



PARK VIEW

Aspire~Achieve~Succeed

Recruitment pack:

School Business Manager

SALARY: PO8 - £61,980 - £65,476 range
52 weeks per year





We know that a school is only as good as its team. Park View is dedicated to providing every staff member with an environment in which they can flourish.

To achieve this we are committed to three core principles that underpin how we offer our staff a career to enjoy and be proud of. The principles are:

- Inspire - supply an inspiring environment for staff to thrive and develop professionally and personally.
- Nurture - provide the opportunity to plan a successful career path.
- Develop - We understand that we have a responsibility to provide all staff with the resources and support to accumulate the experience and skills needed to fulfil your true potential.

Supply an inspiring environment for staff to thrive and develop

We recognise the importance of providing our staff with an environment where they are motivated, supported and valued. We have worked diligently to create an atmosphere where people are actively encouraged to ask questions and seek support, whilst also being provided with the freedom to explore opportunities that can bring real, positive change to our students' education. By joining us you will flourish as part of a successful, supportive and vibrant team where no two days are ever the same.

Nurture a successful career path for all employees

We empower our staff to have a strong outlook on their role at Park View and to play an active part in developing their own career path. You will be supported to build your career vision and aspirations by your line manager, who will be responsible for ensuring you are on track to achieve your goals.

Provide accessible development opportunities to staff at all levels

We know that we have a crucial part to play in providing you with the resources and support to accumulate the experience and skills needed to fulfil your true potential. With this in mind, we invest heavily in all our staff throughout their time with us, providing them with relevant development opportunities to match their personal career paths, to ensure that aspirations become a reality.

“Here at Park View you are encouraged to take responsibilities to help further your professional development.”
Lucie Hiron, English Teacher



A View from the Top



PARK VIEW

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Park View is committed to standing out from the crowd as an industry-leading employer. We are committed to providing you with a benefits package that you won't find elsewhere and demonstrates that your job satisfaction is crucial to us.

We understand that the mental and physical welfare of our team has a direct impact on the quality of education we can provide our students. We also understand that pressures from outside of work may also have a bearing on staff wellbeing. This is why we have created a benefits package designed to support you, not just inside of school but outside as well.

From discounted gym membership to free counselling, and from our dedicated wellbeing team to staff socials, we create an environment where employees can thrive in a high performing team. We pride ourselves on being an outstanding employer, and giving everyone who works with us a 'View from the Top'.

Unique benefits

- A right to a generous special leave allowances including dependency leave, carer leave and compassionate leave if required.
- Enhanced maternity, adoption and paternity pay and leave.
- 'Eden Red' childcare vouchers.
- Tax free bikes via Park View's cycle to work scheme.
- Interest-free loans for travel season tickets.
- Free eye test every two years for all, or every year once over the age of 50 and a contribution to the cost of your glasses.
- Heavily subsidised membership with Fusion Gyms.
- Inner London weighting pay rate.
- Free staff social events throughout the year.
- Subsidised healthy meals available.
- Park View is located next to an award-winning park, which includes an open recreation space, a managed garden, tennis and basketball courts.
- The surrounding area has a wide range of multicultural cuisine available.
- Free fitness suite for all staff

Professional benefits

- New members of staff can expect a thorough induction programme.
- A dedicated member of staff acting as a mentor will assist with identifying training needs and development opportunities.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An enthusiastic wellbeing team who arrange great team building and rewarding activities for staff.
- Teachers' pension scheme.

“The multicultural cohort at Park View builds an ethos of community and cohesion, while also working alongside staff who have a genuine passion for teaching.” Alen Duvarciyan, Assistant Headteacher



School Business Manager

We are looking to appoint an enthusiastic and talented individual to take on this important role.

