

# **Business Manager Application Pack**

## **Information for Applicants**

**Applications close: 19/11/2025**

**Interviews: Week commencing 08/12/2025**

# CONTENTS

|                             | Page |
|-----------------------------|------|
| Contents Page               | 2    |
| Letter from the Headteacher | 3    |
| Background Information      | 4    |
| Timetable for Appointment   | 5    |
| Job Description and         | 6    |
| Person Specification        | 10   |
| How to Apply Guidance       | 12   |
| Criminal Declaration Form   | 13   |

Dear Applicant,

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

Enclosed in the application pack please find, a job description, person specification and job context information, providing some general information about the school.

Please complete and return the application form. If you are selected for interview you will be asked to complete and submit the criminal declaration form (see below).

**Please be advised that we will only accept applications that have been submitted on the Southwark Application Form. Please do not submit a general curriculum vitae these will not be considered.**

**Your referees must be able to provide references promptly as these must be provided prior to interviews.** We request you contact your referees to ensure that they willing and are able to provide us with your reference promptly.

When completing your application, it is essential that you answer **each point in the person specification** (which may involve some repetition) for your application to be considered.

May I remind all applicants that Haymerle School is committed to Southwark's Safeguarding Policy and because of the nature of the post candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

I wish you the best of luck with your application. If you require any further information, please contact me at the school.

Yours sincerely,

E.M Nolan  
Headteacher

## **HAYMERLE SCHOOL**

### **ABOUT OUR SCHOOL**

Haymerle is a primary special school committed to supporting pupils with a diagnosis of autistic spectrum disorders and social communication difficulties alongside additional needs – including significant speech and language difficulties, developmental delay and complex learning needs maintained by Southwark Council. We currently support up to 70 pupils. We are fortunate to enjoy extensive grounds at Haymerle with two playgrounds and a garden where the children can engage in learning beyond the classroom.

### **ETHOS AND VALUES**

Haymerle's child-centred approach delivers a high-quality education for all of our pupils. Every child has a voice and we ensure that everyone is listened to. We enjoy strong partnerships with a wide range of outside agencies, therapists, health professionals, specialists and family support.

Parents, carers and visitors often comment, on the positive and welcoming atmosphere they notice when visiting the school. Our parents often tell us that their children cannot wait to come to school every morning.

### **LINKS BEYOND SCHOOL**

Many visiting professionals, including speech and language therapists, occupational therapists, music therapy and yoga, support us.

### **PROFESSIONAL DEVELOPMENT**

The school supports CPD for all staff.

### **CURRICULUM**

At Haymerle School, we follow a varied creative curriculum that is adapted to support the individual needs of every child. We provide many opportunities for pupils to take part in exciting activities, in school and out, through educational outings and working with visiting practitioners.

We follow the National Curriculum adapted to meet the individual needs of all our pupils. Our curriculum is designed to meet the needs of pupils following individual pathways. All pupils are given sensory and therapeutic opportunities throughout the curriculum.

### **EXTRA CURRICULAR AND PHYSICAL ACTIVITIES**

Being in inner London we are lucky to enjoy many additional learning opportunities for our pupils. Pupils have opportunities to go swimming as part of their PE curriculum throughout the year. Pupils also take part in weekly yoga sessions.

We have converted our school gym to include a soft play area that pupils can access as part of intensive interaction and communication sessions.

