



STOWLAWN PRIMARY SCHOOL  
Business and Operations Manager  
Application Pack





### **Job Details**

School Business and Operations Manager

Grade 7, Point 23 to 28 (dependant on experience) pro-rata

35 hrs week : (term time plus 2 weeks allocated and 5 days flexible)

Hours of Work: 8.15am to 4.00pm

(45 mins lunch)

### **Are you looking for a new challenge?**

We are looking for an experienced candidate to fill our newly created role of School Business and Operations manager.

Over the last 5 years, Stowlawn Primary School has doubled in size. This has brought with it challenges of increased budgets, diversity of cohort and health and safety and buildings management.

We are a local authority school on a shared site, and collaboration, teamwork and flexibility are key skills needed for the role.

Are you the candidate we are looking for, with a wide strategic vision to be part of our team, and lead the administration side of school on this exciting journey?

## About Our School

Stowlawn Primary School is a 2-form entry school in the heart of Bilston, a suburb of Wolverhampton, and our children and families are at the heart of our community. We are a diverse community, with above average number of pupils with English as an additional language, from a minority ethnic background, and children classed as having a special educational need. We also have nearly double the national average number of families in receipt of pupil premium, which now stands at 53%. We value all aspects of our children's development, and over the past few years have gained a number of external awards and accreditations. These have included Excellence in Personal Development, Inclusion Quality Mark, Primary Science Quality Mark, School of Sanctuary, and Gold PE mark. We are always looking for ways we can enhance our children's learning, and we are certainly a busy and vibrant school! To find out more information, please follow the links below:

[www.stowlawnprimary.co.uk](http://www.stowlawnprimary.co.uk)

<https://financial-benchmarking-and-insights-tool.education.gov.uk/school/104317>



## We can offer you...

- ✓ A friendly, vibrant and busy school
- ✓ A challenging but rewarding position
- ✓ Strong leadership within the school
- ✓ Commitment to CPD
- ✓ Highly motivated staff and supportive governors
- ✓ An opportunity to shape the position to the needs of the school



## How To Apply

- ✓ Read the job description and person specification carefully
- ✓ Complete the application form and submit to [recruitment@stowlawnprimary.co.uk](mailto:recruitment@stowlawnprimary.co.uk)  
Please note that we cannot accept CVs as way of application.
- ✓ Include a detailed supporting letter – no more than 2 sides of A4, explaining why you are suitable for this role whilst addressing the selection criteria for the role.

Closing date for applications: Friday 2<sup>nd</sup> May at 12 noon

Interviews : Thursday 8<sup>th</sup> May

We welcome visits to the school to support your application on the following days.

Tuesday 29<sup>th</sup> April : 8am

Wednesday 30<sup>th</sup> April : 4pm

To book a place, or for any queries please ring the school office on 01902 556463.



## **Business and Operations Manager**

### Job Description

#### **Main Purpose of Role:**

Responsible for financial and operational leadership of the school through direct and indirect reports including:

financial strategy and oversight, maximising school income assets and resources to ensure the school's financial health into the future; operational strategy and management of all non-teaching aspects of school including projects and change programmes.

Actively managing all school contracts including outsourced functions to include (now and in the future) catering, IT support and licences, building and grounds management. The job holder must provide a strong lead to ensure that support functions (including those which are outsourced) are providing high standards of customer service and excellent support to the school's overall vision and purpose. The Business and Operations Manager will work closely with the Senior Leadership Team, which has responsibility for the strategic management of the school and the development and delivery of the school improvement plan

Responsible for: Leading the school support staff, and in particular leading a team of key staff:- Finance Manager, Office Manager, Administration Assistant, Site operatives

#### **Financial management**

Overseeing all aspects of financial management from financial planning and budget setting to monitoring and controls.

