent well-being and achievement of our pupils, and we are passionate about maintaining this.
- Well-being programme; an expert provider of employee support services available through the London Borough of Merton.
- Free childcare for children over five years of age for staff members when undertaking training days or when the child's schools have training days.

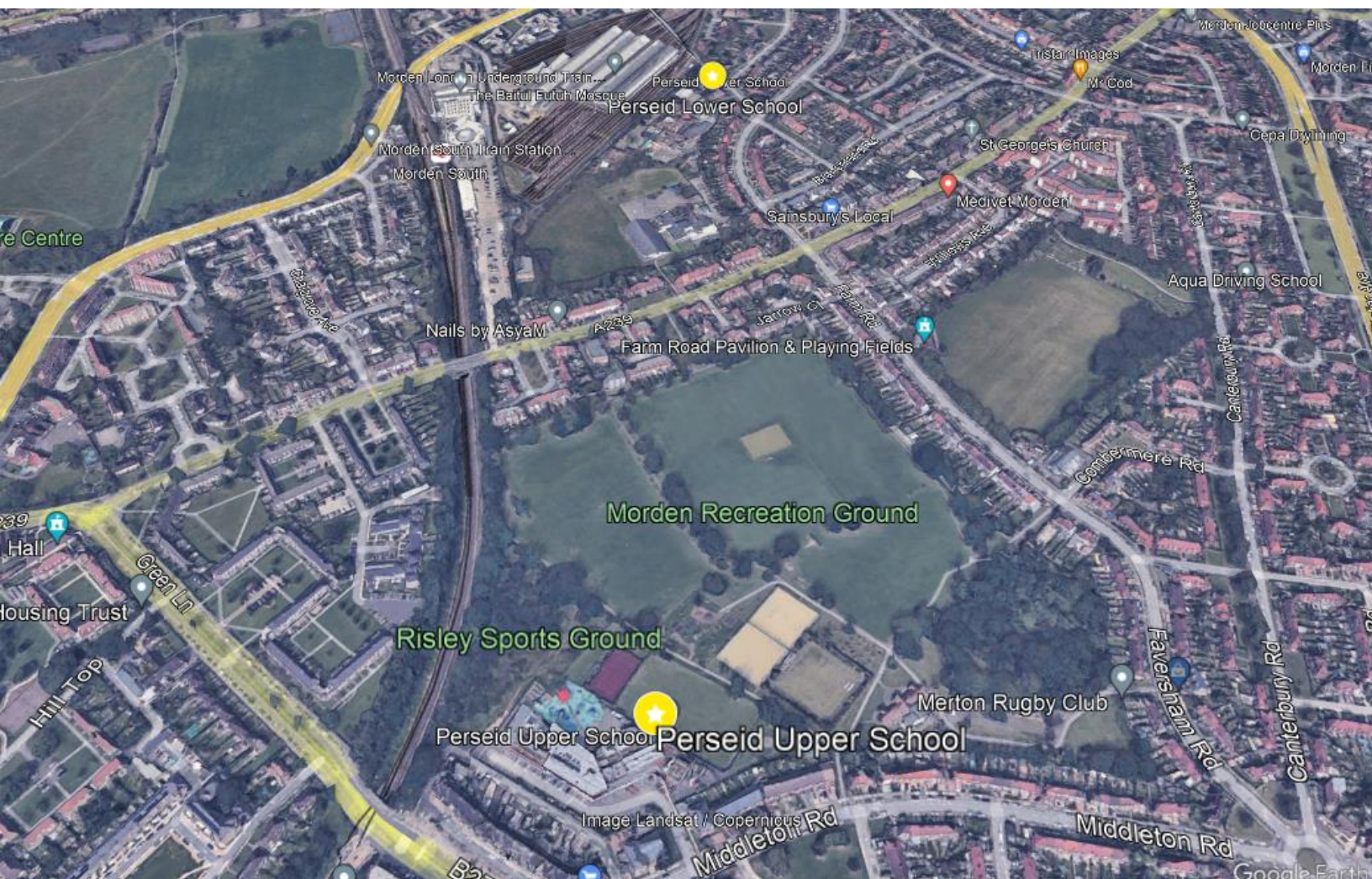




## Living and Working in Merton

Working in the London Borough of Merton offers a competitive employment package, attractive working environment and strong prospects to support and enhance your professional and personal life. Here are some of the reasons Merton is a great place to work:

- Merton is one of the greenest boroughs in London.
- A vibrant inner-city borough just 30 minutes from the centre of London, Merton is well connected, being the only London Borough with Tube, rail, tram and bus services; you can even fly away to Europe for a long weekend away via London City Airport.
- A wealth of unique sights, attractions and activities: to benefit you in free time and provide exciting learning opportunities for pupils.
- Excellent entertainment: AFC Wimbledon Football Club, Wimbledon Tennis Championships, Wimbledon Park Watersports Centre, theatres and festivals. Located close are Hampton Court Palace, The Epsom Downs and Racecourse, and Box Hill, with panoramic views over Surrey and Sussex.
- Diverse restaurants, supermarkets, specialist foodie treats and countless bars dotted throughout the borough.







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