

RIVERSIDE PRIMARY SCHOOL AND NURSERY

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BUSINESS MANAGER APPLICATION PACK



RIVERSIDE PRIMARY SCHOOL AND NURSERY

Donnington Gardens, Cookham Road, Maidenhead, Berks. SL6 7JA

www.riversideprimaryschool.org.uk Tel: 01628 621741

Email: finance@riversideprimaryschool.org.uk

Job Description

Responsible to: Headteacher and Governing Body

Finance

Prepare for approval by the Head Teacher and Governors, the school's annual budget and three-year budget for delegated income & expenditure and the schools private fund account is in line with the guidelines provided by the Governing body and RBWM finance.

Prepare for the Governors/Finance Committee/Bursar Support a comprehensive monthly budget monitoring report to enable clear concise visibility of the school's financial position and to help enable managing the budget in an efficient and effective way. To include identifying areas of over or under spend and to advise on possible remedial action to enable the Head Teacher and Governors/Finance Committee to take action.

Ensure that all financial transactions including payroll forms are processed in accordance with the financial regulations set down by the Education Authority and the school. This will include setting up and reviewing the schools' internal processes as well as working within the procedures set by the Local Education Authority.

Ensure that all financial transactions on Arbor (schools' information and parent online payment system) are correctly set up/monitored and reconciled with school private bank account.

Prepare financial appraisals for projects and contribute to the development of the schools' long-term financial strategy and business plan.

To manage and monitor contracts, tenders and agreements for the provision of support services, ensuring the application of correct procedures and participate in the decision-making process so that the school obtains the most cost-effective service in line with its requirements.

Management of Information

Establish procedures for data collection in order to prepare reports, returns/surveys and other information for a variety of internal and external services/organisations e.g. the Education Authority, Auditors, Ofsted, DfES etc. Ensure that returns are completed and submitted within the required timescale.

Provide analysis and advice to the Head Teacher on a variety of management information, including trends analysis and benchmarking.

HR Management

Manage the school administrative support function, ensuring that all staff are aware of the priorities and that the systems in place support the school in the achievement of its' objectives. This will include performance management of staff to ensure their skills are developed in line with the needs of the school.

Advise Head Teacher on recruitment, employment and pay issues within the framework and policies of the LEA and the Schools pay policy including responsibility for the recruitment and selection process for support staff.

Manage all aspects of HR recruitment and contract variation including Staff data on Arbor and School Workforce Census.

Estate Management

Under the direction of the Head Teacher, co-ordinate the maintenance of the school site and buildings through the annual maintenance plan including the management of Site Controller, ensuring the efficient and safe operation of facilities.

Ensure awareness and understanding of the main health and safety issues specific to the school and how they impact on students, staff, visitors and contractors.

Ensure awareness of risk assessment tools and their use and have understanding of the disaster recovery plan and its place within the management procedures of the school.

Promote and develop the school's out of hours letting policy in order to maximise the income to the school.

Co-ordinate the administration associated with out of hours letting of school facilities and liaising with the Site Controller on the hirer's requirements, to ensure that the school is able to maximise the income available to the school.

Miscellaneous

Represent the school at the regular Bursars meeting raising and clarifying issues relating to finance/ administration on behalf of the school and advising the Head Teacher of any action points.

Attend the schools fortnightly SMT meetings and Governors meetings when required, to provide information, analysis and advice as appropriate.

Riverside Primary School aims to select on merit, irrespective of race, sex, disability, age or any other protected characteristics.

Person Specification

The tables below indicate the essential and desirable qualities we expect applicants to possess, and the stages of the application process at which these will be assessed.

	Essential	Desirable
QUALIFICATIONS AND EXPERIENCE		
Finance degree/qualification in School Business Management		x
Financial & HR management experience	x	
School finance experience		x
HR and health and safety knowledge		x
People management experience	x	
SKILLS AND ABILITIES		
Strong interpersonal and leadership skills	x	
Excellent organisational, analytical and problem-solving skills	x	
Great communication skills (written and verbal) with all contacts	x	
Excellent self-organisation skills with the ability to plan and manage priorities effectively	x	
Confidence and experience in strategic planning	x	
Reflect on own practice & learn from others	x	
Good ICT skills and confidence in using various software programmes & Microsoft	x	
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
Confidence in managing finances and people	x	
Ability to take leadership responsibility	x	
Understanding of the challenges of working in a school setting		x
Ability to say "no" even to the headteacher!	x	
Understand & promote high standards of professionalism	x	

		Essential	Desirable
DISPOSITION Personal qualities			
Friendly, flexible and approachable		X	
Professional manner		X	
Display a proactive & enthusiastic attitude		X	
Sense of humour		X	
Work with senior leadership team & share the school's vision		X	
Commitment to personal professional development & working in a team		X	
Genuine desire to involve fully in the life of the school		X	

RIVERSIDE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post will therefore be subject to:

- An enhanced Disclosure and Barring Service check
- Receipt of two satisfactory employer references (ideally one of which must be from your current or most recent employer)
- Satisfactory verification of relevant qualifications





Selection Process

We would welcome school visits and recommend that you contact the School Business manager to arrange a visit before applying for this role.

The next step in the selection process is the application; please complete the Royal Borough of Windsor & Maidenhead (RBWM) application form and make sure you read through the Person Specification and Job Description carefully. Do not send a CV.

Please ensure that the additional information page on the application form demonstrates how you meet all areas of the Person Specification and evidence that you have the ability to fulfil the job description.

Applicants should also provide a covering letter and/or documents to demonstrate their suitability for the role.

The application form, a covering letter, and any supporting documents should be submitted, by email to finance@riversideprimaryschool.org.uk as soon as possible. The advert is open with no closing date, applicants will be interviewed as applications are received. Vacancy will close when position is filled. Vacancy advertised 14/01/26.

If the selection panel or governing body does not feel that it is appropriate to make an appointment from the people who have applied for the post, applicants will be advised accordingly and the post will continue to remain open, until the position is filled.

We do, though, hope to be able to make a decision in time to allow the chosen candidate to give sufficient notice so that they can take up the position by **1st September 2026**.

Any appointment will be subject to the receipt of satisfactory references and pre-employment checks.

Contact details:



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