The successful candidate's main objectives will be:

- Provide strategic direction and oversight of Park View's business and administrative operations, aligning with the school's values and ethos.
- Ensure the maintenance of all relevant documentation, policies, and procedures.
- Report regularly at Senior Leadership Team (SLT) and Governing Body meetings.
- Advise, consult, and update the senior leadership team on all financial and legal matters directly related to the school's efficient operation.
- Ensure the timely and accurate completion of statutory and non-statutory financial returns.
- Promote a high standard of business ethos, ensuring the most effective use of resources across the school, and help generate lettings income through effective marketing.
- Actively contribute to safeguarding all students.

Purpose of the job

- Efficient management of school finances, human resources, health and safety, and facilities management.
- Foster collaborative and economic partnerships with other schools and local organisations.
- Strategic management of the estate and facilities functions of the school.
- Lead the strategic financial management of Park View School, maintaining overall responsibility for the Finance Team, external contractors (excluding site-related matters), whole school and departmental budget management, and financial reporting to SLT and governors.
- Oversee external contracts to ensure the best value for money.
- Ensure a best-value approach to operations to assist the school in fulfilling its vision of high-quality education for all.
- Provide line management for all identified support staff.

- Ensure compliance with all statutory and non-statutory financial management requirements, following government and local authority guidelines.
- Develop a carefully planned budget, identifying potential financial risks (both internal and external).
- Promote high standards of business practice and the effective use of resources across the school.
- Manage recruitment of new staff, from advertising to appointment.
- Ensure Park View is always 'audit ready'.

Main duties and responsibilities

Leadership and Strategy

- Act as a member of the Senior Leadership Team, leading strategic business operations to enhance organisational efficiency and effectiveness.
- Report key financial information to the Senior Leadership Team and Governing Body, attending meetings as required.
- Manage financial and staffing-related changes in alignment with the school development plan and budget pressures.
- Support the senior team in navigating the implications of government policies, legislation, and directives, ensuring compliance with all required expectations.
- Implement and maintain policies linked to role-specific areas.
- Deliver the strategic aim of ensuring Park View remains financially sustainable.
- Manage relationships with external partners and contractors.
- Oversee bid and funding applications.
- Represent the Headteacher at appropriate meetings.
- Engage effectively with all stakeholders to ensure the school's services are optimally delivered.



School Business Manager

Main duties and responsibilities

Finance

- Lead and advise on all aspects of financial management within the school, maintaining overall budgetary responsibility.
- Advise the headteacher on all financial matters, contributing to sound financial decision-making.
- Oversee the school budget and accounts, ensuring the school receives value for money.
- Introduce effective probity.
- Manage the Finance Team in preparing all necessary financial returns, including the annual budget, for approval by the Governors.
- Ensure timely submission of the School's Scheme of Delegation, SFVS, and any other information required by the local authority or national government.
- Lead the procurement strategy, reviewing and updating it regularly to safeguard value for money (VfM).
- Develop and implement tender management procedures for goods and services.
- Supervise the preparation of monthly management accounts and cash flow forecasts.
- Oversee the completion of year-end accounts in line with the agreed financial reporting timetable.
- Monitor and report on staff payroll in collaboration with the external payroll agency.
- Support managers and staff in the contract negotiation processes for various services (e.g., catering, ICT).
- Ensure compliance with approved financial procedures and enhance financial controls across the school.
- Identify and implement innovative strategies to generate additional income for the school in collaboration with the Operations Manager and marketing team.
- Oversee the negotiation and review of non-site-related whole-school contracts and agreements.
- Maintain an accurate school asset register in collaboration with the Site Manager.

