



# School Business Manager

## Recruitment Pack





Dear Applicant

Re: School Business manager

Thank you for your interest in the role of **School Business Manager** at Weetwood Primary School. We are a happy thriving school with a passion for creative teaching, lifelong learning and memorable experiences.

We work closely with our family of schools in Headingley, Kirkstall and the surrounding area and provide holiday clubs for pupils at the surrounding schools. We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work alongside our class teachers and other support staff to deliver high quality provision.

This is an exciting opportunity for the successful candidate to develop and build on their experiences and have access to relevant CPD whilst working with a supportive staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTA, who raise considerable funds for the school and have an excellent relationship with the school leadership. In short, Weetwood is an exciting, happy and stimulating place to work, and a good 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



## **Our Vision and Aims**

**Respecting each other,  
Striving to be our best,  
Learning in a happy school.**

### **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 the 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 children the following values to the children throughout their journey at Weetwood.

### **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.



## **The Application Process**

Interested candidates are welcome to contact Mrs Ellison to arrange a visit or for further information on 0113 3230450 or at [aellison@weetwoodprimary.co.uk](mailto:aellison@weetwoodprimary.co.uk). Visit our website [www.weetwoodprimary.co.uk](http://www.weetwoodprimary.co.uk) for more information about Weetwood Primary 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 & when do I need to send my completed application?**

Your completed application form and covering letter should be emailed to [swestlake@weetwoodprimary.co.uk](mailto:swestlake@weetwoodprimary.co.uk)

**Closing date: 27.06.25**

**Interview Date: 07.07.25**

### **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 office manager.



## **Vacancy Advert:**

Salary: PO1 (Point 27-30) (£34,457 - £36,763)

Hours: 37 hours per week, Term Time only + 20 Days

Start Date: As soon as possible.

## **You will:**

- have come with a financial background, ideally experienced in using Leeds City Council financial systems or something similar.
- have excellent organisational skills and be able to multi-task
- be flexible and work co-operatively with other members of the team.
- have some qualifications in first aid or be prepared to be trained up in this area
- have personal values that are in line with the schools' values and ethos
- be committed to adhering to school policies and procedures including safeguarding.

## **We can offer:**

- the opportunity to be part of a friendly, supportive team committed to achieving high standards for all pupils.
- an enjoyable work environment in a friendly, happy school.
- a dedicated senior leadership team and governing body
- an Administrative Supervisor to support you in your role as bursar

We are able to offer visits to school after 3.30pm or alternatively an informal chat with the Headteacher. Please call the school office (01133230450) to arrange this.



## **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.**



## Job Description

Weetwood Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

<b>Job Title</b>	School Business Manager
<b>Grade</b>	PO1 (Points:27-30) (34,457- £36,763 per annum)
<b>Conditions Of service</b>	NJC
<b>Responsible to</b>	Head teacher
<b>Responsible For</b>	All General Office staff

**Special Conditions** this post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

### Job Purpose:

- To provide strategic vision and leadership to all aspects of Budget, Finance and premises.
- To lead, operate, maintain and develop the financial procedures and systems of the school, as well as the provision of confidential secretarial and administrative support, in order to aid the smooth running of the school, in co-operation with the Leadership Group and Governors, ensuring that legal and safety requirements with regard to people and property and function of the school are maintained.
- To lead and manage the school site and its buildings, their maintenance, development and efficient use.
- To function as line manager for the general office staff. Play a central role in the Leadership Group. Ensuring that the school is fully prepared to meet OFSTED financial and safeguarding criteria. To liaise with relevant members of the LEA/Council.
- To manage all aspects of school business management in a sustainable and eco-friendly manner.

### Responsibilities

- Supervision of administrative support staff and lunch-time supervisory staff, arranging absence cover when necessary (in conjunction with the Head Teacher).
- To lead the clerical staff, allocate duties and prioritise work, monitoring work, discipline and welfare matters.



- To line manage the superintendent in the day to day running/maintenance of the school premises, e.g. ensuring repairs are carried out.
- To manage the administrative function including the administrative ICT facilities, school reception, reprographic, records and telephones.
- Monitoring progress towards their achievement
- Contributing to the maintenance of a caring and stimulating environment for pupils.
- To provide for and maximise income generation within the ethos of the school; to be the point of contact with the L.E.A. and other agencies with regard to grant applications, gifts and donations.
- To be responsible for securing bid-based competitive funds by effective use of bidding systems and contacts.
- To advise the Head and governors on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term strategy) for the future development of the school.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
- To be responsible for the arrangements for school facilities including: i) catering; ii) transport; iii) bookings for school facilities.
- To be responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for the school. Implementing the approved insurances, and handling any claims that arise.
- To manage all finance systems.
- To prepare estimates for the annual school budget and such supporting information and projected costs as may be required in order that decisions about the composition of the final budget can be made.
- To prepare, in liaison with the Head Teacher and Finance, the final school budget.
- To institute and control systems for receiving and recording income.
- Preparation of accounts and audits for the Head Teacher and for Governors, the Leeds City Council Audit or external auditors.



