



# School Business Manager (Internal)

## Candidate Information Pack

A place of learning,  
laughter and friendship

[www.thomasbuxton.towerhamlets.sch.uk](http://www.thomasbuxton.towerhamlets.sch.uk)





## A very warm welcome to Thomas Buxton Primary School!

welcome



Thank you for your interest in the post of  
**School Business Manager** at Thomas  
Buxton.

These are extraordinary times and it is helpful to find out as much about a school as you can before making an application. I encourage you to make the most of our school website; it really does reflect the ethos and spirit of our wonderful school community.

Firstly, we have the best children in all of London! They are keen to learn, well behaved and they really enjoy coming to school. Our parents and carers value education and support the school brilliantly. We are a happy, successful and forward-thinking school community set in the heart of Whitechapel. Using the local area and amazing locations in central London is important to us in bringing the curriculum to life and making learning meaningful to children.

If you are successfully appointed, we offer you a commitment to your professional development as part of a dynamic team. Clear systems and structures ensure that there is transparency and good communication throughout the school.

Our school motto is “Learning Together” and it is expected that we all demonstrate this, whatever our role in school. Tower Hamlets is a supportive and inclusive Local Authority; and is a great place to work. Strong networks between schools (informally and formally through the E1 Schools Partnership) mean that there is a strong sense of identity and loyalty to the children and community we serve.

On our school website, you will find other key information about the school - the prospectus, school improvement plan and teaching and learning policy - which will give a broader picture of who we are and if we are the right place for you. We look forward to receiving your application.

**Lorraine Flanagan**  
Headteacher

### Contact details

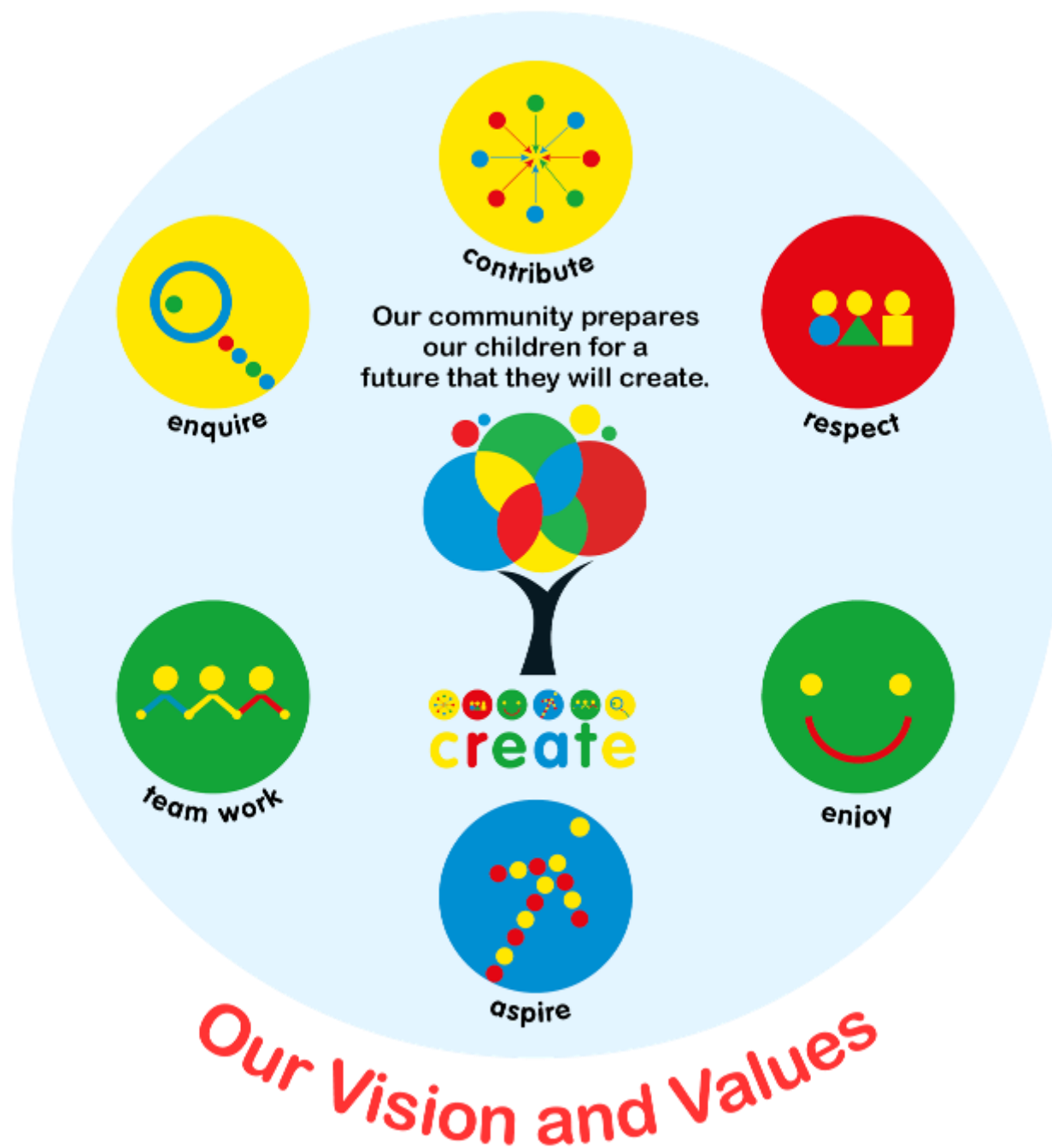
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[www.thomasbuxton.towerhamlets.sch.uk](http://www.thomasbuxton.towerhamlets.sch.uk)

