



School Business Manager - Moulton Primary School

Associate Head Teacher Welcome

Thank you for your interest in joining Moulton Primary School and for taking the time to explore this opportunity.

We are looking to appoint a dedicated and proactive School Business Manager to support our school at an exciting stage in its development. This role will work closely with our Headteacher and Senior Leadership Team, to lead and manage the school's business functions, including finance, human resources, premises, health and safety, administration, compliance and procurement

The successful candidate will be supported by an experienced and dedicated administrative team and will play a strategic role in ensuring resources are managed effectively to support the school's continued success.

The successful candidate should have experience of working within a school environment and a strong understanding of school finance, HR processes, safeguarding requirements and operational management. We are looking for someone who is approachable, solution-focused and able to build positive relationships with staff, parents and external agencies.

We look forward to hearing from you.

Why Join Moulton Primary School?

Moulton Primary School is a thriving, three-form entry village school with a strong reputation for providing a high-quality education in a caring and supportive environment. By joining Moulton, you will become part of a well-established and welcoming team that values collaboration, professional development, and the wellbeing of both staff and pupils.

Our staff work together closely within year groups and phases, benefiting from a strong support network that includes dedicated Senior Leaders, Year Group Leads, teachers, and support staff. This collaborative approach ensures that no one works in isolation and that colleagues at every stage of their career feel supported and empowered to succeed.

We are proud of the rich opportunities we offer our children beyond the classroom. Our extensive programme of extra-curricular activities includes a wide range of sporting, musical, and enrichment experiences that encourage pupils to develop their talents, interests, and confidence.

The school is entering an exciting period of regeneration, with significant investment in our facilities. Ongoing refurbishment projects will create dedicated communal spaces for intervention work and specialist subject teaching, while a newly designed reception area will provide a warm and welcoming environment for staff, pupils, families, and visitors alike.

Set within attractive and well-maintained grounds, the school benefits from extensive outdoor spaces, including a recently installed trim trail, running track, and generous playground areas that support both learning and wellbeing.

Above all, Moulton is a school filled with fantastic children who are eager to learn and proud of their school community. Our evolving pastoral team works closely with staff, pupils, and families to ensure that support is available whenever it is needed, helping every child to thrive.

This is an exciting opportunity to join a school that combines strong community values with ambitious plans for the future, making Moulton a rewarding place to build and develop your career.



Job Description

We are seeking an experienced, highly organised and proactive School Business Manager to join our three-form entry primary school. This is an exciting opportunity to become a key member of our leadership team, helping to ensure the smooth and efficient operation of the school so that staff can focus on delivering the very best outcomes for our children.

Working closely with the Headteacher and Senior Leadership Team, you will lead and manage the school's business functions, including finance, human resources, premises, health and safety, administration, compliance and procurement. You will be supported by an experienced and dedicated administrative team and will play a strategic role in ensuring resources are managed effectively to support the school's continued success.

The successful candidate will have experience of working within a school environment and a strong understanding of school finance, HR processes, safeguarding requirements and operational management. We are looking for someone who is approachable, solution-focused and able to build positive relationships with staff, parents and external agencies.

In return, we offer a welcoming school community, supportive colleagues, opportunities for professional development and the chance to make a significant contribution to the future success of our school.

Key Responsibilities

Strategic Leadership

- Work closely with the Headteacher and Governors to support the strategic development of the school.
- Contribute to school improvement planning and resource allocation.
- Provide professional advice and guidance on financial, operational and compliance matters.
- Identify opportunities for efficiencies and income generation.
- Ensure compliance with statutory and regulatory requirements.

Financial Management

- Lead the preparation, monitoring and management of the school's annual budget and multi-year financial plans.
- Provide regular financial reports and forecasts to the Headteacher and Governing Board.
- Monitor expenditure and income to ensure effective budget control.
- Ensure compliance with Local Authority, DfE and school financial regulations.
- Manage procurement processes, obtaining quotes and tenders to secure value for money.
- Oversee financial administration including reconciliations, payments, VAT returns and year-end procedures.
- Prepare and submit financial returns, including the Schools Financial Value Standard (SFVS).

