



Winterbourne

Junior Girls' School

School Business Manager

Candidate Information

Confidential

The aim of this pack is to give you, sufficient background information, whether you have existing experience of working in a school or not, to decide if you wish to apply for this post.

Candidate Information

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Context of SBM role

This School Business Manager's role will have a place among the Senior Leadership Team (SLT) of the school. For more details please click on <http://winterbournegirlsschool.co.uk>. The SLT have operational responsibility to run the school supported by strategic input and challenge from the Governing Body, all of whom are volunteers.

The focus of the role is to provide the SLT and governors with accurate, timely information on which they can base school improvement decisions, contributing where practical and useful. While many of the functions of business management need to be applied regardless of the size of operation, you will have responsibility for and the support from a small non-educationally based team.

Maximising the benefits available to young people is the fundamental ethos in this workplace; being an integral part of this team, aligning with our vision and wanting to work alongside young children is vital. It is important to recognise and realise the implications of these aspects if you are interested in working in an academic environment and taking on this interesting and challenging role.

Letter from the Head

Welcome and thank you for the initial interest you have shown in our school.

Winterbourne Junior Girls' School is a unique junior school comprising two/three forms on entry. The school site is shared with an infant school and Winterbourne Junior Boys' Academy.

*Our vision is centred on three fundamental goals: **Aspirations, Expectations, No Excuses – VINCAM – 'Together we Conquer'**. We are looking for someone who will share our school values and vision and will help to ensure that pupils continue to make good progress.*

We are passionate about education and giving all pupils the best opportunity to access a broad and exciting curriculum. Our school is full of happy, well-balanced pupils who enjoy coming to school. Our children are friendly, respectful and are keen to learn.

We are looking for a School Business Manager to lead the school's financial management and operations. Working closely with the Headteacher, Deputy Head, and Governors, you will maintain rigorous financial controls while overseeing personnel, premises, and administrative functions.

We are seeking a committed and motivated individual for this key strategic role. The successful candidate will be part of the senior leadership team and as such have a part to play in shaping the strategic vision of the school.

We are looking forward to you joining our team.

Features/ History

This school has a proud history. It was opened in 1907 and has since been led by a succession of long-standing headteachers, nine over the course of 114 years with two short interims, until the present head took up her role in 2014. Her leadership has maintained a strong sense of tradition but blending this with modernisation and adaptation to deliver the 21st century curriculum.

Winterbourne Junior Girls' School is the only mainstream junior girls school left in the country and has proved enduringly popular with parents. There remains a strong wish to retain its single sex status.

Profile of the Role

Title:	School Business Manager
Salary Range:	Grade 11-12 – Scale point 33-38 (£46,968 - £52,194)
Start Date	September 2026
Contract	Permanent - Annual – all year round

Outline of the role

The School Business Manager will be an experienced professional accountable to the Head and Governors for making a critical and significant contribution to the school's future as a member of the Senior Leadership Team. This role will require your involvement in strategic planning, but with the main focus on achieving educational effectiveness through smooth operations and value for money.

The initial key tasks for the successful candidate will be to:

- Familiarisation with current operations and support package
- Review and analyse the financial management of this school to achieve efficiencies
- Investigate further funding streams and potentially bid writing

Experience preferred:

- School business management experience
- Responsibility of a team and people management skills

- Project management, procurement procedures and contract negotiation
- Appreciation and understanding of working in an educational environment, in particular the unique demands of a girls' school.

Attributes sought in the successful candidate include:

- Progressive, ambitious and the ability to complement and support forward thinking
- Systematic, meticulous work style, astute and logical in your approach to decision making
- Compliance with, and knowledge of, the required procedures in areas of your responsibility
- Alert to new developments, show flexibility in approach and adapt to changing circumstances
- Show awareness of, and determination to, achieve goals within challenging timescales
- Good levels of self motivation in order to achieve tasks and overcome problems as well as ensure corrective action to encourage others to achieve the task in hand
- Shrewd ability to evaluate situations, calculate and reduce risk, justify and defend correctness, give reasons for views and generally provide informed judgements in any situation
- Sound communication skills to influence and persuade a variety of people in changing situations
- Sound general management experience including good understanding of site management
- Knowledge of emergency planning, risk management and Health and Safety issues.

For the Job Description and Person Specification, please see Appendix 1 and 2

Finance and funding learning

The school finances are healthy. The school has a £1.6M turnover, currently returning a planned small in year deficit budget with a carry forward earmarked for specific projects, after which, the school should again return a balanced budget. Funding is clearly allocated within the SDP.

Funding for some aspects, is split among the schools on the enclosed site.

The school currently enjoys external financial advice/support from DK School Accounts

Funding the requirements of the curriculum not only includes the academic basics but the school chooses to set aside money to broaden the girls' cultural horizons and help inspire their writing. Music is actively encouraged; one use of Pupil Premium funding to offer all girls in Y4 the opportunity to have free instrumental lessons delivered by peripatetic music teachers. Details on the school's Pupil Premium spend can be found at <http://winterbournegirlsschool.co.uk/pupil-premium-funding/>

Our facilities

The school is housed in a series of Edwardian school buildings which are well maintained and have been modernised and adapted for 21st century learning. Situated in suburban London, the school has a multipurpose playground, a hall that accommodates the whole school, good music facilities, an updated library, an ICT suite and a fitted girls' kitchen.