our  
vision and  
values



# our values explained



contribute



respect

## Our School Values

### CREATE

**Contribute** We can all make this an exciting place to learn, discover and create.

**Respect** Treat everyone in our school equally, in everything we say and do.

**Enjoy** Celebrate our love of learning and recognise effort and achievement.

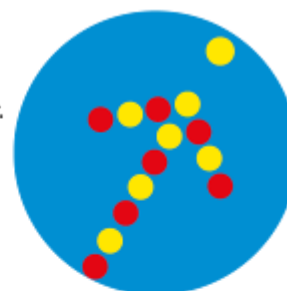
**Aspire** Aim high to ensure that everyone fulfils their potential.

**Teamwork** Our collective culture ensures children, families and staff work and learn together.

**Enquire** Ask questions, take risks, nurture curiosity and make discoveries.



enjoy



aspire



enquire



team work

## job description



<b>Post title:</b>	School Business Manager
<b>Grade:</b>	PO3 – PO4 (Scale 33-39- £44,862- £51,099)
<b>Responsible to:</b>	Headteacher
<b>Staff supervised:</b>	HR Officer, Finance Officer, Data Manager with ICT Management (Also Direct Report for Contract Staff – Kitchen/ Premises/IT)
<b>Responsible for:</b>	Finance, Managing HR, Health & Safety, Premises (in partnership with G4S) Governance

### Job purpose

- The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.
- The SBM will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

## GENERAL PROFESSIONAL DUTIES

### Leadership and Strategy

- This is a senior post within the school's staffing structure which carries with it membership of the Senior Leadership Team
- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- To participate in the school's target setting and action planning processes to ensure the school's administrative, HR, Pupil services support functions contribute to the delivery of specific outcomes in the school improvement plan.
- To support the leadership and management team to plan and manage change in accordance with the school improvement plan.
- To attend leadership and management meetings, Governing Board meetings, committee meetings to present and report on areas of responsibility.

- To lead and manage the HR officer, Finance Officer, Pupil Services Officer / Data & Statistics, and any other admin staff to ensure actions, objectives and deadlines are met and to undertake their performance management reviews.
- To liaise with the Premises Manager (G4S), IT Technician (SBS) and Catering Manager (Nourish) to ensure actions, objectives and deadlines are met.
- To ensure the school is meeting both statutory and recommended safeguarding and safer recruitment procedures.
- To monitor, assess and review contractual obligations to ensure best value is achieved and to make appropriate recommendations.

## Finance Management

- Be responsible for ensuring that the school is meeting both the statutory and recommended requirements with regards to budget and financial management. Ensuring that procedures in the school's Financial Procedures Manual are followed carefully.
- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns to the Local Authority or relevant Government Department
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and help to implement appropriate methods of income generation that can be used to acquire extra funds for the school.
- Lead on procurement processes, managing tenders (including where external consultants are engaged) where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the finance administrator and provide support as required.
- Have a sound understanding of the 'Schools financial value standard' (SFVS).

## Human Resources Management

- Manage the recruitment process for all staff under the school's Safer Recruitment & Selection Policy and liaise with the Local Authority/Employment Advisers, when necessary
- Assume responsibility for general personnel matters including employment clearance of new staff (medical checks, references, etc) and issuing of contracts
- Attend employment Tribunals, as necessary
- Advise other members of the Senior Leadership Team/Education/ Care/ of any changes in employment law, contracts or pay awards
- Advise Governors on the Policy needed to comply with legislation concerning employment protection, equal pay, sex/religious/ gender, etc discrimination and the implementation of these Policies in school
- Ensure the school's Equality Policy is clearly communicated to all staff in the School
- Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Supporting the Headteacher in confidential matters relating to staffing issues
- Ensure that staffing returns and reports required by the Local Authority are completed within the required timescales
- In consultation with other members of the Senior Leadership Team, evaluate the school's strategic objectives and obtain information for workforce planning evaluate
- Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities
- Possess the required knowledge and skills in employment law making use of specialist expertise in relation to HR issues
- Responsible for monitoring the way policies and procedures are actioned and provide support where necessary.
- Responsible for seeking and making use of specialist expertise in relation to HR issues.

## Health & Safety

- Responsible for ensuring that the schools health and safety policies and procedures are communicated to all staff, children and visitors.
- Responsible for ensuring systems are in place to enable to identify hazards through regular risk assessment.
- To walk around the building at least once a term with the PM and identify hazards/concerns and create an action plan to resolve them.
- Responsible for ensuring that all accidents and incidents are



- reported to the LA and to liaise with the LA Health & Safety advisor.
- Responsible for ensuring that all staff, children and visitors are aware of the fire evacuation procedure.
- Responsible for recording all fire drills and producing a report to feedback to leadership and management team.
- Ensure that the school meets all compliance legislation relating to Health and Safety

## Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register

## Pupil Services Management

- Responsible for ensuring that all pupil information and pupil attendance is recorded accurately.
- Responsible for ensuring that the LA has accurate statistical information sent to them on time.
- Responsible for ensuring that pupil information is updated termly on the school's MIS system and data tracker.
- Responsible for reviewing systems and procedures managed and maintained by both Pupil Services Officers.
- Responsible for ensuring that all concerns regarding attendance are reported to the Pathways Team and AHT (Open school) to be followed up.
- Responsible for ensuring that the Headteacher is informed of any admissions where there are child protection issues.

## Administration Management

- Responsible for operating, maintaining and developing the school's administration through effective and clear management, regular monitoring, review, evaluation and feedback.
- Responsible for managing the admin team and their performance management review.
- Responsible for planning work schedules and ensuring that the admin team are aware of work projects, duties, deadlines and expectation through one to one meetings.
- To liaise with the Headteacher and SLT relating to administrative work to be undertaken.
- Responsible for identifying, evaluating and making recommendations to the headteacher on the training needs of the admin team (as a whole or individually).
- To lead on all aspects of project management within the admin team, ensuring that systems and procedures are maintained during any development.

## job description

- To undertake systematic review of existing admin systems, identifying the strengths and weaknesses and to propose and implement appropriate recommendations to improve the school's administrative functions.
- To work with the ICT Technician to ensure contingency plans are in place in the case of an IT failure.

### Premises Management

- Responsible for ensuring the school provides a safe and secure environment for children, staff and visitors.
- Responsible for updating the Premises Manager on works scheduled by the school and for providing him/her with risk assessments and method statements.
- Responsible for meeting monthly with the PM and AFM (G4S) and to ensure that the contract is monitored and managed effectively.
- Responsible for liaising with the PM daily regarding premises matters.
- Co-ordinate with the Premises Management Company (G4S) so that the maintenance of the school site and buildings; the preparation of maintenance schedules and the efficient operation of all facilities on the property
- Ensure the safe maintenance and security operation of all school premises and equipment
- Ensure the continuing availability of utilities, services and equipment for the school
- Ensure a safe environment for the children, staff and visitors to the school
- Manage the letting of school premises to external organisations for the development of the extended services and local community requirements when appropriate
- Manage the letting of the school premises to outside organisations; school staff and the development of extended school activities with particular reference to the local community
- Be aware of the importance of a Disaster Recovery Plan and its place within the management procedures of the school
- Implementing risk management and loss prevention strategies in the school to reduce insurance costs

### Governance Support

- Ensure that policies and papers for Governing Board meetings are prepared and circulated via the Clerk.
- Attend all Governing Board meetings (Full GB and Committees)
- Take and distribute minutes for smaller panel meetings (e.g complaints and disciplinary hearings)

## PROFESSIONAL CHARACTERISTICS

- professional at all times when dealing with parents, staff, pupils and visitors:
- trustworthy and confidence,
- commitment to being part of a team
- hardworking and creative
- An excellent communicator

## PERFORMANCE MANAGEMENT

Performance management assessment will be based on the responsibilities listed above and judgements will be made against these as part of the schools performance management cycle.

## CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the governors.

## EQUALITY OPPORTUNITY


The post holder will be expected to undertake all duties in the context of and in compliance with the council's/school's equal opportunities policies.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

## Job description agreement

The post holder will be line managed and performance managed by the Headteacher.

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

.....  
  
.....

Signed by Post holder

Signed by Headteacher

Attributes	Essentials	Desirable
Qualifications and Training	Evidence of: A recognised Management/Business degree or equivalent related professional qualification Continuous Professional Development	School Business Management specific qualification, i.e. DSBM; CSBM; ADSBM or MSc in School Business Management Middle or Senior Management qualification
Skills and Experience	A Senior Leadership role within a public/private sector setting  Three years' experience in Financial Management  Experience of driving through organisational change  Experience of developing effective administrative systems and procedures  Experience of producing a variety of financial reports, including detailed management accounts	Previous experience as an SBM. Working as part of a school's SLT. Experience of managing and implementing strategic plans and financial reporting.
Knowledge	The ability to present a wide range of specialised information to both school staff and others.  An understanding of the principles underpinning effective performance management  Knowledge and experience of effective IT administration systems  Relevant knowledge of financial standards and financial procedures and regulations in schools  Good understanding of HR and change processes, systems and structures needed to ensure a high quality professional environment for learning  The ability to communicate verbally with and write reports for a range of school staff  A proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice.	Capacity for, and interests in, enhancing further personal development.  Experience of applying for school grants, fundraising and submitting bids.



	<p>The ability to lead and manage the work and outcomes of other people, as well as working in a team.</p> <p>The ability to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail.</p> <p>Problem-solve and create innovative solutions.</p> <p>Knowledge of effective IT administration systems</p>	
<b>Personal traits</b>		
<b>The successful candidate will be</b>		
<ul style="list-style-type: none"> <li>• Committed to promoting the ethos and values of the school and getting the best outcomes for all pupils</li> <li>• Committed to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to work under pressure and prioritise effectively</li> <li>• Committed to maintaining confidentiality at all times</li> <li>• Committed to safeguarding and equality</li> <li>• Able to embrace change well</li> <li>• Able to deal with difficult situations effectively</li> <li>• Committed to promoting high-quality care to pupils.</li> <li>• Dedicated to promoting their professional development and achieving desired qualifications.</li> </ul>		
<b>Additional requirements</b>		
<b>The successful candidate will have</b>		
<ul style="list-style-type: none"> <li>• A Calm and organised nature</li> <li>• Excellent verbal and written communications</li> <li>• Excellent time management and organisational skills</li> <li>• High Expectations of self and professional standards</li> <li>• The ability to work as both part of a team and independently</li> <li>• The ability to maintain successful working relationships with other colleagues</li> <li>• High levels of drive and integrity</li> </ul>		

## about our school

### Thomas Buxton Primary School

Thomas Buxton Primary School opened on 26<sup>th</sup> April 2011 following the amalgamation of Thomas Buxton Infant School and Thomas Buxton Junior School.

The school is a larger than average, 2 form-entry, community maintained school with up to 480 pupils on roll. Children are aged from 3-11 years old. The school is in a single-storey building with spacious, well- resourced outdoor areas for play and learning.



We are situated in Whitechapel, within the London Borough of Tower Hamlets, an area of considerable socio-economic contrasts. It is a diverse and vibrant area with good access to all that the capital has to offer. We take full advantage of the facilities and experiences both locally and in central London to enrich the children's learning. We are close to green spaces Allen Gardens and Weavers Fields, and right next door to Spitalfields City Farm - which offers children the opportunity to experience rural and city life simultaneously. The school is also within walking distance of cultural centres, the Whitechapel Art Gallery, Bethnal Green Museum of Childhood and the Rich Mix Cinema and arts complex – and we are regular visitors to all.

The deprivation evidenced in the immediate vicinity of the school is juxtaposed against; the wealth of the City, the traditional food services on Brick Lane and the new energy of the modern media industry spreading out from Shoreditch.



We are fastidious in our recruitment of new colleagues. Potential applicants must share our vision and commitment to providing the very best education to our students that we possibly can and promote our ethos. Applicants must be team players who are able to see how their contribution fits into the bigger picture. They must be dedicated, skilled, highly professional individuals who are passionate about their work and enjoy working with others that share these values.

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

As an organisation which uses the Disclosure and Barring service, the Governing Body of the School complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at the School is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.

We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.

We promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications and knowledge.

Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.

We ensure that people at the School who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.







All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

### To apply please:

Complete your application form and personal statement (no more than 2 sides of A4) which demonstrates your suitability for this role based on your experiences and achievements to date.

Provide two professional references, one of whom must be your current Headteacher/employer.

Return completed applications to Shifa Begum via email  
[shifab@thomasbuxton.towerhamlets.sch.uk](mailto:shifab@thomasbuxton.towerhamlets.sch.uk)

### Pay:

PO3– PO4 (Scale 33-39 £44,826-,51,099)

### Hours:

Full Time Post (52 Weeks 35 hours per week)

### Training and development:

Access to personal and professional development opportunities on agreement of the Headteacher.

### Disclosure and Barring Check:

The successful candidate will be required to undergo an enhanced DBS Check.

### Key dates

Closing date for applications:

9.00 am, Monday 22nd January 2024

Interview date:

Wednesday 24th January 2024

*Applications will be considered upon receipt with an early opportunity for interview*

### Further information

To arrange a confidential and informal discussion about this role and/or visit, please email:

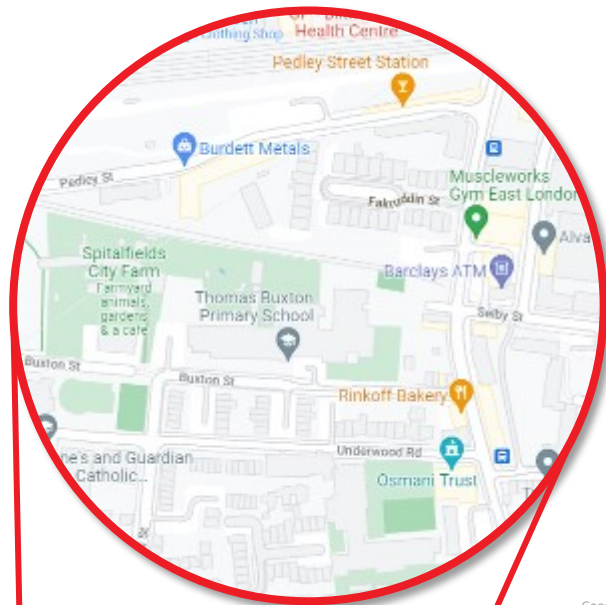
Shifa Begum

[shifab@thomasbuxton.towerhamlets.sch.uk](mailto:shifab@thomasbuxton.towerhamlets.sch.uk)

