



School Business Manager

Information and Application Pack

Pinner Park Primary School | School Business Manager

Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the position of School Business Manager. This is an exciting opportunity for someone with the right training, experience and skills to be a part of our school. This is a significant position within the school's leadership team. The opportunity arises due to the retirement of our current postholder.

Our aim is to provide a school which provides an outstanding education at the heart of the local community – safe together, happy together, learning together.

Our school is based in the London Borough of Harrow, to the North West of Pinner. The school is inclusive to all and provides a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith. Our admission policy reflects this by prioritising local children.

Our school is housed in large, connected buildings. There are two large halls, where children eat lunch, and a number of play areas for the children. In addition to our classrooms, we have a range of specialist facilities such as libraries, a computer room and specialist areas for music and art.

This vacancy is for an experienced business leader with the relevant experience, skills and training to become an integral part of the school's senior leadership team. We are looking for a dynamic and forward-thinking School Business Manager who will take responsibility for the school's financial strategy and management of the school's resources.

We are seeking a candidate who:

- Brings experience in a similar role, ideally in an education setting
- Has skills in managing finance and budgets, personnel and payroll procedures, and resource allocation
- Has a thorough understanding of school health, safety, first-aid and safeguarding protocols
- Is exceptionally organised, manages time well and pays attention to detail
- Can effectively lead and manage administrative, welfare and site management teams
- Is kind, friendly and professional

We have recently started using Arbor as our school MIS. Although we currently use FMS for finance, we intend to migrate to a cloud-based package, such as Access, very soon. The new SBM would be a key leader in this migration.

Don't miss out on the opportunity to be part of our large, diverse and happy community! If you have any further questions, or if you would like to discuss the role further, please do not hesitate to contact us. Visits to the school are very welcome. You can get in touch using this email address:

recruitment@pinnerpark.harrow.sch.uk

I am sure that on reviewing the information provided you will agree that this is a very exciting role and we look forward to receiving your application.

Yours faithfully,

Nick Waldron

Headteacher

School Foundation Statement

What's important to us – three word summary

Learning · Character · Community

What's important to us

We work together, as a school community, to empower and inspire each and every child to be an outstanding student who enjoys learning, to develop character, and to become a respectful citizen who makes a positive impact.

Our key principles

Learning

- Each child makes sustained progress as a result of outstanding, motivating and inspirational teaching.
- Learning across the entire curriculum is highly valued and each subject and area of learning is treated as significant.
- Teachers plan challenging and enjoyable tasks based on accurate assessment of pupils' prior skills, knowledge and understanding – supported by an outstanding, creative curriculum.
- Everyone is a learner – with opportunities for life-long learning. Continuous professional development of staff, rooted in research, is highly valued.

Character

- Our behaviour values form the basis of our approach to promoting positive behaviour and character: ready, respectful, safe and kind.
- As a 'Rights Respecting School' children's rights are learned, understood and lived.
- Children are enthusiastic, happy, engaged, confident, courteous, resilient and interdependent. They are highly motivated to do their best and to be their best.
- Children learn to make good choices and to take responsibility for their actions. They are responsible citizens.
- Children feel safe, and know how to keep themselves safe.

Community

- Each child is significant; known, valued, respected and cherished.
- At the heart of our work is the belief that parents are key partners in their children's education.
- The school is at the heart of the wider community, served by the community, and serving the community.
- Diversity is an integral part of our culture, and identity. The school is a fully inclusive, diverse community welcoming and celebrating all sections of the wider community. Equality is important to us.
- All members of the school community are responsible citizens of their local, national and global communities.
- Effective partnerships with other community organisations are formed and have a positive impact on the life of the school.
- Clear and effective communication enables every member of the community to be informed and to play their part.

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Recruitment Advertisement

Closing date:	Thursday 27 June 2024
Start date:	As soon as possible
Contract type:	Permanent
Working hours:	Full Time, all year round (holiday allowance to be taken during school closure periods)
Salary:	Harrow Officer Range G11 (£48,639 - £51,651)

This is an exciting opportunity for an experienced, forward-thinking, dynamic business leader to join our team!

About us

Our school is based in the London Borough of Harrow, to the North West of Pinner. The school is inclusive to all and provide a high quality, broad and balanced curriculum, which is appropriate for children of all abilities, irrespective of their ethnicity, social background or faith.

Formed in 2019 from former infant and junior schools, Pinner Park is a large primary school, with over 850 students. This is an exciting time to join the team!

For more information about the school, please visit our school website: <http://pinnerpark.harrow.sch.uk>

About the role

The Governing Board wishes to appoint a highly motivated, forward thinking, experienced business leader with the relevant experience, skills and training to become an integral part of the school's senior leadership team. We are looking for an experienced and forward-thinking School Business Manager who will take responsibility for the school's financial strategy and management of the school's resources.