Classrooms are situated over two floors. A lift has been fitted to accommodate and facilitate wheelchair access. Hot meals are cooked and prepared onsite.

Staffing

The SBM will have responsibility for a small team of administrative staff.

Our Pupils

The cheerful atmosphere and positive welcome is often commented upon by visitors. There is clear evidence of the discipline pervading the school – girls are treated with respect and in turn this leads to staff receiving respect from them.

Application Procedure

For a confidential discussion or enquiries about this role, please contact the headteacher:

- Name Mary Berkeley-Agyepong
- Number 02086843532
- Email address head@winterbournegirls.croydon.sch.uk

Please complete the school's Application Form and return this electronically with any requested supporting documentation to: head@winterbournegirls.croydon.sch.uk

Please ensure your name is the first part of the saved title of any submissions. All applications received will be acknowledged.

Closing date: Friday 5th June 2026

Invitation to interview: Monday 8th June 2026

Interview dates: Wednesday 10th June 2026



Winterbourne Junior Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Mission Statement

School Aims

Winterbourne Junior Girls' School aims to provide children the opportunity to develop towards their full potential; academically, emotionally and socially by encouraging a positive approach to all aspects of school life; creating a safe, caring and stimulating learning environment for all.

ACHIEVEMENT - to give everyone equal access to a broad and balanced education so they can realise their full potential.

SELF - to develop in everyone a sense of self-esteem, independence, enjoyment and co-operation.

INVOLVEMENT- to involve pupils and all adults associated with the school, in our organisation through clear communication.

RESPECT - to have respect for and courtesy towards others, recognising and being mindful of the protected characteristics as laid out in the Equality Act 2010

We carry these aims out through our ethos of:

Aspirations, Expectations, No Excuses

VINCAM

Together we Conquer



Job Description - School Business Manager

Purpose of post:

1. To function as a key member of the School Leadership Team (SLT), providing strategic leadership and management in the areas of **Finance, Human Resources, Premises & Health and Safety, and General Administration.**
2. The SBM ensures the school makes the most effective use of its resources in compliance with Local Authority financial regulations and statutory education legislation.

Key Responsibilities

1. Financial Management & Governance

- **Budget Planning:** In consultation with the Headteacher, prepare, monitor, and balance the school's multi-year annual budget (using the LA's financial systems). Propose revisions to the budget if necessary, in response to significant or unforeseen developments. Hold those with budgetary responsibility to account.
- **Monitoring:** Provide regular, detailed financial forecasting and budget monitoring reports for the Headteacher and Governing Body.
- **Compliance:** Ensure full compliance with the **Schools Financial Value Standard (SFVS)** and LA financial regulations.
- **Procurement:** Manage purchasing, contracts, and service level agreements (SLAs) to ensure the school achieves maximum "Value for Money."
- **Income Generation:** Identify and bid for additional funding streams, grants, and manage the lettings of school premises.

Financial Operations & Cash Management

- **Oversee school bank accounts** on a day-to-day basis, ensuring money is banked.
- **Manage accounts payable**, ensuring invoices are processed and paid promptly.
- **Manage accounts receivable**, ensuring money owed (e.g., lettings, trips, dinners) is collected.
- **Maintain robust internal controls**, ensuring clear, audit-ready financial records are kept.

Financial Resource Management – (in detail)

1. In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds in accordance with the Headteacher's requirements and in line with the School Development Plan.
2. Submit the proposed annual school budget to the Headteacher and Governors for approval contribute to discussions, negotiate and agree the final budget.
3. To prepare end of year accounts in preparation for review by external audit and presentation to governors.
4. Comply with financial reporting requirements and submit statutory returns
5. Manage financial monitoring systems in order to provide accurate income and expenditure reports in accordance with DfE regulations.
6. Proactively monitor and control financial performance in relation to the agreed budget.

7. Identify and inform the Headteacher and Governors of the causes of significant variance and take prompt corrective action.
8. Propose revisions to the budget if necessary, in response to significant or unforeseen developments. Hold those with budgetary responsibility to account.
9. Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
10. Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
11. Design, implement and maintain an appropriate asset management model enabling accurate budgetary provision in relation to the maintenance and replacement of major assets.
12. Advise the Headteacher and Governors if fraudulent activities are suspected or uncovered.
13. Develop a long-term financial plan in accordance with the School Development Plan so as to inform future year's budgetary provision.
14. Take a leading role in the securing statutory and charitable sources of funding for the school enabling it to achieve its goals and objectives.
15. Seek and make use of specialist advice in the course of developing investment proposals for the consideration of the GB and SLT.
16. Maximise income through lettings and other activities.
17. Present timely and fully costed proposals, recommendations or bids in relation to the procurement of all goods and services.
18. Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
19. Develop, implement and review all arrangements, systems and processes with a focus on delivering Best Value in relation to the procurement of all goods and services.
20. Put in place robust service level agreements with suppliers.
21. Monitor and prepare reports on the effectiveness and implementation of agreements and contracts.
22. Put in place and monitor robust financial arrangements with the other occupants of the site to ensure the delivery of goods and services, and compliance with the legislative or regulatory requirement.

