

# Seven Fields Primary School

## Information Pack for School Business Manager Applicants



### **A message from Mrs Gill Young, Headteacher**

Thank you for your interest in the role of School Business Manager at Seven Fields Primary School.

If you were to visit us on a Tuesday morning, you would be impressed by the purposeful environment we have cultivated. From the quiet focus of our Key Stage 1 children during phonics to the deep engagement in Key Stage 2 curriculum work, there is a clear sense of academic intent across the school.

As our SBM, you will be the architect of the foundations that allow this learning to happen.

This is a Grade 10 leadership post, designed for a professional who views school business management as a strategic discipline. We are currently navigating a challenging budgetary landscape, and we are looking for a partner who can lead our finance, HR, and site operations with precision. Within your first six months, we would look to you to identify and implement evidence-informed solutions to improve our financial position and ensure our resources are working as hard as our staff.

You will join a Senior Leadership Team that values professional agency. We provide the autonomy needed for you to lead in your domain, backed by the collaborative culture and expertise of the wider River Learning Trust.

We are looking for someone who understands that excellent operational management is the silent partner to excellent teaching. If you have the experience to lead our business functions and the commitment to maintain our high standards, we would welcome your application.

**Gill Young**

Headteacher

## Strategic Business Lead for a Purposeful Learning Environment

**Location:** Seven Fields Primary School, Swindon, SN2 5DE

**Contract Type:** Permanent

**Grade:** Grade 10 (£38,221.00 - £40,778.00 pro rata)

R&R payment available for an exceptional candidate

28 hours per week over 4 days with the possibility of flexibility in hours/days

Closing: Thursday 4th June 2026 Interview: To be confirmed Start: 1st September 2026

**"Your Role, Your Impact."** At Seven Fields, we believe that academic success is built on absolute foundations. We are looking for a strategic School Business Manager to join our Senior Leadership Team and ensure our school remains a calm, well-resourced space where children can focus on their learning.

**Why this role matters:** You will be the strategic lead for our school's infrastructure. By finding creative solutions to manage a challenging budget and ensuring our site is safe and well-managed, you create the quiet, purposeful environment that our students need to succeed.

### What you'll bring

- **Strategic Finance:** Proven experience in budget planning and the ability to identify efficiencies without compromising educational quality.
- **Team Leadership:** Experience in managing office and site staff, fostering a collaborative and professional culture.
- **Operational Precision:** Strong knowledge of HR processes, Health & Safety compliance, and premises management.
- **Professional Agency:** The confidence to operate as an expert in your field and a key member of the Senior Leadership Team.

### The Seven Fields Difference

- **A Focused Environment:** We pride ourselves on a calm, quiet atmosphere where both staff and students can do their best work.
- **Evidence-Informed Practice:** We value professional agency and use data and evidence to drive our school improvements.
- **Swindon Community:** We are a school rooted in our local community, committed to providing the best possible start for our children.

**The River Learning Trust (RLT) Connection** Seven Fields Primary School is part of the River Learning Trust. Our schools benefit from a shared commitment to "Relational Trust" and "Aligned Autonomy." This means you have the professional agency to lead in our specific context, backed by the security and high-quality CPLD of a successful Multi-Academy Trust.

### RLT Benefits include:

- Commitment to workload-sensitive policies.
- Access to Trust-wide professional networks and specialist support.
- Recognised continuous service and LGPS pension scheme.

River Learning Trust and Seven Fields Primary School are committed to safeguarding and promoting the welfare of all children and preventing extremism. We are an exempt employer under the Rehabilitation of Offenders Act. We actively

value the "different contributions" you can make. We want you to be at your best during the application process; if you require any reasonable adjustments, please let us know. Note: We do not accept CVs; please apply via My New Term. We reserve the right to interview and appoint exceptional candidates early.

### Three Pathways to Join Us:

1. **Read more and apply:** <https://mynewterm.com/jobs/138005/EDV-2026-SFPS-53722>
2. **Start a conversation:** To arrange an informal discussion or a visit to see our quiet working environment in action, please contact: Mrs Gaynor Pearce on 01793723833
3. **Talent Pool:** Not the right time? Register with our **Talent Pool** [https://mynewterm.com/sch\\_talent\\_pool](https://mynewterm.com/sch_talent_pool) to hear about new opportunities first.



## Job Description

<b>Job Title:</b>	<b>SCHOOL BUSINESS MANAGER (Primary)</b>
<b>Date last reviewed:</b>	<b>September 2024</b>
<b>Grade of post:</b>	<b>GRADE 10</b>
<b>Location:</b>	<b>Seven Fields Primary School</b>
<b>Line Manager:</b>	<b>Mrs Gill Young - Headteacher</b>
<b>Disclosure Level:</b>	<b>Enhanced DBS</b>

### Job Purpose:

To work as part of the Senior Leadership Team providing strategic support to the Headteacher and Senior Team and Governing Body to ensure the school meets its educational aims and objectives, taking specific responsibility for school finance, HR, Health and safety and site management.