Human Resources

- Lead and manage recruitment processes, including advertising, safer recruitment procedures, contracts and onboarding.
- Maintain accurate personnel records and oversee the Single Central Record.
- Support the management of staffing budgets and workforce planning.
- Monitor staff absence and support attendance procedures.
- Liaise with payroll providers and ensure payroll accuracy.
- Coordinate training and professional development records.
- Ensure compliance with employment legislation and school policies.

Administration and Data Management

- Lead and develop administrative systems and procedures to ensure efficient school operations.
- Line manage and support the administrative team, promoting high standards and professional development.
- Oversee statutory returns and census submissions.
- Ensure effective management of school records and data protection requirements.
- Support communication systems, website compliance and operational administration.

Premises and Health & Safety

- Lead on health and safety management across the school site.
- Ensure compliance with statutory inspections, servicing and risk assessments.
- Oversee premises maintenance, repairs and improvement projects.
- Manage contracts and relationships with external suppliers and contractors.
- Monitor site security and emergency procedures.
- Coordinate fire safety arrangements and relevant training.
- Ensure a safe, secure and well-maintained environment for pupils, staff and visitors.

Safeguarding and Compliance

- Support the school's safeguarding culture by ensuring all recruitment and employment checks are completed.
- Maintain safeguarding-related records in line with statutory guidance.
- Ensure compliance with GDPR, data protection legislation and school policies.
- Promote the highest standards of confidentiality and professionalism.

General Responsibilities

- Attend Governing Board and committee meetings as required.
- Participate in relevant professional development and training.
- Undertake any other duties commensurate with the grade and responsibilities of the post.

Person Specification

School Business Manager

Criteria	Essential	Desirable
Qualifications	GCSE English and Maths Grade 4/C or above (or equivalent)	Degree, School Business Management qualification, accountancy qualification or relevant professional qualification
School Experience	Experience working within a school environment	Experience in a maintained primary school setting
Financial Management	Experience of budget planning, monitoring and financial reporting	Experience of preparing multi-year budgets and SFVS returns
Human Resources	Experience of recruitment, personnel administration and payroll processes	Safer Recruitment qualification
Administration	Experience of leading and developing administrative systems and procedures	Experience of line managing support staff
Health & Safety	Understanding of health and safety responsibilities within a school environment	Formal health and safety training or qualification
IT Skills	Excellent IT skills, including Microsoft Office and management information systems	Experience of systems such as SIMS, Arbor, FMS, Bromcom or equivalent
Data Management	Knowledge of GDPR and data protection requirements	Experience of statutory school returns and census processes

Knowledge and Skills

Essential

- Strong financial and analytical skills.
- Excellent organisational and time-management skills.
- Ability to prioritise competing demands and meet deadlines.
- Strong communication and interpersonal skills.

- Ability to interpret and present financial and operational information.
- Ability to work strategically while maintaining attention to detail.
- Understanding of safeguarding responsibilities in schools.
- Ability to lead, motivate and support a team.
- Ability to build positive working relationships with a wide range of stakeholders.
- Commitment to continuous improvement and achieving best value.

Desirable

- Knowledge of current education funding arrangements.
- Understanding of maintained school governance structures.
- Experience of contract management and procurement.

Personal Qualities

Essential

- Professional, approachable and trustworthy.
- Highly organised and self-motivated.
- Flexible and resilient.
- Discreet and able to maintain confidentiality.
- Positive and solution-focused.
- Committed to safeguarding and promoting the welfare of children.
- Committed to the values and ethos of the school.
- Able to work collaboratively as part of a wider leadership team.

Desirable

- Enthusiasm for contributing to wider school improvement initiatives.
- Commitment to ongoing professional development.