- Allocating, controlling and accounting for the financial and material resources of the school in accordance with the policies of the school.
- Prepare an annual budget for approval by the Headteacher and Governing Body with the aim of ensuring a surplus, ideally for future investment into the school.
- Identifying any causes (or potential causes) of significant variances to the budget and to recommend prompt corrective action, to ensure financial goals, targets and budgets are met.
- Ensuring proper financial recording is undertaken (including income and expenditure accounts and balance sheets) and that reports of the material and financial affairs of the

school are produced to the Governors in accordance with the requirements of the Department for Education and Charity law

- Editing/ Drafting school policies for Headteacher or Governor agreement and upholding the Policy Schedule
- Monitoring income and expenditure in relation to the budget, cashflows etc. having overall responsibility for them and presenting regular management reports including year-end reporting
- Managing internal and external audit procedures as necessary and ensuring recommended actions are taken
- Preparing long-term assessments of future financial performance or financial modelling of projects as required
- In conjunction with the Finance Manager and Office Manager, ensuring employees are remunerated accurately through payroll partners including ensuring tax and pension regulations are met; ensuring payments are invoiced and collected, ensuring that any bad debt is pursued; ensuring financial systems and procedures are in place for school activities such as trips and ensuring appropriate investment of surplus funds
- Supervising and procuring insurance in all forms

### **Line Management and Appraisal**

- To provide overall leadership to administration staff within the school
- To ensure appropriate resourcing and deployment of administration staff to meet the school's needs
- Ensure an appraisal policy and process is in place for administration staff and to oversee this
- Carry out moderation of objectives and performance to ensure the policy is fairly applied across staff
- Carry out appraisals of those administration staff

### **Human Resources**

- Provide HR leadership support to the Headteacher to include organisational, pay and other advice (e.g. on disciplinary, grievance and capability procedures, training needs) as required
- The provision of wider structural and organisation support to the Head or Governors as required
- Leadership of the recruitment process for support staff
- Ensuring the provision of induction and basic skills training (such as IT training, but not educational) to staff.

- Resolving HR issues which may arise and which may lead to the informal or formal action in accordance with the school disciplinary and probationary procedures from time to time
- Overseeing personnel processes and systems including absence reporting and record keeping
- Editing /drafting HR and employment policies for agreement by the Headteacher and Governors

## **Procurement**

- Establishing clear cost-effective purchasing procedures and controls for all supplies and services including tendering of larger contracts as required
- Ensuring that all school contracts placed are done so to deliver best value for money and monitoring these throughout their term
- Overseeing contracts register of all commitments, ensuring these are reviewed prior to termination dates
- Ensuring robust processes are in place for purchasing across departments and in line with the Schedule of financial delegation

## **Facilities**

Strategic management of the use and development of the buildings and grounds, and leading the Facilities team on all aspects:

- Overseeing the contract / contractors to ensure good maintenance of school buildings: preparation and on-going updating of the planned maintenance programme, implementation of unplanned maintenance and keeping records
- Planning maintenance programmes, capital or change projects and to procure service contracts, equipment and supplies as required ensuring a good quality of service and delivery against specifications
- Ensuring compliance with Health and Safety legislation
- Ensuring the security and cleanliness of buildings; maintenance of fire protection and escape equipment; ensuring appropriate lighting, heating and ventilation, fresh water and drainage; ensuring the good maintenance of all equipment and furniture
- Manage staff to ensure the upkeep of playing fields, amenity areas, hard landscaping, and maintenance of boundaries, paths and roads
- Ensuring utilities and waste services are procured to provide best value for money and to manage such contracts

## **Safeguarding**

To liaise with the Office Manager and key safeguarding staff to ensure strategic implementation of Statutory Safeguarding requirements

- To oversee the upkeep of the Single Central Record
- To ensure the school keeps accurate safeguarding records
- To liaise with parents, school staff and children as required to manage the resources required to ensure a high standard of safeguarding policies and procedures.

## **Letting of school facilities**

To work with Green Park Provision to maximise income from the school facilities by the letting of these to outside organisations and clubs

- To oversee the contracts and pricing of such arrangements
- To ensure the school provides appropriate resource and that facilities are clean and tidy for such lets
- To liaise with hirers and school staff as required to manage the site diary, conflicting demands for resources and any issues which may arise.