Coordinate and manage all external financial audits. Cover Team and Human Resources

Facilities, Health and Safety, and Estate Management:

- Provide strategic direction in managing the school's estate and facilities functions.
- Oversee health and safety matters, ensuring compliance with all relevant legislation.
- Oversee the maintenance, refurbishment, and development of the school premises and grounds.
- Negotiate, evaluate, and quality assure contracts for site works and services.
- In consultation with the premises manager, oversee the implementation of the school's asset management plan and • School Improvement Plan.
- Oversee the rolling program of refurbishment works within budgetary constraints.
- Report progress to the Headteacher and Governors' Finance, Staffing and Resources Committee regularly.
- Liaise with contractors, architects, and council officers regarding site maintenance and development.
- Maintain expertise in health and safety regulations relevant to the school and its stakeholders.
- Formulate, monitor, and implement the school's Health and Safety Policy in line with the Health and Safety at Work Act.
- Oversee a comprehensive Emergency Plan, ensuring business continuity and minimising risks.
- Oversee fire safety practices and ensure emergency procedures are up to date.
- Manage risk and loss prevention strategies, including third-party contract management.
- Act as a key holder for the school site.



School Business Manager

Main duties and responsibilities

Income Generation:

- Promote and extend the use of the school's facilities to generate additional income.
- Oversee the letting of school facilities, including compliance with leasing arrangements and contracts.
- Drive fundraising and income generation through bids and grant applications, supporting school projects, extracurricular activities, and additional resources.

Cover Team and Human Resources:

- Line manage the Cover Managers to consistently apply staff sickness management policies.
- Manage relevant staff rotas and duties, including break duties.
- Ensure compliance with legal and regulatory recruitment procedures, particularly about safeguarding.
- Work with HR to support the recruitment process, including developing job descriptions, contracts, and staff records as needed.
- Work with HR to manage DBS checks and document compliance for new and existing staff.
- Administer performance management processes, ensuring all records are current and aligned with pay increase timescales.
- Collaborate with SLT on recruitment, personnel, and payroll services.
- Assist SLT in workforce planning and evaluate the school's strategic objectives and key results.

Admin and Support Services:

- Lead and manage the staff and student support services at Park View.
- Oversee the administration of pupil admissions, Free School Meals uptake, DBS checks, and staff well-being.
- Ensure compliance with school and local authority policies, including GDPR.

Curriculum Resources / IT Infrastructure:

- Collaborate with the IT Manager to ensure the IT infrastructure meets the curriculum needs, is future-proof, and is budgeted effectively.
- Assist in implementing the IT Improvement Plan and ensuring value for money.
- Oversee third-party IT services (e.g., GroupCall, SIMS, BromCom, ParentPay) to support school operations.

People and Contract Management:

- Manage the catering provision, ensuring effective service delivery and compliance with KPIs.
- Conduct quarterly reviews with the catering contractor.

Collaborative Working:

- Manage the ParentPay system, working with Heads of Year, Heads of Department, and the CRT to improve uptake.
- Collaborate with third-party contractors to ensure cost-effective services for the school. Additional duties as required, in line with the overall responsibilities of the post.
- Adhere to and promote school policies, including Behaviour for Learning, Equalities, and Health and Safety.
- Support positive student conduct in line with the school's trauma-informed approach.
- Maintain a professional and business-like environment when communicating with staff, students, and external contacts.
- Proactively undertake all relevant training and professional development.



School Business Manager Park View Person Specification

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Qualifications		
Certificate/Diploma in School Business Management or equivalent (or working towards accreditation).	X	
In-depth knowledge of school financial, personnel, and administrative systems.	X	
Professional qualifications or extensive work-based experience in finance, human resources, and health and safety.	X	
GCSE English and Maths at grade 5 or better	X	
Experience		
Up-to-date knowledge of statutory and non-statutory school budget management requirements.	X	
Experience in procurement and contract management.	X	
HR management experience, including recruitment processes.	X	
Experience in financial management within a school or large organisation.	X	
Experience with income generation (e.g., bid-based competitive funds).	X	
Knowledge of risk assessments and health & safety/fire safety regulations.	X	
Skills:		
Excellent interpersonal skills	X	
Strong organisational, presentation, and communication skills (both verbal and written).	X	
Leadership skills with the ability to manage, prioritise, and motivate a multidisciplinary team.	X	
Highly proficient in IT systems and financial software, e.g., Novus.	X	
Ability to analyse complex data and provide innovative solutions.	X	
Strong decision-making and problem-solving abilities.	X	