



School Business Manager – School Office

Recruitment Pack





Dear Applicant

Re: School Business Manager – School Office

Thank you for your interest in our School Business Manager – School Office position at Weetwood Primary School. We are a happy, thriving school with a passion for creative teaching, lifelong learning and providing memorable experiences for our pupils.

Our vision is to serve our community by developing happy, confident, resilient children. Creating independent learners with an inclusive world-view through a broad and balanced curriculum, delivered by talented and engaged staff, enabling all to achieve their full potential.

We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work collaboratively with our class teachers and support staff to deliver high-quality provision.

This is an exciting opportunity for the successful candidate to develop and build on their experience, with access to relevant CPD and the support of a collaborative staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We also have an active PTA, that raises significant funds and maintains a strong relationship with the leadership team. In short, Weetwood is a vibrant, happy and stimulating place to work, and an excellent prospect for anyone looking to further their career.

I hope that, after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



School Mission Statement and Aims

**Respecting each other,
Expecting our best,
Learning in a happy school.**

'Taking PRIDE in all we do'

Positivity, Respect, Inclusivity, Determination and Excellence.

We feel it is our task to identify the needs of pupils and help them to

- Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- Develop skills for intellectual, physical, emotional and social learning;
- Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- Begin to understand the complex world in which they live;
- Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- Appreciate, and develop the confidence to contribute to human achievements;
- Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.

At Weetwood Primary School:

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the following values to the children throughout their journey at Weetwood.



Enhanced Disclosure:

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the school complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

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



The Application Process

Interested candidates are welcome to contact Mrs Ellison for further information on the post on 0113 3230450 or at bursar@weetwoodprimary.co.uk.

Visit our website www.weetwoodprimary.co.uk for more information about Weetwood Primary School.

Shortlisted candidates are welcome to visit the school.

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer; if you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of no longer than one side of A4 detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

Where and when do I need to send my completed application?

Your completed application form and covering letter should be emailed to bursar@weetwoodprimary.co.uk

Closing date: Friday 16th October 2026 at Midday

Interview Date: Thursday 22nd October 2026

Job Start Date: Earliest possible start date

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the School Office.



Vacancy Advert:

Post: School Business Manager – School Office

Salary: NJC Grade PO1 Spinal Points 27-30 (£39,481-£42,123) pro rata, depending on experience

Contract Type: Permanent

Contract Term: 37 hours per week term-time plus 20 days

Responsible To: Headteacher

Responsible For: Administrative Assistant and Site Manager

We are seeking an experienced and forward-thinking School Business Manager to join our School Office and Leadership Team and play a pivotal role in shaping the strategic, financial and operational direction of our school.

This is an exciting opportunity for a highly organised, solutions-focused professional who is committed to excellence, sustainability and the highest standards of safeguarding and compliance.

The post holder will provide strategic vision and leadership across budget and finance, premises management and administrative operations. The role is fast-paced and wide-ranging, requiring outstanding organisational and leadership skills, confidence in prioritising competing tasks, and the ability to maintain a calm, professional approach at all times.

Main requirements of the post include:

- Strategic financial leadership ensuring compliance, efficiency and long-term sustainability
- Premises and site management including maintenance, development and health & safety compliance
- Governance and compliance through effective liaison with LEA/Council partners
- Administrative oversight ensuring high-quality support for SLT and Governors
- Safeguarding and OFSTED readiness across financial and operational areas

We are looking for someone who is:

- Highly organised, proactive and able to lead with confidence
- Experienced in school business management or a similar leadership role
- Skilled in financial planning, budgeting and compliance
- Knowledgeable about health & safety, safeguarding and premises management
- An excellent communicator who thrives in a collaborative leadership environment
- Has a friendly, caring nature and enjoys working with children.



We can offer:

- A friendly and supportive team committed to achieving high standards for every pupil.
- A happy, welcoming school environment where staff enjoy coming to work.
- A dedicated senior leadership team and governing body.
- Strong commitment to professional development, including opportunities for new responsibilities and ongoing training.



Job Description

Post: School Business Manager – School Office

Job Purpose: The post holder will provide strategic vision and leadership for budget, finance and premises, playing a central role in the Leadership Team. They will ensure the school is fully prepared to meet OFSTED financial and safeguarding criteria and liaise with relevant LEA/Council members to support effective governance and compliance.

They will be responsible for delivering, maintaining and developing the school's financial procedures and systems, and will manage all aspects of school business in a sustainable and eco-friendly manner, ensuring financial efficiency.