### Main Responsibilities:

#### Organisation

- Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
- Line Management of office admin staff (Office Manager and Admin Assistant)
- Be responsible for the administration of recruitment and other HR processes
- Liaise between managers/teaching staff and support staff on change and ongoing matters
- Hold regular team meetings with Admin team
- Undertake recruitment/induction/appraisal/training/mentoring for other staff

#### Administration

- Take lead role in the development and maintenance of record/information systems including ensuring that the school website remains up to date and compliant
- Provide detailed analysis and evaluation of data/and produce detailed reports/information as required e.g. sickness data
- Produce, and respond to, complex correspondence e.g. admissions or the SWFC
- Provide organisational and complex advisory personal support to other staff e.g. supporting with sickness absence meetings.
- Provide organisational and complex advisory support to the Governing Body e.g. finance reporting.
- Manage complex administrative procedures
- Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE
- Manage the administration of Payroll system

#### Resources

- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
- Take a lead role in the recruitment of support staff and in managing associated employment procedures
- Provide advice and guidance to staff and others on complex issues relating to pay and employment
- Undertake research and obtain information to inform decision making
- Take a lead role in procurement and securing sponsorship/funding
- Manage service contracts
- Manage school licences and insurance
- Take a lead role in marketing and promoting the school

- Manage facilities including premises, lettings and associated income, building and projects etc.
- Manage financial administration procedures
- Take a lead role in planning, monitoring and evaluation of budget
- Be responsible for the management of expenditure within an agreed budget
- Health & Safety management

#### **Other responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Develop constructive relationships and communicate with other agencies/professionals
- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning, and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within the Trust.
- Working collaboratively with the central team service to ensure the best outcomes for the school Undertaking such other duties as reasonably correspond to the general character of the post and commensurate with being an employee of the Trust

Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description is illustrative and may be amended in discussion between the post holder and their manager.

#### **General responsibilities as part of the Trust**

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

*Seven Fields Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

## School Business Manager (Primary) Grade 10 - PERSON SPECIFICATION

Qualifications, Experience & Training	Essential	Desirable	How Assessed
GCSE pass grades (4 or above) in English and Maths. Managing large budgets at whole organisation level Project management including capital and building developments Facilities and premises management Line management and performance management of staff team Recruitment and other HR processes Strategic and operational leadership Experience of negotiating contracts and SLAs	X		Application Form Interview
A relevant qualification in Business, Finance or HR Previous employment as a School Business Manager		X	Application Form Interview
Skills & Knowledge	Essential	Desirable	How Assessed
Safeguarding procedures for schools, GDPR and E-safety Excellent ICT skills; competent using the Office suite Experience using financial data systems e.g. PSF and Selima for Payroll Health and safety legislation for large workplaces Negotiation of contract Able to design and implement effective systems within work environments Analytical and problem solving skills.	X		Application Form Interview
Safeguarding	Essential	Desirable	How Assessed
Understanding of current statutory processes, procedures and associated documentation	X		Application Form & Interview
Personal attributes	Essential	Desirable	How Assessed
Able to put our pupils learning at the centre of all we do Able to work under own initiative, to be able to work under pressure, prioritise and work flexibly to meet deadlines. Sensitivity to the challenges faced by students, staff and families	X		Application Form & Interview

<p>Approachable, flexible and professional</p> <p>Resilient and able to meet demands of a challenging high pressured environment and deal with emergencies when required</p> <p>High expectations of self and others</p>			
<p><b>Safeguarding Statement</b></p> <p>Seven Fields Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.</p>			

### Join the River Learning Trust Family: Where Your Wellbeing is Our Priority

At RLT schools, we believe that the best education is delivered by happy, supported, and professional staff. We are committed to fostering a culture where every member of our team feels valued, respected, and empowered. That is why RLT schools are not just good places to work - they are exceptional places where professional growth and personal wellbeing are inextricably linked.

### Our Commitment to Staff Wellbeing

We prioritise staff wellbeing not just in theory, but through tangible, actionable initiatives designed to support you throughout your career:

- **Dedicated Support and Guidance:** All of our schools have **Wellbeing Champions and Mental Health First Aiders** who are trained and available to provide confidential support, advice, and a listening ear. Every school is linked to a **Wellbeing Network Lead** who provides practical support for developing and implementing each school's staff wellbeing action plan.
- **Listening to Our Teams:** We value your voice. Through our **annual stakeholders surveys**, we gather vital feedback from all staff members to continually inform and refine our policies, practices, and support structures.
- **External Professional Support:** All staff have access to a confidential **Employee Assistance Program (EAP)**, which offers 24/7 access to expert advice, counseling, and practical support on a wide range of personal and professional matters.
- **Career Growth and Collaboration:** We believe in growing together. We provide **collaborative Continuous Professional Learning and Development (CPLD)** opportunities for staff at all levels, encouraging shared practice and innovation across our network of schools.
- **Workload-Sensitive Development:** Our **appraisal approach** is designed to be meaningful and supportive, placing **wellbeing and workload at the heart of staff development**. We focus on achievable goals and sustainable practices, ensuring that professional growth enhances, rather than burdens, your working life.

If you are looking for an environment where you can thrive professionally while knowing your personal health and happiness are a priority, an RLT school is the place for you. Join us and experience the difference a truly supportive working environment makes.