

# *Primrose Hill Primary School*



## *School Business Manager Recruitment Pack*

# Primrose Hill Primary School

Princess Road, Regent's Park, London NW1 8JL

Tel: 020 7722 8500

[admin@primrosehill.camden.sch.uk](mailto:admin@primrosehill.camden.sch.uk)

[www.primrosehill.camden.sch.uk](http://www.primrosehill.camden.sch.uk)



Dear Applicant,

Thank you for your interest in the post of School Business Manager at our school. We hope that you enjoy looking through the information provided, and that you decide to apply and hopefully join our great team.

Primrose Hill Primary School is a very happy school with genuinely fantastic and stable staff and really lovely children and families. We are a two-form entry mainstream primary school with a large Nursery, Two-Year-Old Provision and Autistic Resourced Provision. We have a high number of children with wide ranging needs and are strongly committed to Inclusion for everyone. We want our pupils to have the highest aspirations and the highest achievement possible. Our children are well-motivated, enthusiastic and eager to learn and they benefit from a broad, creative and enriched curriculum.

The advertised post is a vital role. The Governing Body is looking to appoint an exemplary, experienced leader with a proven track record, high expectations and very good interpersonal skills. We have an ambitious vision for the school and our learners, but this will not be possible unless all the non-academic functions of the school are being carried out efficiently and to the highest possible standards.

The premises and facilities, financial and human resources (HR) side of the school's work require management and leadership from an individual who is ambitious for our children, has their welfare at heart and wholeheartedly supports the vision for our school.

Experience of working in a school is highly desirable for the role, however we will also consider other applicants who can evidence strength in management and leadership in the areas of finance, HR and premises. You also need to want to work in an environment where children are the most important people and where their needs are prioritised. We are keen to recruit only the very best candidate to join our fantastic team. Think about your skills, expertise and ambitions carefully and apply for the post with us if you like what you read. We are looking for a talented leader to further enrich our school and further develop our practice.

If you like the sound of this post, then come and have a look for yourself or telephone to find out more. When you visit the school you will see firsthand our excellent facilities and the many teaching and learning spaces we have available.

I hope that you find the enclosed information helpful and I look forward to meeting you, and showing you a little more of what makes Primrose Hill Primary School so special.

With best wishes,

Phil Allman  
Head Teacher

# Advert

## SCHOOL BUSINESS MANAGER

42 weeks per year (term time + 3 weeks) 35 hours per week (8am-4pm)  
Salary: PO3 33-36 | £40,155 - £43,356 **pro-rata** (£37,541-£40,534 **actual**)

### Required as soon as possible

We invite applications from enterprising and flexible individuals with energy and vision, to join our senior team as our new School Business Manager. Primrose Hill Primary School is a happy and inclusive two-form entry mainstream primary school in Camden. We are a forward thinking and creative school with exceptional children who are keen to learn and a committed and friendly staff team. We are looking for an accomplished, well-experienced candidate who can provide strategic vision and leadership in all aspects of school administration, in particular Finance, Premises and Facilities and Human Resources.

### You will:

- Have good interpersonal and leadership skills
- Demonstrate excellent communication skills
- Be highly organised, reliable and able to use time management skills effectively
- Have high expectations
- Be approachable and friendly
- Possess self-motivation and initiative to work as part of a team as well as individually
- Have excellent numeracy and literacy skills
- Have the qualification for School Business Management or a willingness to undertake the training

The successful candidate will have confidence and experience in strategic planning; school administration and management; finance; budget planning and implementation; procurement; human resources; facilities management; governance and the ability to head varied teams of support staff in a school environment. Importantly, they will also be flexible and well-organised and able to manage time efficiently.

### We offer:

- A happy and supportive working environment with high expectations and standards
- A supportive and inclusive school community where everyone is valued
- Excellent professional development and training opportunities
- A welcoming, friendly and talented staff team and supportive and active Governing Body

If you think this might be the job for you, please come and visit us. Please contact Julia Chalfen, the current School Business Manager at [julia.chalfen@primrosehill.camden.sch.uk](mailto:julia.chalfen@primrosehill.camden.sch.uk) to make an appointment. Application packs and candidate information are available in the 'Vacancies' section of the school website. Shortlisted candidates will be notified by telephone. **No agencies please**

Closing date for applications: **Monday 11<sup>th</sup> July 2022 at 9am**

Interviews: **w/c 11<sup>th</sup> July 2022**

Primrose Hill 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. All posts are subject to pre-employment checks, references will be taken up before interview and successful candidates will need to undertake an enhanced DBS check

# Job Description

## SCHOOL BUSINESS MANAGER

42 weeks per year (Term time + 3 weeks) 35 hours per week (8am-4pm)

Salary: PO3 £40,155 - £ 43,356 **pro-rata** (£37,541-£40,534 **actual**)

### Main Purpose of Post

The post holder will be required to maintain an administrative and financial infrastructure to support all aspects of the school. They will be responsible to the Head Teacher for the efficient management of the school's financial administration, business and support services and will lead and manage administrative and premises school staff. The post holder will ensure the school's environment and behaviours of staff meet the Ofsted criteria for 'Outstanding' safety.