Working in collaboration with the Site Manager, the role includes leading and managing the school site, its buildings and their maintenance and development to ensure efficient use. The post holder will maintain all legal and safety requirements for people and property, creating a safe and well-maintained environment for the school community.

The post holder will also oversee confidential secretarial and administrative support, working in cooperation with the Senior Leadership Team (SLT) and Governors to support the smooth running of the school.

MAIN DUTIES AND RESPONSIBILITIES

Review other recruitment packs for job relevant duties and responsibilities. Some sub-titles should remain as indicated below in black font.

Leadership and Staff Management

1. Lead and supervise administrative support staff, including workload prioritisation, ensuring delivery to deadlines and maintain high standards of accuracy as well as performance management, welfare and discipline.
2. Line manage the Site Manager and oversee day-to-day premises operations, maintenance, repairs, and service contracts.
3. Plan, lead and monitor professional development and performance management for administrative staff and the Site Manager; contribute to whole-school staff development planning.
4. Oversee monitoring of staff attendance, punctuality and leave; conduct sickness meetings; report issues to the Headteacher and School Improvement Partner; represent the school at sickness-related dismissal hearings.

Finance, Budget and Procurement

5. Prepare annual budget estimates and supporting information; work with the Headteacher to finalise the school and extended services budgets.



6. Lead on the day-to-day management of the school and extended services budgets, ensuring their efficient operation according to agreed procedures, compliance with the Financial Management Standard in Schools and conducting an annual review (Statement of Internal Control).
7. Manage all finance systems, accounts, audits, financial returns and statutory submissions; oversee income recording, claiming of FEEE funding, invoicing, debt recovery and payment processes, working with the local authority and other central and local government agencies, where necessary within statutory deadlines.
8. Negotiate, manage and monitor contracts, tenders and service agreements; ensure best-value assessments for significant purchases; oversee procurement of energy and school insurances.
9. Use financial management information, specifically benchmarking tools, to identify areas of relative spend, assess trends and advise the SLT accordingly.
10. Lead income-generation initiatives; manage grant applications, bids, gifts and donations; act as point of contact with the LA and external agencies.
11. To advise the Headteacher and Governors on investment and financial policy, preparing appraisals and business plans for projects linked to the long-term strategy of the development of the school.

Premises, Facilities and Health & Safety

12. Develop and oversee the school's premises strategy, including services, maintenance, contract management and long-term planning.
13. Manage and oversee catering, transport, bookings and lettings including out-of-school use of facilities and community access.
14. Support acquisition/disposal of land and buildings, as authorised by the Headteacher and Governing Body; prepare specifications, obtain tenders, liaise with contractors and architects, and manage planning permissions.
15. Maintain and update emergency procedures and the school emergency plan; ensure operational readiness.
16. Ensure compliance with health, safety and security policies; oversee fire-alarm register procedures; supervise sick or injured pupils appropriately.

HR, Safeguarding and Compliance

17. Coordinate all staff recruitment administration adhering to safer recruitment practice to ensure employment, safeguarding (DBS, Single Central Record, List 99, **ISA**) and reference checks are completed. Manage recruitment, interviewing, induction and training for administrative staff.
18. Support robust induction procedures for all staff.
19. Oversee assignment and recording of staff training for development and to meet legal and statutory duties.



20. Manage all staff contract changes.
21. Advise Governors and colleagues on employment legislation and safer working practices; ensure compliance with equal opportunities, data protection and confidentiality policies.
22. Maintain safeguarding systems, ensure child protection procedures are followed, and promote pupil welfare.

Admissions, Pupil Records and Data

23. Advise on admissions and appeals policy; manage enquiries, applications, visits, offers of places and communication with parents and the LA.
24. Oversee pupil record systems, data entry and maintenance; manage statutory returns including Census, attendance, roll returns and performance data.
25. Manage all preschool administration from initial enquiry, maintaining the waiting list, coordinating admissions, and overseeing FEEE funding processes.
26. Oversee production of school records, publications and reports.

ICT Systems and Administration

27. Manage administrative ICT systems, necessary licenses and permissions, the school office, reprographics, telephones and general office operations.
28. Act as system manager for the administrative network; oversee MIS implementation, data integrity and full computerisation of administrative processes.
29. Prepare papers for SLT and Governors; attend and contribute to Senior Management and Governing Body meetings.

