



School Finance Manager and School Administrator

St Botolphs CEVCP School

JOB DESCRIPTION

- **St Botolphs CEVCP School, Back Hills, Botesdale, IP22 1DW**
- **Grade 4- starting at £29,456 (FTE)**
- **32 hours per week (4 days), 40 weeks per year**
- **Part Time**
- **Permanent contract**
- **Closing date : 9.6.26 (12pm)**
- **Required from: Wk beg- 17th August 2026**

Following the retirement of the previous post holder, we are looking to appoint a permanent, part-time, **School Business Manager and administrator** to take a leading role in the financial management of the school and support the day-to-day tasks of our busy school office. The successful candidate will also provide general office support including answering the telephone and greeting visitors.

As our School Business Manager, you will play a pivotal role in ensuring the smooth and efficient operation of the school. You will be responsible for managing finance, some HR, premises, and administrative functions and processes, enabling our teachers and staff to focus on delivering a high quality education for our pupils.

You will:

- have a commitment to maintaining confidentiality and data protection
- have an understanding of the importance of safeguarding and child protection in a school setting
- lead on financial planning, budgeting, and reporting to ensure best value
- have excellent organisational and time-management skills
- have strong written and verbal communication skills, with the ability to interact effectively with a range of stakeholders
- be proficient in the use of IT systems and software, including Microsoft Office and school-specific administrative systems – Arbor Finance and Arbor MIS.
- have great attention to detail and accuracy in record-keeping and data entry
- have the ability to work collaboratively as part of a team and independently as required
- have flexibility and adaptability to respond to the changing needs of the school.

Training on school-based systems and processes will be provided as required.



For more information:

For an informal chat with Headteacher, **Mr Mark Cobbold** about the role or to arrange a visit to the school, please contact the school office on **01379 890181** or email admin@st-botolphs.suffolk.sch.uk

How to apply:

Please complete the application form.

We are proud of being a Local Authority school and are not part of a Multi-Academy Trust. St Botolphs is a Voluntary Controlled Church of England Primary School.

St Botolphs CEVCP is a small school (181 pupils) based on a spacious site with good facilities including a computer suite and library. Our last OFSTED inspection (May 2023) confirmed we continue to be a 'Good' school.

St Botolphs CEVCP is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share and adhere to this commitment. Please note that all applicants will be subject to online searches. The successful candidate will also be required to provide satisfactory references and undertake an Enhanced Check with the Disclosure and Barring Service.

Benefits of working for the school include being part of a well-supported team, continued training opportunities and enrolment to the Local Government Pension scheme.

St Botolphs CEVCP is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment in line with our Safeguarding Policy. This post is subject to an enhanced DBS and all relevant pre-employment checks.

Closing date: 9.6.26

Interview date: wk beginning- 15.6.26



Person Specification – School Business Manager

Essential Criteria

Qualifications & Experience

- Relevant qualification in business management, finance, or equivalent experience.
- Proven experience in financial management, budgeting, and reporting in a school.
- Experience in HR processes.
- Knowledge of premises management and health & safety compliance.
- Experience of working in a school or similar environment.

Skills & Abilities

- Excellent communication and interpersonal skills.
- Ability to work strategically and contribute to school improvement planning via financial role.
- High level of IT proficiency, including financial system Arbor and Microsoft Office.
- Ability to manage competing priorities and meet deadlines under pressure.

Personal Qualities

- Highly organised with attention to detail.
- Discreet and able to maintain confidentiality.
- Flexible and adaptable approach to work.
- Commitment to safeguarding and promoting the welfare of children.
- Positive attitude and ability to work collaboratively as part of a team.

Desirable Criteria

- Knowledge of school funding and education sector regulations.
- Familiarity with ARBOR management system and itrent.



SPECIFIC DUTIES / RESPONSIBILITIES

Leadership & Strategy

- Manage the finance and information management systems within the school
- To maintain an up to date knowledge of statutory requirements for school finance

Financial Resource Management

The school uses Arbor Finance system

- Evaluate information and work with the School Leadership Team and Governors to prepare a realistic and balanced budget for school activity, ensuring the School's educational aims and targets are directly linked;
- Submit the proposed budget in collaboration with the Headteacher and Finance Governors for approval and assist the overall financial planning process;
- Use the agreed budget to actively monitor and control performance to achieve value for money;
- Identify and inform the Headteacher and Governors of the causes of significant variance.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments;
- Provide ongoing budgetary information to relevant people (SLT and Finance Committee) on a monthly basis;
- Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered
- Seek and make use of specialist financial expertise
- Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedule in collaboration with the headteacher
- Process administrative and financial returns as may be required to Suffolk County Council to ensure the efficient operation of the School;
- Lead and manage effective and robust systems of financial management, benchmarking and monitoring of income and expenditure;
- Work proactively with the Headteacher in the management of all capital projects, including liaison with the construction teams throughout building phases.



Administration Management

- Manage the whole school administrative function and lead allocated admin staff
- Maintain administrative systems that deliver outcomes based on the school's aims and goals;
- Establish and use effective methods to review and improve administrative systems in collaboration with admin staff and Headteacher

Management Information Systems (ARBOR)

- Use Arbor MIS effectively, making sure it is up to date and an effective tool for school staff and communications with parents and carers

Human Resource Management

- Monitor the payroll services for all school staff
- Use of itrent for setting up staff contracts, recording staff absence, making amendments to staff contracts and processing contracts when staff leave the school.
- Seek and make use of specialist expertise in relation to HR issues;

Training will be available in this area

Facility & Property Management

- In collaboration with the Headteacher, ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- In collaboration with the Headteacher, ensure the safe maintenance and security operation of all school premises
- In collaboration with the Headteacher, manage the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensure the continuing availability of utilities, site services and equipment
- Monitor, assess and review contractual obligations for outsourced school services
- In collaboration with the Headteacher, ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively