



Southwark Park Primary School

Headteacher: Mr Carl Vernalls

Deputy Headteacher: Mr Andrew Sinko

Position: School Business Manager

Reports to: Headteacher/Deputy Headteacher

Contract: Full time; flexible working will be considered for the right candidate.
All year round/term time plus to be agreed

Salary: NJC Local Government scale 10 (£44,430 - £51,663)

Start Date: September 2025 or earliest possible date

Southwark Park School is a fully inclusive two-form entry primary school in Bermondsey, South East London. Our latest Ofsted rating is *Good* with a grading of *Outstanding* in Personal Development. We believe very strongly that when children leave our school they should be confident, kind and tolerant individuals who have achieved their full potential academically and retain a love of and excitement in learning. We can offer prospective employees the chance to work in a hugely supportive and happy environment with friendly staff and amazing children.

Direct Line Management Responsibilities

- An admin team of 3 Admin Officers & 1 Finance Officer
- Premises Manager & Assistant

Job Purpose

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher in his or her duty to ensure that the school meets its educational aims.
2. The School Business Manager is responsible for providing professional leadership and management of school operations, to enhance effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The School Business Manager promotes the highest standards of integrity and business ethics within the administrative function of the school, strategically ensuring the most effective use of resources in support of the school's learning objectives.
4. The School Business Manager is responsible for:
 - Financial Resource Management
 - Administration Management
 - Management Information and ICT
 - Human Resource Management
 - Facility and Property Management including all aspects of procurement
 - Health and Safety Management
 - Management of external providers of services to the school including providers of wraparound care and enrichment clubs, catering, cleaning and payroll



383 Southwark Park Road, SE16 2JH, London

020 7394 4000

office@southwarkpark.southwark.sch.uk

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General Duties

Leadership and Strategy

1. Attend Senior Leadership Team meetings and appropriate governors' sub-committee meetings. Attend meetings of the full Governing Body.
2. In conjunction with the Chairs of Committees and Headteacher, prepare agendas for sub committees.
3. In conjunction with the Chair of Governors, Headteacher and Clerk to Governing Body, advise on agenda for Full Governing Body Meetings.
4. Negotiate and influence strategic decision making within the school's Senior Leadership Team.
5. Organise, update and communicate all school policies for approval by the Full Governing Body and Committees as required.
6. In the absence of the Headteacher, take delegated responsibility for finance and other decisions.
7. Plan and manage change in accordance with the School Improvement Plan.
8. Lead and manage all school office and premises staff.

Financial Resource Management

1. Consult with the Headteacher and Governors to prepare a prudent and balanced budget.
2. Submit the proposed budget for agreement to the Headteacher and Governors for approval and assist with the overall financial planning process.
3. Use the agreed budget to effectively monitor and control performance to achieve value for money.
4. Identify and inform the Headteacher and Governors of the causes of significant variance of the budget and take prompt corrective action.
5. Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
6. Prepare monthly accounts and present them to Governors and the Headteacher
7. Provide ongoing budgetary information to relevant staff such as Budget Holders.
8. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
9. Maintain a strategic financial plan that will indicate the trends and requirements of the School Improvement Plan and will forecast future year budgets.
10. Identify additional finance required to fund the school's proposed activities, presenting costed proposals and bids for grants as appropriate.
11. Maximise income through lettings and other activities.
12. Put formal finance agreements in place with suitable contract providers, in agreement with the Headteacher, gaining authorisations based on the Scheme of Delegation.
13. Procure, set up and monitor all school contracts and service level agreements for value for money and effectiveness.



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Administration Management

1. Manage the whole school administrative function, leading and inspiring administrative support staff.
2. Design and maintain administrative systems that deliver excellent service levels to all stakeholders, establishing methods for review of effectiveness.
3. Working with the administrative team, ensure all data returns are completed and submitted in an accurate and timely manner to the Local Authority.
4. Working with the administrative team, ensure day to day admission, financial and HR procedures are followed efficiently, ensuring segregation of duties.
5. Working with the administrative team, ensure the safe and effective management of all day to day enrichment activities.
6. Ensure school communications and marketing activities are managed professionally and to a high standard.

Facility and Property Management

1. Ensure the supervision of relevant planning and construction processes in line with contractual obligations.
2. Ensure the safe maintenance and security operation of all school premises.
3. Manage the maintenance of the school site including the purchase and repair of all furniture and fittings.
4. Ensure the continuing availability of utilities, site services and equipment.
5. Follow sound practices in estate management and grounds maintenance.
6. Monitor, assess and review contractual obligations for outsourced school services.
7. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
8. Ensure ancillary services e.g. catering, cleaning etc, are monitored and managed effectively.
9. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
10. Advise the Senior Leadership Team in ensuring the school is appropriately insured.

