



Saint Jérôme Church of England Bilingual Primary School

Acting Headteacher: Mrs Sarah Cox BA Hons NPQH
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Advert JD:PS School Business Manager for September 2026

The Governors of Saint Jérôme Church of England Bilingual School are looking to appoint a highly motivated, effective and compassionate leader as School Business Manager to lead the business functions of our busy school. We are seeking an experienced individual with strong financial skills who is passionate about building on our past successes, can work under pressure and efficiently support the headteacher and the wider Senior Leadership Team.

This school is a single academy trust which opened in 2016, when the current incumbent worked with other founding staff to develop our highly successful school. As a Church of England, bilingual (French) school, applicants will be expected to support our ethos. A French speaker is desirable but not essential. The successful candidate will need to be in post by **1st September 2026** and be available for a full handover during the summer holidays.

Job details

Salary: NJC Scale POC 39-43 £53,172pa - £57,402pa

Hours: 36 hours per week with 1 hour lunch break (hours are negotiable)

Contract type: Full time permanent 52 weeks per year (TTO would be considered for the right candidate)

Annual Leave: 34 days plus 8 bank holidays

Reporting to: Headteacher / Governing Body

Responsible for: Admin staff, premises staff and catering staff

Main 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.

They 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.

Duties and responsibilities

Leadership and strategy

- Be responsible for line-managing admin staff, premises staff and catering staff
- Be responsible for long-term resource planning and managing all recruitment and professional development of admin staff, premises staff and catering staff
- 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
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Implement a marketing plan for the school, which utilises the school website, signage, and communications with current and prospective parents/carers
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- As a member of the senior leadership team (SLT), attend all SLT meetings and report to governors where appropriate
- As a Single Academy Trust the School Business Manager is expected to be the Company Secretary and Chief Financial Officer

Financial management and fundraising

- Ensure full compliance with the Academy Trust Handbook
- 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
- Complete monthly Management Reports to the governing body
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed and maintain cash flow forecast
- 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 within the published deadlines
- 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 apply for grants as appropriate
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money

- Manage the school's lettings offer and income from school trips, clubs, music and extended services provision
- Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate
- Oversee and manage the Annual Financial Audit and Internal Scrutiny Reviews

Human resources

- Manage the school's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law, in partnership with Senior Leaders
- Manage all aspects of recruitment for all staff
- Advise on HR issues within school and liaise with the external HR provider
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Ensure all salary amendments are implemented in a timely manner
- Manage confidential staff records both electronically and in paper form
- Undertake the annual appraisals for Administrative Staff
- Maintain the Single Central Register

Health and safety

- With the headteacher and premises team, supervise the maintenance of the school site
- In conjunction with the Site Manager manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- With the Site Manager, organise health and safety training for staff

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

Administration

- Oversee the administration function of the school in conjunction with the Office Manager ensuring good communication to all stakeholders, managing trips (residential and year group trips), managing administration in respect of music provision
- Provide administrative support for the headteacher and governing body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- Oversee the school's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times

The School Business Manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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 post holder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ● A degree, or other relevant qualification – ideally in accountancy, business management or a related discipline ● A school business management qualification such as the level 4 diploma for school business managers
Experience	<ul style="list-style-type: none"> ● Successful leadership and management experience in a school (preferably in an academy), or in a relevant field outside education ● Involvement in self-evaluation and improvement planning ● Line management experience ● Contributing to staff development ● Working with children or young people
Skills and knowledge	<ul style="list-style-type: none"> ● Knowledge of financial management and ability to understand academy SoFA ● Excellent attention to detail ● Previous use of accountancy software, information management systems and government portals / websites ● Effective communication both written and oral ● Excellent interpersonal skills ● Ability to communicate a vision, inspire and motivate others ● Ability to build effective working relationships with staff and other stakeholders ● Understanding of data protection and confidentiality

Personal qualities	<ul style="list-style-type: none"> ● Commitment to promoting the Christian ethos and values of the school and ensuring the best outcomes for all pupils ● Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ● Ability to work under pressure and prioritise effectively ● Commitment to maintaining confidentiality at all times ● Commitment to safeguarding and equality ● Embraces change well ● Deals with difficult situations effectively
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This job description may be amended at any time in consultation with the post holder.

If you're ready to join a school that values inclusivity, creativity, and academic rigor, we would love to hear from you. Saint Jérôme School is committed to the safeguarding of all children, and all offers of employment are subject to satisfactory references, an enhanced DBS Check, evidence of the right to work in the UK and pre-employment checks which may include online checks.

To apply, please complete an application form and a personal statement and submit to office@stjeromebilingual.org. The closing date for applications is midday on **Thursday 23rd April 2026** and interviews will take place in the week commencing **27th April**. To visit the school in advance of submitting an application please contact Karen Smith School Business Manager on 0203 019 6363.