### In particular, the SBM will:

- Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources in support of the school's learning objectives.
- Lead on all aspects of finance, personnel, premises and facilities, including building projects, health & safety management and whole school administration, under the direction of the Head Teacher and Governing Body

This is a key role embedded in the leadership and management of the school. The SBM will be expected to attend both Premises and Finance committees of the Governing Body as well as full GB meetings.

### Main Duties and Responsibilities

#### Leadership and Strategy

1. Negotiate and influence strategic decision making within the school's Senior Leadership Team
2. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
3. Drive improvements in the non-academic functions of the school in line with the School Improvement Plan
4. To lead and manage school administrative and premises staff

#### Financial Resource Management

1. To cost and evaluate the School Improvement Plan with regard to securing best value
2. To use benchmarking tools to identify areas of relative spend, assess trends and directly advise the senior leadership team accordingly
3. To prepare for approval by the Head Teacher and Governors annual estimated of income and expenditure as part of budget setting
4. To prepare and present the school budget to the Head Teacher and Governors for approval and assist the overall financial planning process
5. Use the agreed budget to actively monitor and control performance to achieve value for money
6. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
7. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
8. Provide ongoing budgetary information to relevant people and regular monthly reports of local transactions to the Local authority and update the local system using information extracted from the Council's payroll and salary systems.
9. To maintain financial records and accounts (including financial archives) required by the Head Teacher and governors and to produce and present reports and financial summaries as required.

10. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
11. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
12. To administer school financial systems. Carry out accounting functions in accordance with the procedures set out in the Schools Accounting Manual, including cheque preparation and control, bank reconciliation and monthly financial returns
13. To arrange travel, accommodation and subsistence allowances
14. To use the school's financial management system to carry out budget and financial duties to ensure orders and invoices are correctly administered, ensuring cheques and payments are issued to service and utility providers and that purchased goods are properly paid and accounted for
15. Identify additional finance required to fund the school's proposed activities, seek and make use of specialist financial expertise
16. Present timely and fully costed proposals, recommendations or bids
17. To liaise with the Local Authority, other agencies and the school's Assistant Head Teacher & Inclusion Manager to ensure that the correct amount of SEN funding is being paid to the school.
18. To oversee the administration of the asset register
19. To manage the collection, reconciliation and banking of monies, including school private funds
20. To make relevant insurance claims
21. To take a leading role in fundraising including:
  - a) Securing bid-based competitive funds
  - b) Submitting applications for grants

### **Administration Management**

1. To be responsible for the management of the school's administrative and financial systems
2. To ensure that all necessary licenses and permissions are obtained and updated
3. Manage the whole school administrative function and lead administrative, and premises staff
4. To oversee and maintain accurate records of safeguarding procedures under current legislation including the administration of DBS checks
5. To cover for absent colleagues in the office or in consultation with the Head Teacher ensure their duties are covered by others
6. To review IT systems and ensure they are up to date and advise the Head Teacher on any new developments which may improve the efficient administration of the school
7. To be responsible for training administration staff in systems of use in school.
8. To maintain confidential and general filing systems

### **Management Information Systems and IT**

1. Consider approaches for existing use and future plans to introduce or discard technology in the school
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes
3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
5. Ensure contingency plans are in place in the case of technology failure
6. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied

## **Human Resource Management**

1. Manage the payroll services for all school staff and maintain staffing records and documentation including matters relating to salaries, sickness, occupational health referrals, leave and other absences in line with school policies.
2. Maintain up to date staffing records
3. Prepare salary assessment forms, leavers and changes forms for the Head Teacher's approval
4. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
5. Manage performance management, appraisal and development for all premises staff
6. Seek and make use of specialist expertise in relation to HR issues and answer, as first point of contact, enquiries relating to the conditions of service of staff, and liaise with the Head Teacher and LA Human Resource team as required.
7. Evaluate the school's strategic objectives and obtain information for workforce planning
8. Check payroll reports, liaise with LA payroll and personnel providers and complete teachers' pay statements
9. Review and update induction procedures and ensure inductions are carried out
10. To ensure DBS checks are renewed as applicable for existing staff, volunteers and governors
11. To ensure DBS details are held on staff from outside agencies
12. To be responsible for maintaining an up to date Single Central record in line with Statutory requirements