Administering First Aid and Medication to Pupils

26. Provide timely, appropriate first aid to pupils in line with school policies and recognised first-aid procedures, ensuring their safety, comfort, and wellbeing.
27. Administer prescribed and authorised medication to pupils in accordance with the school's medication policy, maintaining accurate records of dosages, timings, and parental consent.
28. Monitor pupils following injury, illness, or medication administration, escalating concerns to senior staff, parents/carers, or emergency services when required.
29. Oversee the maintenance of first-aid supplies, ensuring equipment is stocked, clean, and compliant with health and safety standards.
30. Liaise with parents/carers regarding pupils' health needs, medication requirements, and incidents occurring during the school day.
31. Support the development and upkeep of individual healthcare plans (IHPs) by working collaboratively with staff, parents, and relevant health professionals, as required.



32. Ensure all medical and first-aid information is handled confidentially and stored securely in line with safeguarding and data-protection requirements.

Community, Communication and Stakeholder Engagement

30. Promote the school within the community; liaise with local businesses for fundraising and joint projects; support extended school activities.
31. Maintain effective liaison with other schools and manage initiatives within the Family of Schools.
32. Oversee reception, visitor care and parent enquiries; ensure high-quality communication and customer service.

General School Leadership and Strategic Contribution

33. Contribute to whole-school ethos, aims and change management; support SLT in operational and strategic decision-making.
34. Conduct research, compile documents, monitor financial reports and support evidence-based decision-making.
35. Attend meetings, share expertise, participate in training and support colleagues' development.

Professional Development

36. Take responsibility for personal professional development and engage fully in the school's appraisal process and wider training opportunities.
37. Identify and lead on opportunities to enhance efficiency and improve administrative processes within the School Office.
38. Attend relevant course, workshops or briefings to lead on the professional growth and wider effectiveness of the team.

Personal and Professional Conduct

39. Demonstrate professionalism, integrity and discretion in all aspects of the role.
40. Present a calm, courteous and positive manner, even when working under pressure.
41. Manage own time and workload effectively, meeting deadlines and maintaining high standards of accuracy.
42. Show reliability and commitment, including good attendance and punctuality.
43. Build positive working relationships with colleagues, supporting a collaborative and respectful team culture.
44. Comply with school and Leeds City Council policies, including safeguarding, child protection, health and safety, confidentiality, and data protection.
45. Contribute positively to the school's ethos, aims, and wider activities, including attending meetings and training events.



46. Promote equality, celebrate diversity, and challenge discrimination, bullying, harassment, or victimisation in line with school and council policies.

Safeguarding

47. Control access to the school in line with safeguarding procedures, including signing in visitors, checking identification, issuing passes and providing safeguarding and safety information.
48. Remain alert to unknown individuals on site and report concerns in line with school procedures.
49. Work in accordance with statutory safeguarding guidance and the school's safeguarding and child protection policies.
50. Collaborate with the Designated Safeguarding Lead (DSL) to promote pupils' welfare and share concerns appropriately.
51. Take responsibility for safeguarding all pupils and following child protection procedures.

Additional Responsibilities

The duties listed are not exhaustive and may be amended or supplemented to reflect the needs of the school and the grade of the post.



Personal Specification

Essential Requirements:

It is essential that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate.

Criteria	Qualities
Qualifications and Experience	• Level 4 Diploma in School Business Management (or willingness to undertake the qualification). • Experience overseeing finance, HR, premises, administration and compliance. • Proven experience supervising administrative teams, managing performance, recruitment, induction and professional development. • Experience preparing budgets, managing accounts, audits, financial returns and procurement processes. • Experience coordinating maintenance, contractors, lettings and emergency planning. • Enhanced DBS clearance (or willingness to undergo the check).
Skills and Knowledge	• Strong budgeting, forecasting, benchmarking, financial reporting and procurement skills. • Skilled in managing administrative ICT systems, MIS platforms, data integrity and reporting tools. • Excellent organisational skills, with the ability to prioritise effectively in a fast-paced environment.
Personal Qualities	• Warm, approachable and professional manner. • Reliable, punctual and committed to high standards of conduct. • Ability to work collaboratively as part of a supportive team. • Flexible and adaptable in response to changing priorities. • Respectful of diversity and committed to promoting equality. • Calm and solution-focused approach when dealing with challenges.

Desirable Requirements:

Criteria	Qualities
Qualifications and Experience	• Experience of working in an educational environment. • Experience administering DBS/SCR processes and applying safeguarding and employment legislation.



	• Proven commitment in the continuous improvement of processes and procedures. • Experience communicating with a wide range of stakeholders.
Skills and Knowledge	• Understanding of safeguarding responsibilities and willingness to follow school procedure. • Understanding of employment law, safer recruitment, attendance management and staff welfare procedures. • Premises and health & safety knowledge.
Personal Qualities	• Enthusiasm for working in a school environment and supporting children's education.