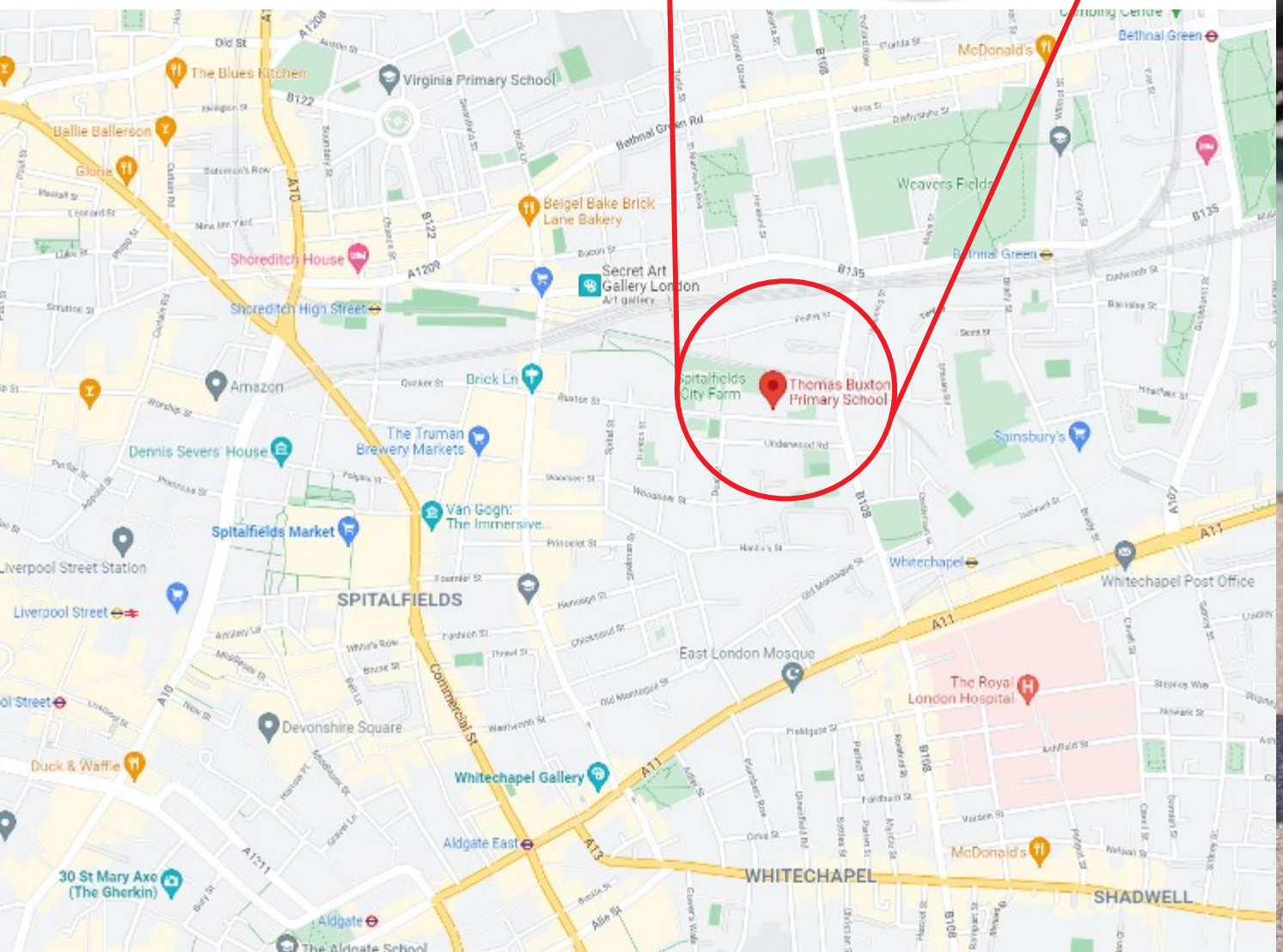
how  
to  
find us

**Thomas Buxton Primary School is located in Whitechapel, London, beside Spitalfields City Farm, and is a short walk from Whitechapel High Street, Bethnal Green Road and Commercial Street.**

**You can find us on Google Maps or alternatively use Transport for London's Journey Planner to get here.**



Google Maps 2022











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