

Job pack for the post of School Business Manager at Grafton Primary School, Islington, London.

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Welcome letter from the Head Teacher

Dear Applicant,

Thank you for taking the time to find out more about our school.

We are a two-form primary school in the heart of Holloway in Islington, North London and serve our diverse community with pride and passion.

We have a history of high achievement throughout our school and ensure that all children make excellent progress.

As the School Business Manager at Grafton Primary School you will have the opportunity to shape the future of our school helping secure our strong financial position and play a leading role in all school developments.

Visits to our school are welcomed and encouraged; I look forward to meeting you.

Yours sincerely,

Andrew Turnock

Head Teacher



Information about Grafton Primary School

Grafton Primary School:

At Grafton, we are extremely lucky to work with a wonderful community, with brilliant children, with talented staff and with supportive parents and carers.

Located just off both Holloway Road and Seven Sisters Road we are often referred to as an oasis within the urban jungle.

We are a 2-form primary school, with a 40-place nursery and 2+ provision, set in generous grounds with a large playground, two gardens, science and art room, as well as a dedicated space for both breakfast club and after school club.

We have 440 children currently on roll representing diverse cultural backgrounds and heritages.

50% of our children qualify for Pupil Premium, 25% of children are on our SEN Register, our children speak more than 30 different languages and our families originate from more than 30 different countries. Our community is our greatest asset.

Grafton is a dynamic school, full of creativity, where children are fully immersed in their learning.

We believe in high expectation but within a low stakes culture.

Our aim is to create better societies and for our children to be great citizens of our world.

Our 6 Key values are:

LOVE RESILIENCE EMPOWERMENT CREATIVITY INCLUSION KINDNESS

Advert:

School Business Manager Full Time | PO2 - PO4 Grafton Primary School, London N7

Are you an organised, proactive, and talented business manager ready for your next challenge?

As School Business Manager, you'll play a key role in our school's success, working with a friendly community, brilliant children, and a dedicated senior leadership team. You'll have a strong financial and organisational background, excellent communication skills, and be able to work both independently and as part of a team.

What we offer:

- A welcoming, inclusive, and supportive school community
- Opportunities for professional development and CPD
- A vibrant and well-resourced school in the heart of Holloway
- The chance to make a real difference to the lives of our children

What we're looking for:

- Experience in school business management, finance, or related fields
- Strong organisational and communication skills
- The ability to lead, motivate, and develop staff
- A commitment to safeguarding and promoting the welfare of children

Safeguarding Statement: Grafton Primary School (London, N7) is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory completion of safeguarding checks.

Diversity Statement: Grafton Primary School (London, N7) is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

Closing Date: Sunday October 18th 2026

Interviews Week beginning Monday November 2nd

Start date: January 2027 *or sooner if available and by arrangement.*

Weekly contracted hours are 35 hours per week all year round

Grafton Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check will be required. Also, if this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to declare.

Job title:	School Business Manager
School:	Grafton Primary School
Grade:	PO2-4
Line manager:	Headteacher
Hours:	35 hours per week AYR

Job Description School Business Manager

Purpose of the Job:

To manage the financial and administrative functions in the school, and Extended School Service. To oversee and manage all financial resources and to be a high level administrative resource, advising on personnel issues and procurement, coordinating and monitoring all contracts. To service the Governing Body, as required and manage the other administrative staff and the premises manager.

Duties and responsibilities:

Finance and Procurement

1. To be responsible for maintaining the school's financial systems and procedures in accordance with the Standards for Financial Administration in Schools issued by the local authority.
2. To support the use of the school's I.T. finance systems to keep financial records.
3. To take an overview of the school budget and advise the Headteacher of any potential deficit or other finance related issues, their implications and make recommendations on possible solutions.
4. In conjunction with the Headteacher, to undertake an annual budget planning exercise for the dissemination of the school's budget allocation, in line with the school improvement plan, for the approval of the governors.
5. To ensure adequate auditable systems are in place for the ordering of goods and supplies, and for the processing and payment of invoices.
6. To oversee the compilation of the school equipment inventory.
7. To produce budget monitoring and other financial reports for the governors.
8. To prepare financial data, statistics and income for banking, including School Fund, charity collections, and petty cash and/or maintenance of relevant school web applications.
9. To administer P11D returns, ensuring deadline for returns met.
10. To oversee and support management of the financial data for all Extended Schools Services.
11. To support the preparation of end of year accounts ready for external audit and presentation to governors.
12. To update local finance related policies as required.
13. To act as co-opted, non-voting member of the governors' finance committee, organising and minuting the finance committee meetings and providing information for the committee as necessary.
14. To raise funds for the school, through researching information on grants available and making appropriate applications for securing grants for the school including to the Local Authority.
15. To ensure adequate auditable systems are in place for the ordering of goods and supplies, and for the processing and payment of invoices.
16. To be responsible for the arrangements for school facilities, transport, booking facilities for out of school activities and residential school journeys.

17. To be responsible for the school's inventory of computing and visual equipment ensuring that this is updated annually and the stock book amended accordingly.
18. Monitoring payments of salaries, ensuring returns are completed to deadline.

