



*'Nurture, include and inspire to succeed'*

School Lane Campus School Lane, Skelmersdale, Lancashire, WN8 8EH

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Head Teacher: Sarah-Jane Whiteside

Dear Applicant,

***I am delighted that you have taken an interest in our School Business Manager position, Grade 6/7***

We are a school that is firmly rooted in our community, as such we feel that we know our families and children so well that the education we provide them is very much tailored to suit their needs and allow them to flourish. The children are at the heart of everything we do and we are dedicated to providing the best education that we can along with developing the whole child through a wealth of experiences and wide-ranging opportunities.

A key aspect of our school, and one that sets us apart from the rest, is our co-location with Kingsbury Special School. We run as two separate schools but with a shared commitment to providing all the children on the campus with the best facilities and educational opportunities possible.

We are looking to appoint a School Business Manager who would work closely with the SLT and headteacher to enable the smooth running of school. The role would require the successful candidate to be responsible for the planning, development, and implementation of financial and administrative services within the school. The role of business manager also involves some liaising between us and Kingsbury School in matters relating to the upkeep of the building, shared contracts and shared staff.

**We can offer you:**

- A fantastic, hardworking and experienced staff team who are always welcoming towards new colleagues
- A supportive and approachable SLT who are focussed on driving the school towards continued excellence and see every member of the team as an asset
- Wonderful, enthusiastic, warm and happy children who enjoy coming to school
- An enthusiastic and dedicated governing board, who are keen to work with staff and parents to continue to make our school the best it can be
- Relevant training for the role

If you want to find out more about our school please visit our website:

<https://www.brookfieldparkprimary.co.uk/>

We very much look forward to receiving your application.

Yours Faithfully,

*Sarah-Jane Whiteside*

(Headteacher)

## Job Description

**Job Title:** School Business Manager

**Salary Grade:** Grade 6/7 (dependent on experience)

**Accountable to:** Headteacher and Governing Board

**Type of appointment:** Permanent

**Hours:** 35 per week pro-rata (term time only plus additional 5 INSET days) Working hours 8.30 am to 4pm (there is the possibility of some flexibility with times)

*The roles and responsibilities would include the following:*

### Main Responsibilities

1. To be responsible for the business and financial management of school resources.
2. To manage the school's administrative function through planning, developing, designing and monitoring administrative systems and procedures
3. Assist the Head Teacher in setting the school budget
4. Liaise with the financial officer in matters related to the school budget
5. To assist the Headteacher and governing body with income generation activities and in promoting and marketing the school, including lettings
6. Order goods and services and ensure suppliers and contractors are paid
7. Keep accounts up to date for inspection
8. Liaise with Kingsbury school to oversee the maintenance of the school building
9. To manage Brookfield Park facilities, including procuring quotes and liaising with external contractors
10. Aid in the recruitment of staff
11. completing safeguarding checks for staff and visitors, ensuring key policies and safeguarding records are up to date
12. Line manager to the school business support officer and attendance support worker
13. Report to the headteacher, governors, and local authority and government departments
14. Act as the School's Data Protection Officer.
15. Arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies
16. To manage the administration of human resources
17. To manage the procurement process, including securing appropriate service contracts, licences and insurance.
18. To support other admin staff in answering phones and speaking to parents
19. To be aware of the confidential nature of issues
20. To support the implementation of the school's health and safety policies as directed.
21. To work within school policies and procedures
22. To take care of their own and other people's health and safety
23. Commitment to undertake in-service development.
24. Commitment to safeguarding and protecting the welfare of children and young people.
25. Commitment to sustaining regular attendance at work.

**Other duties may occasionally involve:**

1. Facilitating governors meetings
2. Attend Senior Leadership Team Meetings and advise as appropriate

***This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.***

<b>Person specification</b>	
<b>Requirements</b>	<b>Essential (E) or Desirable (D)</b>
<b>Application</b>	
Fully completed application form	E
Well considered and relevant supporting letter	E
References should provide a strong level of support for skills, knowledge and attributes referred to below	E
<b>Training and Qualifications</b>	
English and Maths GCSE or equivalent	E
NVQ Level 2 or above	E
Certificate of Business Management (CSBM) or equivalent	D
<b>Experience</b>	
Experience of school administration systems (SIMS and FMS)	E
Knowledge of school communication systems	D
Working in a school setting with children	E
Knowledge of HR and payroll systems	D
<b>Knowledge, skills and understanding</b>	
Commitment to learn new skills	E
Good problem solving skills	E
High level of Literacy and Numeracy skills	E
Knowledge of Keeping Children Safe in Education	E
Flexible attitude to work	E
Ability to relate well to children	E
Ability to work as part of a team	E
Ability to relate well to parents/carers	E
Confidence in answering the phone and responding to queries	E
Personable and friendly demeanour	E
Excellent communication skills	E
Time and resource management skills	E
Excellent organisational skills	E
Understanding of and commitment to the importance of the school's ethos, vision and mission statement	E
An ability to use IT with confidence for communication and record keeping	E
<b>Other skills and attributes</b>	
Commitment to safeguarding and protecting the welfare of children and young people	E
Commitment to Health and safety	E
Commitment to undertake vital in –service development	E
Excellent attendance record/commitment to regular and punctual attendance at work	E

**Note: We will always consider your references before confirming a job offer in writing**

If you want to find out more about our school please visit our website:

<https://www.brookfieldparkprimary.co.uk/>

Visits to the school are highly recommended and should be booked by contacting the school office on 01695 724042. Or via email to [bursar@brookfieldpark.lancs.sch.uk](mailto:bursar@brookfieldpark.lancs.sch.uk)

**Closing date** for applications: Friday 1<sup>st</sup> October (12 noon)

Please email applications to [bursar@brookfieldpark.lancs.sch.uk](mailto:bursar@brookfieldpark.lancs.sch.uk)

**Interviews will take place:** TBC