



*Proud to be Primrose Lane*

School Business Manger

Permanent Post

subject to successful probationary period

Candidate Information Pack

Closing date: Friday 8<sup>th</sup> May

Short Listing: Monday 11<sup>th</sup> May

Interviews: Friday 15<sup>th</sup> May



## *We are Proud to be Primrose Lane*

### Job Details

Start Date: 1<sup>st</sup> September 2026

Pay scale: S01 (£34,434- £36,363) pro rata

Contract Type: Permanent subject to probationary period

Part – Time 24 hours per week

Term time only plus three INSET days

Application Closing Date: Friday 8<sup>th</sup> May at 12.00 midday

Shortlisting Date: Monday 11<sup>th</sup> May

Interview Date: Friday 15<sup>th</sup> May

### **Join Primrose Lane, where Kindness, Ambition and Honesty are at the centre of all we do!**

Are you a skilled and motivated School Business Manager looking to make a meaningful difference in a warm and inclusive primary school?

At Primrose Lane, we believe in creating a happy, secure environment where every child thrives academically and personally. We are seeking a dynamic professional to lead our school's business operations, working closely with the Headteacher and leadership team to support our vision of nurturing enquiring minds and high aspirations.

If you want to be part of a community that values kindness, ambition and honesty and where your expertise will directly impact the success and wellbeing of pupils and staff, this is the opportunity for you.

### **About Primrose Lane**

Primrose Lane is a one form entry community primary school with 160 children aged 3-11. Our school is close to the centre of Boston Spa, an attractive rural village located on the outskirts of Leeds. Primrose Lane is proud of its reputation as a caring and successful school focused on learning and individual achievement.

We are a nurturing and inclusive school, providing a broad and balanced curriculum to ensure all children within our care develop a love of learning and can make progress, no matter their background or special educational need.

Primrose Lane is currently working closely with Roundhay School, an Outstanding School in North Leeds. Roundhay and Primrose Lane share a strong and purposeful collaborative partnership focused on maintaining and enhancing high teaching standards. The schools work closely to align their teaching practises with the latest educational research and Ofsted expectations. This collaboration fosters a culture of continuous improvement ensuring that every pupil receives high-quality, inclusive teaching tailored to their individual needs. By working together, Roundhay and Primrose Lane are committed to creating an environment where all children are supported and challenged to achieve their full academic and personal potential.

Due to the retirement of our current Business Manager we are seeking someone new to join our dedicated team.

## About the Role

This key leadership role offers you the chance to shape the operational and financial health of Primrose Lane, directly contributing to our school's continued success.

As School Business Manager you will:

Provide strategic leadership in managing budgets, financial planning, procurement, and contracts, ensuring best value for the school community.

- Oversee the smooth running of the school office and lead the admin team, ensuring efficient day-to-day operations.
- Manage relationships with external partners including payroll providers, contractors and local authorities.
- Support the Headteacher and Governors with financial reporting, audits and compliance.
- Lead on school site management, health and safety and personnel administration.
- Drive continuous improvement by developing policies and systems that support staff and pupil success.

Your role will be pivotal in enabling our staff to focus on delivering outstanding teaching and learning, whilst you ensure the school's resources are managed expertly and efficiently.

## About You

We are looking for a highly organised, proactive professional who thrives on challenge and takes pride in delivering excellence. You will be:

- Experienced in strategic financial management, budgeting and procurement, ideally within an educational setting or similar complex environment.
- Confident working with senior leaders and external partners to achieve shared goals.
- Skilled in leading teams, managing projects and navigating difficult situations with diplomacy and professionalism.
- A strong communicator with excellent interpersonal skills who models our values of kindness, ambition and honesty.
- IT proficient and able to use initiative, prioritise tasks and meet deadlines in a fast-paced environment.
- Committed to continuous professional development and eager to contribute positively to the Primrose Lane family.