## TIMETABLE FOR APPOINTMENT

|                                                        |                                      |
|--------------------------------------------------------|--------------------------------------|
| Advert in Media                                        | <b>23/10/2025</b>                    |
| Closing Date                                           | Midday <b>19/11/2025</b>             |
| Informal visits to the school for candidates welcomed. | Please telephone for an appointment  |
| Interviews                                             | Week commencing <b>08/12/2025</b>    |
| Start Date                                             | <b>23<sup>rd</sup> February 2026</b> |



## Job Description

|                         |                                           |                         |                                   |
|-------------------------|-------------------------------------------|-------------------------|-----------------------------------|
| <b>Job Title:</b>       | School Business Manager                   | <b>School Name:</b>     | Haymerle                          |
| <b>Grade and Range:</b> | Grade 10 scp 31 - 38<br>£45,852 - £53,319 | <b>Hours:</b>           | Full Time                         |
| <b>Reports to:</b>      | The Headteacher                           | <b>Working Pattern:</b> | All Year Around                   |
|                         |                                           | <b>Supervises:</b>      | Administration and Premises Staff |

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Purpose:</b> | <ol style="list-style-type: none"> <li>1. To operate, maintain and develop the administrative and financial procedures and systems of the school in co-operation with the Headteacher and Governors, ensuring that all legal and safety requirements with regard to people and property are met.</li> <li>2. To be responsible for the school site and its buildings, their maintenance, development and efficient use.</li> <li>3. To be line manager for the admin and premises staff</li> <li>4. To undertake any duties not listed below that are commensurate with the level of responsibility of the post.</li> <li>5. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.</li> </ol> |
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### Principle Accountabilities:

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## **1. General**

- To attend all sub-committee meetings (Curriculum, Finance & Premises and Personnel).
- To clerk the above committee meetings and any other Governors' committee meetings, preparing agendas, minutes and reports, dealing with the representation and appeals procedure.
- To assist the Clerk to the Governors in the efficient discharge of his duties for the termly Full Governors' meetings.

## **2. Financial**

- To prepare for approval by the Governors the annual estimates of income and expenditure. To obtain agreements of budgets and to monitor accounts against budgets. To prepare regular management accounts for budget holders and to report on the financial state of the school to the Governors.
  - To be responsible for the management of the school accounting function, ensuring its efficient operation according to agreed procedures, and to maintain those procedures by conducting at least an annual review.
  - To monitor all accounting procedures and resolve any problems. This includes:
    - the ordering, processing and payment for all goods and services provided to the school
    - the operation of all bank accounts, ensuring that regular bank reconciliation's take place
    - the maintenance of an assets register
    - the preparation of invoices and collection of fees and other dues
  - To prepare the final accounts and liaise with the Auditors. To provide detailed management accounts for the Governors and Head according to an agreed schedule, reporting immediately any exceptional problems.
  - To be responsible for the provision of a comprehensive payroll service for all school staff, with operation of the various pension schemes and other deductions in which the school participates.
  - To prepare all financial returns for the DFE, LA and other central and local governments agencies within statutory deadlines.
  - To be the point of contact with the DFE and other agencies with regard to grant applications, gifts and other donations.
  - To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
  - To maximise income generation within the ethos of the school.
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### **3. Personnel**

- To be responsible for personnel matters relating to all staff. For the clearance of new staff – medical, Criminal Records Bureau, and to issue offer letters and contracts of employment. To give advice to the Governors on pay, expenses, sickness and maternity procedures, redundancy and other matters of dismissal. To update any relevant policies on an annual basis. To maintain confidential staff records.
- To advise the Governors on the need to comply with legislation concerning employment protection, equal pay, sex discrimination etc.
- To manage the admin and premises staff.
- To co-ordinate and assist in the recruitment of all support staff.
- To be responsible for the professional development, appraisal and training for all support staff.

### **4. Premises**

- To oversee the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property; also for the installations and plant for lighting, heating, energy conservation, ventilation etc.
- To draw up outline specifications for new buildings, obtaining tenders, obtaining planning permission, and liaison with building contractors and the school architect.
- To be responsible for the installation and maintenance of equipment for protection against escape from fire. To keep records of and to initiate regular fire practices and alarm tests. Be responsible for ensuring emergency procedures are current and timely.
- To oversee the security of the school site.
- To be responsible for the letting of the school premises to outside organisations, and for the development of all school facilities for out-of school use, with particular reference to the local community.