## **Facility and Premises Management**

1. Ensure the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
2. Ensure high quality maintenance, security and upkeep of the school site and buildings
3. Oversee the management of the maintenance of the school site and ensure the continuing availability of utilities, site services and equipment
4. Obtain quotes for works to be carried out and follow sound practices in site management
5. To be responsible for all services that relate to facilities management e.g. grounds, cleaning and other maintenance and service contracts, ensuring best value
6. To liaise with contractors regarding work being carried out at the school.
7. Manage the letting of school premises to external organisations, for the development of extended services and local community requirements.
8. Attend premises committee of the Governing Body and advise them of the financial implications of any decisions regarding development

## **Health & Safety**

1. Lead on all matters related to health & safety and liaise with the school's H&S advisor
2. Ensure the school's written health & safety policy statement is clearly communicated and available to all
3. Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
4. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Finance & Premises Committee, Governors and where appropriate the Health & Safety Executive
5. To ensure that all appropriate security systems are maintained, including security of access to the system and security of information
6. Through effective line management of the premises staff, to ensure that:
  - a) All appropriate risk assessments are undertaken identify hazards and associated risk involved
  - b) Equipment for fire protections against and escape from fire is installed and maintained
  - c) Regular fire practices and alarm and emergency lighting tests are undertaken and appropriate records kept
  - d) Regular equipment testing takes place

## **Professional Development**

1. To take part in appraisals and professional review meetings
2. To keep up to date with current thinking, regulations and practice and further develop skills by attending courses, workshops and meetings
3. To undertake training to achieve the competence required to operate the management information systems and the associated hardware and software provided by the authority
4. To liaise with and establish networks with other schools, in particular the schools within the cluster

**This job description does not define all the duties and responsibilities of the post. It will be reviewed annually or earlier if necessary and amended at any time after consultation with the post holder.**

# School Business Manager Person Specification

## Experience and qualifications

- 1 Minimum of 3 years successful management experience, across Finance, Procurement, IT, Personnel and Facilities management – ideally in a school
- 2 Experience of financial, resource and cash management and of using a financial management and accounting system – ideally in a school
- 3 Experience of budget management, monitoring and presentation to financial and non-financial staff
- 4 Understanding of the vision for the school and how the role can promote this
- 5 Evidence of the ability to manage a team and the personal qualities required to set an example to others, including the ability to motivate and support others
- 6 Advanced IT skills, including a good understanding of IT systems and the ability to develop them as well as excellent skills in the use of microsoft excel and word packages
- 7 Proven experience of setting high standards and operating within a best practice framework

## Skills, Knowledge and & Personal Qualities

- 1 Evidence of flexibility and being open to new ideas
- 2 Understanding of good management practices and the policies and systems to support them
- 3 Ability to work under pressure and meet deadlines and manage time efficiently
- 4 Ability to work on own initiative
- 5 Excellent numeracy and literacy skills
- 6 Integrity and confidentiality
- 7 Evidence of good interpersonal skills and the ability to work as a member of a team
- 8 Ability to work co-operatively with all members of the school community, the Local Authority and relevant agencies
- 9 Evidence of the ability to communicate clearly and concisely both orally and in writing
- 10 Evidence of an understanding and commitment to Equal Opportunities

## Desirable Qualities

- 1 Experience of Fund Raising
- 2 Awareness of Data Protection legislation
- 3 Experience of project management
- 4 Good working knowledge of employment law issues



# Additional Information

## Ofsted Report

For the latest Ofsted Report for Primrose Hill Primary School, please see our school website:  
<http://www.primrosehill.camden.sch.uk/>

## How to Apply

Closing date for applications: **Monday 11<sup>th</sup> July at 9am**  
Interviews: **w/c 11<sup>th</sup> July**

Application forms must be returned to [julia.chalfen@primrosehill.camden.sch.uk](mailto:julia.chalfen@primrosehill.camden.sch.uk)

Visits can be arranged by contacting the school on 020 7722 8500 or emailing the contact above.

Candidates are asked to complete the standard application form and to submit a supporting statement addressing the Person Specification and Job Description.

## References

Candidates are advised that references will be taken up immediately after shortlisting. The post will be offered subject to satisfactory pre-employment checks.