## We can offer you:

- A friendly school which staff and pupils are proud to be a part of.
- A strong commitment to continuous professional development including working in partnership with Roundhay School and the Wharfe Valley Learning Partnership.
- A supportive and inclusive community where staff wellbeing and professional growth are priorities.
- A chance to work closely with a passionate leadership team dedicated to making a real difference in children's lives.
- A role that is varied, rewarding, and impactful, with scope to innovate and influence.
- For more information about our school, please look on our [website](#)

The successful applicant will become part of a team that is enthusiastically driving the school forward. We are a warm, inclusive school with strong ethos, a sense of community and a commitment to excellence for all children in our care. We aim to ensure that our children feel safe, happy and achieve their potential as a unique individual and as a learner.

If you share our vision and are passionate about making a difference in the lives of our pupils, we'd love to hear from you. Apply now via the application form and join our dedicated team at Primrose Lane Primary School. Please note we do not accept CVs or letters of interest only Leeds application forms.

We welcome visits to our school; please contact the school office to arrange, either by email [info@primroselane.leeds.sch.uk](mailto:info@primroselane.leeds.sch.uk) or by phone 01937 842 667.

Details of the interview arrangements will be sent out to those on the shortlist by **Wednesday 13<sup>th</sup> May**. If you have not heard from us by this date, please assume that your application has not been successful on this occasion.

**Commitment to safeguarding**

*The school is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Appointments made are subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an on-line search will be conducted. This includes only information publicly available on-line. We promote equality, diversity and inclusion and want a workforce which reflects the population of Leeds.*

## Job Description

### **School Business Manager – Job Specification**

**Job Title:** School Business Manager NJC/JE Grade SO1 SCP 23-25 (£34,434-£36,363) pro rata

**Reports to:**

Headteacher and Chair of Governors

**Responsible for:**

Providing support for the Headteacher and Governors in the strategic and day to day management of the operational business of the school, including finance, administration, human resources, site management, contracts management including the PFI contract. Develop marketing and business links to provide best value and enhance effectiveness leading to improved standards of achievement.

The School Business Manager will lead and manage the admin team, ensuring the smooth running of the school office, providing strategic direction and overseeing all day to day activities.

**Core Responsibilities and Tasks:**

- To develop and produce strategies for the provision of a range of business support activities, including office support, operational business development, monitoring processes, and estate management to enhance and support the school's service provision and help it meet the challenges of delivering a value for money service to the school and the wider community.
- To give strategic vision and leadership to all aspects of budget and finance.
- To provide comprehensive management and support to the leadership team for the effective development and control of the school's finances, income generation and contract coordination to ensure that financial regulations and service objectives are achieved.
- To attend governors committee meetings.
- To operate, maintain and develop the financial procedures and systems of the school, in co-operation with the senior leadership team and governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.
- To manage the school's key financial relationships with the DfE and external advisers.
- To draw up the school budget in consultation with the senior leadership team, to monitor spending and provide reports for the senior leadership team and governors.
- To maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will indicate future budget settlements.
- To maintain and oversee the bank accounts, including the school's credit card; completing monthly reconciliations.
- To monitor income and expenditure in relation to the school budget and produce regular reports for the headteacher and finance committee.
- To assist in the preparation for audits, liaising with all parties involved.
- To pursue income generation opportunities inc. the preparation and submission of applications and bids.
- To support the Headteacher with services and contracts relating to the school site and buildings, their maintenance, development and efficient use.
- To oversee personnel matters within the school, including ensuring all necessary data required for payroll, the Teacher's Pension and Local Government Pension Agencies is submitted.
- To manage the school's relationship with the payroll provider, providing timely and sufficient information for monthly and annual payroll returns.
- To oversee prompt payment of invoices and be responsible for the issue of school invoices.
- To assist in the preparation of accurate VAT accounting and payments so that VAT reclaim returns are submitted as required.
- To be responsible for cash flow projections and all elements of cash handling, banking and security.
- To supervise the school's computerised finance accounting package.
- To oversee payment system for parents.
- To keep accurate records of statutory school training
- To maintain all school insurances in all forms including assessments, claims and administration.
- To ensure good practice in procurement ensuring best value.