### **5. Administration**

- To manage the administrative function including school reception, reprographics and records.
  - To provide for the preparation and production of all school records and publications.
  - To monitor the maintenance of pupil records including, when appropriate, the assessment process.
  - To act as correspondent for the DFE and to be responsible for the records and returns required.
  - To be responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness.
  - To be responsible for the systems and general management of the school's administrative and financial network, the implementation of appropriate Management Information systems and the computerisation of the administration accounting and records systems. To act as System Manager for the administrative computer network.
  - To handle all other matters of an administrative nature which may arise.
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|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>General Statement</b></p>                                                         | <ul style="list-style-type: none"> <li>▪ Required to carry out all reasonable duties and responsibilities of the post in accordance with the Councils' policies and procedures and standing orders.</li> <li>▪ All employees are required to declare any conflict of interest that may arise before or during their employment.</li> <li>▪ Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Authority's interest, or in any way weaken public confidence in the conduct of the School's business.</li> <li>▪ Undergo and meet school conditions for a satisfactory enhanced DBS check.</li> <li>▪ Must comply with all equality legislation, policies and procedures; actively promote ways of eradicating and challenging racism, prejudice and discrimination through the School's policies and procedures.</li> <li>▪ To have due regard for safeguarding and promoting the welfare of children and young people, and to follow the child protection procedures adopted by the Southwark Safeguarding Children Board.</li> </ul> |
| <p><b>To contribute as an effective and collaborative member of the School Team</b></p> | <ul style="list-style-type: none"> <li>▪ Ensuring work is line with the School's Green Commitment Policy goals.</li> <li>▪ Being aware of responsibilities under the Data Protection act for the security, accuracy and relevance of information held and maintained.</li> <li>▪ Treating all information acquired through your employment, both formally and informally, in strict confidence</li> <li>▪ To demonstrate a commitment to good customer care.</li> <li>▪ Any other duties of an appropriate level and nature will also be required.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

## Person Specification

|                   |                                    |  |                     |                 |
|-------------------|------------------------------------|--|---------------------|-----------------|
| <b>Job Title:</b> | School Business Manager – Grade 10 |  | <b>School Name:</b> | Haymerle School |
|-------------------|------------------------------------|--|---------------------|-----------------|

|                                     |                                                                                                                                                                                                                       | Essential (E) or Desirable (D) | How assessed (A / I / T) |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------|
| Knowledge / qualifications:         | ▪ A good understanding of how Fair Funding and Self-Management impacts on community primary schools.                                                                                                                  | E                              | A/I                      |
|                                     | ▪ Working knowledge of equal opportunities and managing diversity to promote anti-discrimination<br>How the application of the principles of Best Value within a publicly accountable organisation need to be applied | E                              | A/I                      |
|                                     | ▪ A relevant professional qualification or degree level academic achievement                                                                                                                                          | E                              | A                        |
| Experience:                         | ▪ Demonstrable experience in finance and personnel management.                                                                                                                                                        | E                              | A/T                      |
|                                     | ▪ Experience in producing reports and advising the headteacher and governors on the findings of projects / reviews                                                                                                    | E                              | A                        |
|                                     | ▪ Experience of understanding financial information, managing budgets effectively and ensuring financial propriety with School procedures and current Local Government Finance legislation                            | E                              | A/I/T                    |
|                                     | ▪ Experience of project management, planning, managing and monitoring of work                                                                                                                                         | E                              | A                        |
|                                     | ▪ Evidence of success in building and forming working relationships across professional and operational boundaries                                                                                                    | E                              | A/I                      |
|                                     |                                                                                                                                                                                                                       |                                |                          |
| Aptitudes, skills and competencies: | ▪ The ability to develop and manage a variety of administrative systems.                                                                                                                                              | E                              | A/I                      |
|                                     | ▪ Analytical skills, able to analyse data and information and use to monitor and support activities to promote solutions.                                                                                             | E                              | I/T                      |
|                                     | ▪ Ability to manage and support staff and their professional development.                                                                                                                                             | E                              | A / I                    |
|                                     | ▪ Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to outside agencies.                                                                                        | E                              | A / I                    |
|                                     | ▪ Excellent ICT skills e.g. confident and adept in use of Microsoft applications e.g. Word, Excel                                                                                                                     | E                              | A                        |
|                                     | ▪ Shows drive, enthusiasm and commitment in the achievement of business objectives                                                                                                                                    | E                              | A/I                      |
|                                     | ▪ An understanding of Teachers’ and Local Government pay and terms of conditions.                                                                                                                                     | D                              | I                        |
|                                     | ▪ Knowledge of schools-based software.                                                                                                                                                                                | E                              | A                        |
|                                     |                                                                                                                                                                                                                       |                                |                          |

