

ARDEN PRIMARY SCHOOL



BUSINESS MANAGER



RECRUITMENT PACK

LETTER FROM THE HEADTEACHER



Dear potential applicant,

Thank you for showing an interest in applying for the School Business Manager role at Arden Primary School.

Arden is a large, thriving primary school in Bredbury, with an on-site nursery and in-house wraparound provision. We are incredibly proud of our school community and the inclusive, aspirational culture we have built together. We are currently at an exciting stage in our development, focused on accelerating academic progress and attainment, embedding strategic and accountable leadership at all levels and continuing to nurture a positive, ambitious school culture.

As a member of the Senior Leadership Team, the School Business Manager plays a pivotal role in achieving our strategic priorities. This is a key leadership position, central to ensuring the effective management of our resources, supporting operational excellence and enabling our staff to focus on delivering the very best outcomes for our children.

We are seeking a highly skilled, proactive and values-driven professional who can build on our strong foundations and contribute meaningfully to the next phase of Arden's journey.

If you would like to discuss any aspect of the role prior to submitting an application, please do not hesitate to get in touch. We would be delighted to hear from you.

A handwritten signature in black ink that reads 'Julia Dunn'.

Julia Dunn
Headteacher

KEY INFORMATION



Arden Primary School is a Local Authority maintained primary school serving the Bredbury community. We have 479 pupils on roll, with a planned admission number of 60 per year group.

We are a fully inclusive school, committed to ensuring that every child thrives socially, emotionally and academically. Our community reflects a broad range of needs and backgrounds and we work proactively as school community to remove barriers, promote equity and secure strong outcomes for all pupils.

Our most recent Ofsted inspection took place in July 2024, and the full report is available via the link below. Further information about our curriculum, values and wider provision can be found on our website, which is also accessible through the link provided.

Status	LA Maintained	SEND %	17%
Pupils on roll	479	PPG %	34%
Planned admission number	60	EAL %	6.5%
Last Ofsted	<u>Good: July 2024</u>	Website	www.arden.stockport.sch.uk

JOB DESCRIPTION



JOB TITLE: School Business Manager

SCHOOL: Arden Primary School

SALARY GRADE: MB4

POST REPORTS TO: Headteacher

POST RESPONSIBLE FOR: Line management of designated support staff, including administrative staff and the Site Manager, with responsibility for oversight of site management and health and safety across the school.

MAIN PURPOSE OF THE JOB:

- To be a key member of the Senior Leadership Team, contributing to the strategic leadership, planning and operational management of the school.
- To provide strategic leadership and operational oversight of all non-curriculum functions, including finance, human resources, administration and estates management.
- To act as the lead professional adviser to the Headteacher and Governing Body on business management matters, including finance, HR, compliance and the effective management of school resources.
- To monitor, interpret and communicate statutory, regulatory and legal requirements relating to finance, HR and operational management, ensuring the school remains compliant with current legislation and best practice.
- To lead, line manage and performance manage administrative and premises staff, ensuring effective systems, processes and service delivery across the school.
- To lead and manage whole-school operational projects and initiatives that support the strategic priorities and development of the school.
- To oversee the financial and administrative management of wraparound care, lettings and commercial opportunities associated with the school site.
- To promote and safeguard the welfare of children and young people in accordance with the school's safeguarding policies and statutory responsibilities.

JOB DESCRIPTION

FINANCIAL MANAGEMENT AND RESOURCES

- Lead and manage all aspects of financial management within the school.
- Prepare, monitor and analyse monthly and long-term budgets, and lead the preparation of the annual budget in consultation with the Headteacher and Senior Leadership Team.
- Monitor income and expenditure, produce regular financial reports and ensure reconciliation of Local Authority financial records.
- Manage earmarked funding streams and identify external funding opportunities, including advising on bid applications.
- Advise the Headteacher on financial implications of staffing structures, pay and resource allocation.
- Ensure effective accounting procedures are in place and manage all public and non-public funds.
- Oversee payroll arrangements and liaise with payroll providers where appropriate.
- Ensure compliance with financial regulations, Financial Management Information Systems (FMIS) requirements and Local Authority procedures.
- Manage cash flow and ensure appropriate financial systems are in place to support effective financial management.
- Negotiate, manage and review contracts, service level agreements, tenders and support services to ensure value for money.
- Oversee insurance arrangements, licences and financial returns to the Local Authority and other relevant bodies.
- Contribute to the development of the school's strategic and business planning.

HUMAN RESOURCES

- Lead and manage all HR functions within the school, ensuring effective systems, procedures and compliance with employment legislation and school policies.
- Oversee the full employee lifecycle including recruitment, appointments, contracts, payroll processes, absence management, and staff changes.
- Ensure accurate and secure maintenance of all personnel records, including the Single Central Record and relevant statutory checks.
- Advise and support the Headteacher and Governors on HR matters including staffing structures, employment procedures, pay, absence, maternity, disciplinary and capability processes.
- Ensure HR policies and procedures are implemented consistently and in line with statutory requirements and best practice.
- Line manage administration and premises staff as appropriate, supporting performance management, supervision and professional development.
- Liaise with external HR and payroll providers where appropriate and ensure systems operate effectively.

JOB DESCRIPTION

ESTATE AND FACILITIES MANAGEMENT

- Oversee the maintenance, development and safe operation of the school buildings, grounds and facilities.
- Manage premises staff and contractors and ensure works are carried out effectively.
- Oversee site contracts and services, ensuring value for money and effective service delivery.
- Contribute to long-term planning for the development and improvement of the school estate.
- Lead on health and safety compliance, including risk assessments, fire safety procedures and emergency planning.
- Ensure the school provides a safe working environment for pupils, staff and visitors.
- Oversee lettings of the school premises.

ADMINISTRATION & INFORMATION SYSTEMS

- Lead and manage the school office and administrative function, ensuring efficient and effective day-to-day operations.
- Line manage administrative staff, providing supervision, support and professional development as appropriate.
- Oversee the school's administrative systems, including the management information system and financial systems.
- Ensure the effective management of school records, pupil information and statutory returns.
- Oversee administrative processes supporting school activities, events and educational visits.
- Analyse and present data and reports to support school leadership and decision-making.
- Provide administrative and organisational support to the leadership team and governing body as required.

PROFESSIONAL RESPONSIBILITIES

- Attend and contribute to governing body meetings and leadership meetings as required.
- Contribute to the development and implementation of school policies, procedures and systems.
- Ensure compliance with safeguarding, data protection, equality and health and safety policies.
- Establish effective relationships with external agencies, contractors and service providers.
- Participate in training and professional development and keep up to date with relevant legislation and best practice.
- Support the school's strategic development and improvement priorities.
- Undertake other duties commensurate with the role as directed by the Headteacher.