Management Information Systems and ICT

1. Develop and implement all plans for introducing new technology or improving existing technology throughout the school.
2. Ensure that the school has a strategy for using technology aligned to the overall vision for the school, ensuring value for money.
3. Establish systems to monitor and report on the performance of technology within the school.
4. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems.
5. Ensure contingency plans are in place in the case of technology failure.
6. Ensure data is managed safely and securely in line with GDPR law. Have oversight of the school's contract for data protection management.



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Human Resource Management

1. Manage the payroll services for all school staff including the management of pensions schemes (Teachers' Pensions and Local Government Pension Scheme) and associated services.
2. Ensure the communication of all HR policies to school staff. Ensure staff have a clear understanding of the policies and procedures and the importance of putting them into practice.
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.
4. Manage recruitment, performance management, appraisal and development for all administrative and premises support staff.
5. Seek and make use of the school's HR advisors in relation to HR issues.
6. Support the Headteacher in the management of absence management, disciplinary, grievance and restructuring issues.

Health and Safety

1. Act as the school's Health and Safety Coordinator and Fire Officer.
2. Plan, instigate and maintain records of fire practices and alarm tests, with the support of the Premises Manager.
3. Ensure the school's written Health and Safety Policy statement is clearly communicated and available to all staff.
4. Ensure the Health and Safety Policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change.
5. Enable regular consultation and training with staff on health and safety issues.
6. Ensure systems are in place to enable the identification of hazards and risk assessments.
7. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Leadership Team, Governors and where appropriate the Health & Safety Executive.
8. Ensure the maximum level of security consistent with the ethos of the school.
9. Oversee statutory obligations are being met for pupils with Special Educational Needs, ensuring that services are adequate for their diverse needs.



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Person Specification

| | | | |
|-------------------------------------|---|---------------|------------------|
| Knowledge and qualifications | <ol style="list-style-type: none"> 1. A sound understanding of funding arrangements for community primary schools. 2. Working knowledge of how the principles of Best Value within a publicly accountable organisation need to be applied. 3. A relevant professional qualification or degree level academic achievement (ideally finance / business related). 4. Knowledge of safeguarding as it applies to schools and safer recruitment practices. | All Essential | Application Form |
| Experience | <ol style="list-style-type: none"> 1. Experience in writing / producing reports to a high standard, and advising the Headteacher and Governors on the findings of projects / reviews. 2. Demonstrable experience in personnel management. 3. Experience of understanding financial information, managing budgets effectively and ensuring financial propriety based on School procedures. 4. Experience of buildings / health and safety related projects, and the use of risk assessments in schools. 5. Experience of project management, planning and monitoring of work, including holding 3rd parties to account for service levels. 6. Evidence of success in building and forming working relationships with all stakeholders including parents, staff, governors and 3rd party staff. | All Essential | Application Form |



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Person Specification

| | | | |
|---|--|---|---------------------------|
| Aptitudes, skills and competencies | <ol style="list-style-type: none"> 1. The ability to develop and manage a variety of administrative systems. 2. Analytical skills; able to analyse data and information and use it to monitor activities and promote solutions. 3. Ability to manage and support staff with their professional development. 4. Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies. 5. Excellent literacy and ICT skills; confident and adept in use of Microsoft applications e.g. Word, Excel. 6. Shows drive, enthusiasm and commitment in the achievement of business objectives. 7. An understanding of Teachers' and Local Government pay and terms of conditions. 8. Competency in using school-based software. | <p>1,2,3,4,5,6 Essential</p> <p>7,8 Desirable</p> | <p>Test and interview</p> |
| Special conditions | <ol style="list-style-type: none"> 1. Motivated to work with children & young people. 2. Ability to form & monitor appropriate relationships & personal boundaries with children & young people. 3. Emotional resilience in working with challenging behaviours. 4. Appropriate attitudes to use of authority & maintaining discipline. 5. The postholder may be required to work outside of normal school hours on occasion, with due notice, such as for Governing Body meetings. 6. Working knowledge of equal opportunities and managing diversity to promote anti-discrimination. 7. An understanding of the principles of Keeping Children Safe in Education, and a commitment to ensuring the health, safety and wellbeing of all children. | <p>All Essential</p> | <p>Interview</p> |

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.



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