- To manage, negotiate and monitor all contracts, leases and relationships with external contractors.
- To ensure all necessary returns, reports and documentation are completed accurately within time constraints including health and safety reporting requirements, claims, bids, reports to governors and statistical returns.
- To direct and lead the office / site teams to ensure that operational and business targets are met and initiate the development of a continuous improvement programme to ensure school needs are met and that best value for money is derived.
- To act as line manager for office staff.
- To be responsible for the school asset register, ensuring it is maintained and updated.
- To undertake responsibility for all necessary administration relating to all areas within the remit of this role.
- To use ICT to manage systems, produce school documentation (including policies) and data entry and analysis.
- To attend training sessions and meetings as required including Governor meetings.
- To ensure that safer recruitment processes are followed at all times and that personnel files are regularly checked and updated as appropriate.
- Maintain the single central record in accordance with DfE guidance
- To ensure absences of staff are recorded in a timely manner and appropriate return to work procedures are followed. To co-ordinate the follow up to any absence triggers or long term absences as requested by the headteacher.
- To maintain contact with key community partners to develop shared initiatives and to champion high quality learning opportunities and to meet wider community need.
- To ensure that all children, parents, staff and visitors are dealt with in a friendly and professional manner.

**Indicative knowledge, skills and experience:**

- Requires an extensive knowledge of complex financial procedures, regulations and business management (including HR).
- Detailed knowledge and experience in financial procedures, computer literacy, payroll and accountancy.

***This Job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with grade of the post as directed by the Head teacher.***

<b>Person Specification</b>		
<b>Experience</b>		
Working towards or have administrative, financial or accounting qualifications equivalent to national qualifications level 6, or Advanced Diploma of School Business Management.	Essential	App/Int
Managing strategic plans, budgets, financial reporting, procurement, and fixed assets	Essential	App/Int
Working effectively with internal and external partners	Essential	App/Int
Project management	Desirable	App/Int
Managing HR and H&S processes	Desirable	App/Int
<b>Knowledge</b>		
Financial management and accounting procedures	Essential	Int
H&S & HR policies/codes of practice/legislation	Essential	Int
An awareness and understanding of safeguarding responsibilities of all adults who work with children	Desirable	Int
Financial management and accounting in an educational setting	Desirable	App/Int
<b>Skills</b>		
Higher level IT skills	Essential	App
Ability to use initiative, prioritise, meet deadlines	Essential	Int
Excellent interpersonal skills	Essential	Int
Be an effective team player able to work collaboratively and effectively with others	Essential	App/Int
Ability to maintain a positive and professional demeanour	Essential	App/Int
Able to work effectively with the Headteacher and Senior Leadership Team	Essential	App/Int
Deal successfully with difficult situations that may include conflict management	Essential	Int
Work successfully with a range of external agencies	Desirable	App/Int
<b>Demonstrate a commitment to:</b>		
Relate positively to and show respect for all members of the school and wider community	Essential	Int/Ref
On-going relevant professional development	Desirable	App/Int
<b>Personal Qualities</b>		
Enjoys a challenge, self-motivated and able to motivate and inspire others	Essential	Int/Ref

Willing to contribute to the 'Primrose Lane Family'	Essential	Int/Ref
High level of personal drive, resilience and energy	Essential	Int/Ref
Seeks aspirational goals for themselves, pupils and the school community	Essential	Int/Ref

**Additional Requirements:**

**The following criteria must be judged as satisfactory when pre-employment checks are completed:**

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service.
2	Additional criminal record checks if applicant has lived outside the UK.
3	Reference check.
4	An excellent record of attendance.
5	Online search check.

**KEY**

**App** Application form

**Ref** Reference

**Int** Interview process