## **Health and Safety**

To ensure that the school is a safe place to work and to learn

- Organising Health & Safety inspections and ensure annual review of risk assessments
- Ensuring recommendations arising from inspections are implemented
- Reporting on Health & Safety issues to Governors when they arise
- Ensure compliance of trips and visits risk assessments

## **Marketing and Fundraising**

- Overseeing the engagement of the community through the school website and social media
- Ensuring that school promotional materials are developed and distributed
- Ensuring that the website complies with regulatory requirements

## **Catering**

- Lead any future procurement of services to meet the needs of the school
- Ensuring contracts deliver good quality and services that are value for money



- Reviewing compliance with all Health and Safety and Environmental Health regulations and budgetary targets

## **IT Services**

- Lead the procurement of IT support services
- Ensuring that good quality IT services are delivered through the contract to provide IT support to all teaching and support staff, delivering projects and services in accordance with the requirement specifications and service agreements
- Planning IT change projects in conjunction with the school's Educational IT Lead and to procure hardware, support and software licence agreements as required
- Developing IT policy as required
- Maintaining an asset register of equipment and warranty covers

## **Legal and Compliance**

To ensure the school meets all legal obligations under current legislation:

- Acting as Data Manager for the School and ensure compliance with the Data Protection Act and General Data Protection Regulations, referring issues to the Data Protection Officer as required
- Liaising with relevant departments of the Local Authority to ensure school legal and compliance needs are undertaken
- Contributing to the development and implementation of the School Improvement Plan in relation to operational matters
- Undertake supervisory or leadership duties as required or in the absence of colleagues
- Deal with parental or staff concerns, complaints and questions as appropriate

## **Personal and professional standards**

- Support the aims and ethos of the school as defined in the school vision and values.
- Maintain confidentiality at all times.
- To set a good example in terms of professional dress and appearance, punctuality and attendance.
- Take responsibility for personal development making full use of the school's professional development opportunities and training.
- To participate in performance appraisal, as required by the school's policies and practices

- To attend team and staff meetings and training as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the school community including parents, students, all staff and visitors.
- Support whole school activities or events such as open events, fairs and staff meetings.
- Be aware and comply with all relevant policies and procedures within the school particularly those relating to child protection, equality, health and safety, code of conduct and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Business Leader or Headteacher



## **Person Specification**

The below is not an exhaustive list, nor is it essential to have detailed experience or expertise in every area. Most importantly we are looking for candidates who have the ability to support our vision and values and are keen to learn and develop themselves. It is not essential for the post holder to have had extensive experience of working in schools or educational settings. However, it is important that there is a commitment to the education of young people and a desire to help them to achieve their potential and enjoy the educational journey, as well as a strong background in operational management.

### **Qualifications and knowledge**

- Degree or equivalent
- Further business-related qualifications desirable
- Understanding of safer recruitment and safeguarding
- Understanding of financial management and accounting principles
- Understanding of HR practices desirable
- Understanding of the regulatory environment and committed to compliance
- Knowledge of Health and Safety regulations and practices desirable
- Knowledge of GDPR desirable

### **Skills and experience**

- Financial acuity and experience of financial strategic planning and budget management
- Strong commercial acumen and experience of contract management
- Proven track record of achievement in a senior role
- Experience of leading and managing a multi-disciplinary team
- Strong project skills and change management experience
- Good interpersonal and communication skills
- Ambitious, both personally and for the school
- Able to inspire, challenge, motivate and empower others
- Good at thinking creatively to anticipate and solve problems
- Negotiation skills
- Demonstrates energy, enthusiasm and integrity
- Good organisational skills and ability to implement efficiencies
- Ability to see the big picture whilst not losing sight of the details
- Excellent numeracy, literacy and IT skills

## **Equalities**

Be aware of and support differences and ensure that all pupils have equality of access to opportunities to learn and develop.

## **Safeguarding / Disclosure and Barring Service**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure and Barring Service as part of the school's pre-employment checks. In line with Keeping Children Safe In Education (September 2024) online checks will also be completed.

## **Additional Information**

The nature of this role means that there will be times where extended days will be required in order to attend school events or

governor meetings out of normal hours or during peak periods.

All staff are responsible for the safeguarding of pupils and for compliance with the school's code of conduct.

This job description is current at the date shown and may change over time according to the school's needs. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to parents/carers, visitors and telephone callers.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.