Human Resources

19. To manage the personnel function in the school.
20. To manage advertising of vacancies and be responsible for the recruitment process and ensure all associated administration is carried out, including the administration of teacher recruitment.
21. To participate on appropriate interview panels and to coordinate induction for new staff.
22. To support the appraisals of administrative staff, and the Premises Manager.
23. To check payroll reports and ensuring all pay costs are appropriate and budget areas are correctly charged.
24. To liaise with relevant agencies/bodies such as TPA on pay and other pay related matters.
25. To inform sickness management, by monitoring sick leave, identify sick management issues and raise with the Headteacher and other appropriate senior staff.
26. To maintain computerised personnel records, ensuring accurate records of staff details, including type of contract, pay etc, and recording ethnic monitoring information.
27. To ensure the accurate and timely collation and return of statutory returns; i.e.

Workforce Census

28. To update local personnel related policies as required.
29. To advise staff and Headteacher on specific personnel matters.

Governing Body

30. To organise and service the meetings of the governing body.
31. To support the preparation of agenda where required through liaising with governors and the Headteacher.
32. To ensure that governors receive effective advice on statutory requirements.
33. If required, ensure that a full complement of governors is maintained in accordance with the school's statutory instrument. Instigate and manage election processes as necessary.
34. To maintain Governor files and records of visits.

Information and Communication Technology

35. To manage the school's Administration network and identify enhancements required.
36. To implement all upgrades to the Administration network and ensure backup for data
37. To ensure that all administrative staff are adequately trained in the Financial and administrative ICT software.
38. To be responsible for system security, including setting up of new users, issuing passwords, monitoring of passwords, taking leavers off email and the system and virus protection.
39. To keep abreast of Data Protection legislation and develop policy and procedures to ensure the school operates within Data protection code.

Please note that many of these are currently undertaken by our IT Support Islington IT, however, it remains vital that the SBM has an awareness of these tasks.

Premises

40. To take an overview of Premises Management at the school, supervising the requisition of repairs, obtaining of quotations, liaising with contractors, and in conjunction with the Premises Manager

41. To raise and monitor, in conjunction with the Premises Manager, all annual planned maintenance and safety check contracts.
42. To manage, supervise and develop the letting of school premises, ensuring they are consistent with the values of the school and maintain adequate records of payments received and ensure the maximisation of the lettings income.

General Management

43. To be responsible for the efficient and effective functioning of the school administrative function, including the review of procedures and systems, recommendations for change and the implementation of new systems and procedures.
44. To answer phone calls and emails at the school office, as well as dealing with parent/carers/visitors who visit the school office for a range of reasons.
45. To manage the preparation of statistical returns and other statutory information as required by the Headteacher and/or the Governing Body.
46. To participate in Team meetings with senior school staff and other internal and external meetings as required.
47. To undertake such other duties as may be required by the Headteacher, which are commensurate with the job and grade;
48. At all times carry out duties with due regard to the school's Health and Safety Policy.

Personal Responsibilities

49. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
50. To promote the safeguarding of children.
51. To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
52. To undertake training and professional development as appropriate.
53. To undertake other duties appropriate to the post that may reasonably be required from time to time.

Performance Standards

54. To ensure that the school's customer care standards are met and adhered to.
55. At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which schools face. This job description is a guide to the level and range of responsibilities, which the postholder will initially be expected to undertake. It's neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. It will not form part of the post-holder's contract of employment.

Person Specification School Business Manager

Job title:	School Business Manager
School:	
Grade:	PO2 - 4
Line manager:	Headteacher
Supervisory responsibility:	Line management supervision of administration and site staff Conduct the performance management of above staff
Hours:	AYR

The essential requirements needed in order to do the job are listed below. Applicants will be short-listed solely on them meeting these requirements.

Education and Experience

- a) Educated to degree level or equivalent
- b) SBM qualification or equivalent experience
- c) Willing to work towards CSBM qualification
- d) Proven experience of finance, human resources or a similar field
- e) To have a knowledge of SIMS FMS6 Access and Arbour
- f) Experience of managing multiple priorities
- g) Experience of project management

Knowledge, Skills and Abilities

- h) Strong organisational, financial, interpersonal and communication skills
- i) Ability to use own initiative to identify issues, problem solve and implement solutions
- j) Ability to interpret information and devise policy or practice
- k) Ability to performance manage others.
- l) Ability to work quickly and efficiently with minimum supervision
- m) Ability to communicate clearly both in writing and orally with a wide range of audiences
- n) Ability to perform efficiently whilst under pressure
- o) Ability to persuade, motivate, negotiate and influence
- p) Ability to relate well to children and adults
- q) Ability to work constructively as a team, understanding school roles and responsibilities and the post holder's position within these
- r) Ability to self-evaluate learning needs and actively seek learning opportunities and CPD.
- s) Willingness to attend occasional meetings outside of normal office hours
- t) Willingness to have an enhanced DBS check

Please note that appointment is subject to a DBS Enhanced Disclosure.

Please apply on-line

Closing date: Sunday October 18th

Interviews: Week beginning Monday November 2nd

Contact

To find out more about the role, please contact our school on 020 72723284

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications, skills, abilities and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are available as attachment within the online job listing. Please refer to those before submitting your application.

Using AI to complete applications is discouraged.

Shortlisting and selection procedure

Shortlisting and selection will be made by a panel of senior leaders. Shortlisted candidates will be notified immediately after shortlisting has taken place and will be provided with further information on the selection process.

The selection process may have a combination of tasks, activities, assessment tools and interview. Further information will be provided to the candidates shortlisted for interview.

Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

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

Safeguarding children

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