|                            |                                                                                                                                                                                                                              |   |     |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| <b>Special conditions:</b> | <ul style="list-style-type: none"> <li>▪ Motivated to work with children &amp; young people.</li> </ul>                                                                                                                      | E | A   |
|                            | <ul style="list-style-type: none"> <li>▪ Ability to form &amp; monitor appropriate relationship &amp; personal boundaries with children &amp; young people.</li> </ul>                                                       | E | A/T |
|                            | <ul style="list-style-type: none"> <li>▪ Emotional resilience working under pressure</li> </ul>                                                                                                                              | E | A   |
|                            | <ul style="list-style-type: none"> <li>▪ Attitudes to use of authority &amp; maintaining discipline and a positive working environment</li> </ul>                                                                            | E | A   |
|                            | <ul style="list-style-type: none"> <li>▪ The postholder may be required to work outside of normal school hours on occasion, with due notice.</li> </ul>                                                                      | E |     |
|                            | <ul style="list-style-type: none"> <li>▪ All postholders will be required to undertake an enhanced DBS check. Individuals on the children's barred list (and adults barred list where relevant) should not apply.</li> </ul> | E |     |
|                            | <ul style="list-style-type: none"> <li>▪ An understanding of the principles of Keeping Children Safe in Education 2025/6 and a commitment to ensuring the health, safety and wellbeing of all children.</li> </ul>           | E |     |

# How to Apply

## Application deadline

Completed applications using the Southwark Application form must be received by Mid-Day on **19<sup>th</sup> November 2025**

Applications submitted on alternative forms will not be considered

AI generated applications will not be considered

Please submit your application to: Serena Calvani at [serena@haymerle.southwark.sch.uk](mailto:serena@haymerle.southwark.sch.uk) and [headteacher@haymerle.southwark.sch.uk](mailto:headteacher@haymerle.southwark.sch.uk)

## Completing your application

Candidates are asked to complete all the standard information required on the application form, and to answer each point on the **person specification** outlining your suitability for the role.

Candidates that fail to do so will not be considered for shortlisting.

## Visits

Visits to the school are welcomed from **10<sup>th</sup> – 14<sup>th</sup> November**. All contact should be arranged through the Deputy Head teacher on 0207 639 6080 or via the following email: [serena@haymerle.southwark.sch.uk](mailto:serena@haymerle.southwark.sch.uk)

## Timescales / References

Candidates are advised that references will be taken up immediately after short-listing.

Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set.

In all cases, two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Short-listing will be completed and applicants notified if they are invited for interview by **26<sup>th</sup> November**

Interviews will take place week commencing **8<sup>th</sup> December**.

If, for any reason, we have to defer the interview date, we will contact the short-listed applicants to explain the situation and to keep them updated with our process.

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

We look forward to hearing from you.