- To use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SLT accordingly.
- To be responsible for the day-to-day management of the school budget, ensuring its efficient operation according to agreed procedures and to maintain those procedures by conducting at least an annual review (Statement of Internal Control)
- To monitor all accounting procedures and resolve any problems, including:
- The ordering, processing and payment for all goods and services provided to the school.
- Preparation of invoices and collection of fees and other dues, including working with the LA in the recovery of bad debts.
- To prepare all financial returns for the LA and other central and local government agencies within statutory deadlines.
- To purchase either directly or indirectly, the school's energy supplies.
- To devise, implement and control all school monetary accounts.
- To ensure compliance with the Financial Management Standard in Schools.
- To ensure best value assessments are made for all significant purchases of goods and services.
- To be responsible for general personnel matters including employment clearance for new staff (references/child protection)
- To lead the professional development and performance management of administrative staff and the superintendent.
- Plan for, arrange and report on staff development aspects for all staff.
- To ensure that school is thoroughly safeguarded through the management and administration of the Single Central List, DBS, List 99 and ISA's.
- To advise Governors and staff on policies related to safer working practice.
- To be responsible for all staff contracts and co-ordinate the administration for teacher recruitment.
- To advise the Governors on the policy needed to comply with legislation concerning employment protection, equal pay, sex discrimination etc., and the implementation of these policies in the school.



- The recruitment of admin. staff – interviewing, induction and training.
- Managing Staff Attendance and Leave to ensure a continuous service throughout the year.
- Monitoring staff attendance, leave and punctuality and carrying out sickness attendance meetings
- As part of managing staff attendance, the School Business Manager will represent school at dismissal hearings related to sickness management procedures.
- Reporting sickness, attendance and punctuality issues to the Head Teacher and School Improvement Partner.
- Manage induction procedures for all staff.
- Manage and monitor the content for the staff handbook.
- To ensure emergency procedures are current and timely and be responsible for the review and update of the school's emergency plan and operate the elements linked to the resource management responsibility.
- Manage the development of extended schools' activities, with particular reference to the local community.
- To devise a premises strategy, overseeing services and contracts management.
- To be responsible for the letting of the school premises to outside organisations and school staff, and for the development of all school facilities for out-of-school use, with particular reference to the local community.
- To acquire and dispose of land and buildings as authorised by the Head Teacher and Governing Body. To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission and liaison with building contractors and the school architect.
- Responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate Management Information Systems and the full computerisation of the administration accounting and record system, including desk top publishing. Acting as System Manager for the administrative computer network.
- To provide for the preparation and production of all school records and publications.
- To direct and manage the upkeep of pupil records.



- To oversee the production of reports and returns to the LA, DFE and Governors including the CENSUS, attendance and roll returns and pupil performance data.
- To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timelines.
- To provide advice to the Head Teacher and Governors on admissions and appeals policy; to develop a school admissions and appeals policy.
- Oversee the supervision of sick or injured children in a sensitive and appropriate way, while waiting to be collected. Notify parents or carers of sick children.
- Oversee reception and visitor care, dealing with all enquiries.
- Responsibility for bringing class registers to assembly point in the event of a fire alarm.
- To promote the school to different audiences and raise the profile within the local community.
- To liaise with local businesses for fundraising and joint projects.
- To ensure effective liaison with other schools. For example, organising and, where appropriate, managing initiatives and projects associated with the Family of Schools.
- To manage enquiries from parents and carers regarding admission to the school.
- To liaise with the Head Teacher, parents and carers and the L.E.A. regarding the offering of places.
- To manage the record of applicants, arrange visits/appointments with the Head Teacher, send out standard letters and record replies.
- To enter data on each pupil using a database.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures
- To be aware of and support difference and ensure equal opportunities for all.



- To contribute to the overall ethos/work/aims of the school.
- To develop constructive relationships and communicate with other agencies/professionals.
- To attend and participate in regular meetings, sharing expertise and skills with others.
- To participate in training and other learning activities and performance development as required.
- To support, uphold and contribute to the development of Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To recognise own strengths and areas of expertise and use these to advise and support others in their own Continuing Professional Development.
- Be routinely involved in more complex day to day issues, one-off projects.
- To contribute to the management of change within the school.
- Input at a high level of responsibility for the successful and smooth running of the school in many areas, particularly the supervision of all clerical support, financial, budgetary and statistical control, pupil welfare and building maintenance.
- To use computer reports to monitor finance situation.
- Undertake research and download documents and information.
- To compile papers for presentation to the Head Teacher and/or Governors.
- Attend Governors' meetings to assist the Head Teacher and to present information.
- Attend and contribute at Senior Management meetings.

### **Qualifications**

Level 4 Diploma in School Business Management or willingness to undertake if qualification not already held.

### **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

**Skills Required:**

Able to communicate effectively with a wide range of people including sensitive and complex information

Able to produce and present reports and data for the Head Teacher and Governing Body.

Able to establish and maintain accurate records using both manual and electronic systems e.g. Excel, Word, Publisher, PowerPoint, Databases.

Able to accurately enter/retrieve data information from information systems

Able to contribute to the improvement of the service including processes and procedures

Able to prioritise own and team's work to meet conflicting deadlines

Effective organisational skills.

Ability to lead and motivate staff.

Commitment to quality and continuous improvement.

Confidentiality & Integrity.

**Knowledge Required**

In depth knowledge of business management and office procedures and practice

In depth knowledge of relevant financial regulations to carry out financial transactions, contract management and bid / grant process

Level 4 Diploma in School Business Management

Of procurement processes and procedures

**Experience Required**

Of dealing with more complex queries from a wide range of people and producing reports to a high standard

Considerable experience of working in partnership with others to deliver work to set deadlines

Of providing customer focussed services

Of supervising and developing staff including undertaking appraisals

Of participating in teams and working on own initiative without ready access to senior leadership

Of the use of the Microsoft package

Of extracting and analysing data from information databases



Of Fund-raising/submitting bids.

**Behavioural & other Characteristics required**

Committed to continuous improvement.

Ability to understand and observe the School and Leeds City Council's Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under the School and Leeds City Council's Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development

Willingness to be flexible with working hours to respond to school's needs.

**DESIRABLE 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

**Skills Required**

Able to solve problems and create innovative solutions.

Networking skills

**Experience Required**

Of working in a school environment.

Of Human Resource management

Of facilities management.