We are seeking a candidate who:

- Brings experience in a similar role, ideally in an education setting
- Has skills in managing finance and budgets, personnel and payroll procedures, and resource allocation
- Has a thorough understanding of school health, safety, first-aid and safeguarding protocols
- Is exceptionally organised, manages time well and pays attention to detail
- Can effectively lead and manage administrative, welfare and site management teams
- Is kind, friendly and professional

In return we offer you:

- Good support from school leaders and the governing board
- A strong commitment to your professional development
- An over-subscribed, popular local school

Other Information

We expect all applicants to apply through the TES jobs portal.

Safeguarding and Child Protection

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

This role includes working with children on a day-to-day basis. It is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children.

All posts are subject to an enhanced DBS check and satisfactory references. As part of our diligent approach to safer recruitment, we will carry out an online search on all shortlisted candidates.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 (with the exception of certain spent convictions and cautions which are 'protected').

Our child protection policy can be read here: <https://pinnerpark.harrow.sch.uk/policies.html>

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Job Description

Job Title:	School Business Manager
Pay Scale:	Harrow Officer Range G11
Reports to:	Headteacher

Job purpose

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

Duties and responsibilities

The duties outlined in this job description may be modified by the headteacher, after discussion with you, to reflect or anticipate changes in the job, commensurate with the salary and job title.

Leadership and strategy

- Be responsible for line-managing office, welfare, wraparound care, and premises staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate

Financial management and fundraising

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants

- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer and policy, aiming to maximise lettings income
- Ensure the effective and efficient operation of school finances, delegating tasks to office staff where appropriate

Human resources

- Manage the school's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and Harrow Council policies
- Advise on HR issues within school and liaise with the Harrow Council (and external HR provider, if applicable)
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

Premises, Health and safety

- With the headteacher and premises team, supervise the management of the school premises
- Oversee buildings maintenance, furniture and equipment, ensuring security and repair.
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff
- Manage the school's first-aid provision and line manage the welfare team
- Maintain an accurate and up-to-date inventory of school equipment and resources

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule

Clubs and Wraparound Care

- In partnership with the headteacher, to ensure that there are a wide range of extra-curricular activities available to the children
- To manage the provision of extra-curricular activities including booking and liaising with external providers, registration and booking, payments, safer recruitment and safeguarding, and quality assurance
- To manage and oversee the school's wraparound care (breakfast club and after school club) including registration and booking, payments, and quality assurance
- To line manage the wraparound care staff

Administration

- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- Lead and manage the administrative function of the school including school reception, reprographics and records.
- Lead and manage the administration of IT in school, including procurement, development and IT support
- Lead and manage the provision and administration of school meals, including liaising with the external catering company
- Be the school's data protection lead and key contact, supporting the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Other Duties and Responsibilities:

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. In addition to the duties and tasks listed in the job description, the postholder will be expected to carry out other duties as requested by the headteacher, which are reasonable, and fall in the overall scope of the member of staff's pay and role.

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Person Specification

	<i>Essential</i>	<i>Desirable</i>
Qualifications and Training	<ul style="list-style-type: none"> • A degree or other relevant qualification - ideally in accountancy, business management or a related discipline • At least 5 GCSEs at grade C or above (including English and Maths), or NVQ level 2 (as appropriate), or equivalent qualifications 	<ul style="list-style-type: none"> • A school business management qualification (for example, a Level 4 Diploma in School Business Management) • Degree or equivalent (ideally in accountancy, school business management or a related discipline)
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Experience of taking a lead role on budget planning and monitoring • Experience of leading and managing a team of staff • Experience of working successfully as a member of a team • Experience of working with different stakeholders • Experience of working under pressure and prioritising workload in order to meet strict deadlines • Experience of managing and analysing staff payroll and contracts of employment • Experience of negotiating and managing supplier contracts 	<ul style="list-style-type: none"> • Experience of working in a similar role in a school setting • Use of school finance software (FMS and Access) • Use of Arbor MIS • Experience of preparing for the Schools Financial Values Standard (SFVS)
Knowledge and Skills	<ul style="list-style-type: none"> • Expert knowledge of financial management • Ability to maintain finance and HR records • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Understanding of data protection and confidentiality • Ability to lead others • Ability to be proactive and to drive change 	<ul style="list-style-type: none"> • Knowledge of the requirements in relation to financial management standards in schools
Personal characteristics	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well 	<ul style="list-style-type: none"> • Willingness and enthusiasm for ongoing professional development

	<ul style="list-style-type: none"> • Deals with difficult situations effectively • Flexible, approachable, kind and resilient, with a positive and energetic approach to work • Commitment to one's own personal wellbeing 	
Equal opportunities	<ul style="list-style-type: none"> • A commitment to promoting equality of opportunity • An unwavering commitment to safeguarding pupils 	

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