## **CONFIDENTIAL DECLARATION**

**To be completed by staff if shortlisted and prior to interview.** Failure to complete this form may result in an offer of employment / work being withdrawn or termination of existing employment / work.

|                       |                                                               |
|-----------------------|---------------------------------------------------------------|
| <b>Full name:</b>     | <b>DBS Application Reference</b><br><i>(where applicable)</i> |
| <b>Date of birth:</b> | <b>School:</b>                                                |
| <b>Address:</b>       |                                                               |

Please answer each question listed below accurately and truthfully by circling either yes or no:

|                                                                                                                                                                                                                                                                                                   |             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Section A: All staff</b>                                                                                                                                                                                                                                                                       |             |
| 1. Have you ever been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any criminal offence that would not be filtered* (see overleaf) in line with current guidance?                                                               | Yes /<br>No |
| 2. Do you have any prosecutions pending that would not be filtered in line with current guidance* (see overleaf)?                                                                                                                                                                                 | Yes /<br>No |
| 3. Are you currently under investigation or charged with any offence, pending police investigation?                                                                                                                                                                                               | Yes /<br>No |
| 4. Has your name ever been included in any DBS barred list?                                                                                                                                                                                                                                       | Yes /<br>No |
| 5. Has your conduct ever caused concern or been likely to cause significant harm to a child or young person under the age of 18, or put a child or young person at risk of significant harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things? | Yes /<br>No |
| 6. Have you ever been found by a civil court to have caused significant harm to a child or young person under the age of 18, or has any civil court made any finding against you that any child or young person under the age of 18 was at risk of significant harm?                              | Yes /<br>No |
| 7. Has a child in your care or for whom you have or have had parental responsibility ever been removed from your care, been placed on the Child Protection Register, or been the subject of any order under the child protection provisions of the Children Act?                                  | Yes /<br>No |
| 8. Are you taking any regular medication or other substances that you would need to bring with you to the school?                                                                                                                                                                                 | Yes /<br>No |
| <b>Section B: Staff engaged in teaching work only</b>                                                                                                                                                                                                                                             |             |
| 9. Are you prohibited from teaching or are there any restrictions in place relating to your teaching?                                                                                                                                                                                             | Yes /<br>No |
| <b>Section C: Staff engaged in early years' and/or childcare settings only**</b>                                                                                                                                                                                                                  |             |
| 10. Are you disqualified from providing, being involved in the management of, or being employed in, early years' provision and childcare?                                                                                                                                                         | Yes /<br>No |

**If you have answered YES to any of the above questions you must provide further information below:**

Please include full details - approximate date/month/year, details of charge/offence, the court/police force concerned, any penalties imposed including dates and location of any periods of imprisonment. Use additional sheets if necessary.

### **Declaration Statement**

I declare that the above information (and that on any attached sheets) is true and complete to the best of my knowledge. I understand that failing to provide information and/or providing false or misleading information may result in an offer of employment/work being withdrawn or the termination of my employment/work with immediate effect.

I understand my responsibility to safeguard children and vulnerable adults and I will notify my line manager/head teacher of anything that may affect my suitability.

I will immediately disclose any convictions, cautions, court orders, reprimands or warnings I may receive. I will notify the school immediately should any of the information provided above change.

If I am taking medication on a regular basis which I am required to have with me at the school I will notify my line manager/head teacher and will keep the medication in a safe place out of the reach of children.

I understand that the impact of any information disclosed either by me on this form and/or by the DBS will be considered by the school in relation to my application or if already appointed, my employment.

I understand that I will be asked to provide proof of my identity and that I will be subject to an Enhanced Disclosure from the Disclosure and Barring Service.

I give you permission to contact any previous settings, local authority staff, the police, the National College of Teaching and Leadership, Ofsted and/or the DBS to share information about my suitability to care for children.

Signed (Individual) \_\_\_\_\_

Date \_\_\_\_\_

Signed (Head Teacher) \_\_\_\_\_

Date \_\_\_\_\_

### **Further information**

\*Filtering criminal records: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

\*\*Childcare Disqualification Regulations 2018:

<http://www.legislation.gov.uk/uksi/2018/794/contents/made>

Keeping Children Safe in Education September 2022:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>