2. Human Resources & Payroll Admin

- **Safer Recruitment:** Oversee the administration of staff recruitment, including processing DBS checks and meticulously maintaining the **Single Central Record (SCR)**.
- **Payroll Liaison:** Act as the main point of contact for the external payroll provider, ensuring accurate processing of salary changes, sickness, and overtime.
- Manage the payroll services for all school staff including the management of pension schemes and associated services.
- **Contracts:** Issue staff contracts and variations in line with LA guidelines and standard green/burgundy book regulations.
- **Absence Management:** Monitor staff absence and ensure supply cover is arranged cost-effectively.

Human Resource Management – (in detail)

1. Maintain the Single Central Register.
2. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements.

3. Conduct reviews of the school's staffing structure to ensure financial efficiency.
4. Under the direction of the Headteacher, manage recruitment processes, performance management, appraisal and development for admin support staff and the premises manager.
5. Ensure that the agreed list of school policies and procedures are available to all staff in a standardised format.
6. Maintain staff records in relation to training and policy dissemination.
7. Seek and make use of specialist expertise in relation to HR issues in order to properly advise the Headteacher.
8. Evaluate the school's strategic objectives and obtain information for workforce planning.
9. Ensure staff records including computerised personnel records are up to date, and secure, including all sickness and other absences. Identify sickness management issues and raise with the Headteacher.
10. Liaise with the Deputy Headteacher with regard to Return to Work interviews for staff.
11. To ensure the timely completion of data returns e.g. annual DfE return.

3. Premises, Health & Safety (H&S)

- **Site Management:** Line-manage the Site Manager/Caretaker in partnership with the HT to ensure the school buildings and grounds are safe, clean, and well-maintained.
- **H&S Compliance:** Act as the school's designated Health & Safety Officer, ensuring statutory compliance (e.g., fire drills, legionella testing, asbestos logs, and risk assessments).
- **Capital Projects:** Oversee building maintenance projects, liaising with LA surveyors and external contractors.

Facility & Property Management – in detail

1. Provide day to day and strategic management of the site manager.
2. In conjunction with the site manager, manage the maintenance and upkeep of the school site including the procurement of new equipment, fixtures and fittings to ensure that the school is a safe environment for learning.
3. Ensure that works in relation to the maintenance, upkeep or improvement of the school are undertaken and completed in accordance with industry standards of workmanship.
4. Ensure the continuing availability of utilities, site services and security.
5. Take the lead in negotiating and agreeing arrangements with other occupants with regard to the shared use of the site.
6. Represent the school in resolving disputes and other matters pertaining to the shared use of the site.
7. Monitor, assess and review the delivery of goods and services ensuring that in all instances compliance with the regulatory and legislative requirement is achieved in relation to safe working arrangements.
8. Monitor, assess and review contractor performance with regard to the competence of contractor's employees and quality of workmanship.
9. Promote school premises for community use, manage the marketing and letting of school premises to external organisations, for extended schools use and third party hire.
10. Ensure all school business activities are adequately covered by insurance.
11. Develop an annual maintenance plan with expenditure forecasts over a 3 year programme.
12. Manage and maintain the school's obligations in respect of any and all lease hold documentation, alerting the Governing Body in respect of matters arising.

13. Seek guidance where necessary in order to manage and maintain the schools' obligations in respect of matters related to property lease holding provisions in order to provide proper advice to the Headteacher and Governing Body.
14. In conjunction with the site manager, manage and supervise operations of cleaning and grounds maintenance.
15. With the Headteacher review arrangements for emergency call outs and 'bad weather' planning.
16. To update and maintain up to date knowledge of (Disaster Recovery Plan) DRP ensuring key staff understand their responsibilities

Health & Safety – in detail

1. With the headteacher and premises team, supervise the maintenance of the school site.
2. Act as the school's Health & Safety Co-ordinator and Fire Officer to ensure full compliance with all legislation and regulations in relation to the Health and Safety at Work Act and the Regulatory Reform Act 2006.
3. Plan, instigate and maintain records of the fire risk assessment, fire evacuation practices staff training and alarm tests.
4. Ensure the school's written health & safety policy statement is clearly communicated and available to all staff and visitors.
5. Ensure that the full range of Health and Safety related training opportunities are available to all staff, monitor take up of such training.
6. Ensure the health & safety policy is implemented at all times and subject to review and assessment at regular intervals or as situations change.
7. Enable regular consultation with staff, other occupants of the site in particular, on health and safety issues or on matters arising as a consequence of health and safety compliance.
8. Ensure systems are in place to enable and encourage school staff to proactively and positively identify hazards and risk.
9. Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team, Governors and where appropriate the Health & Safety Executive and LA.
10. Oversee statutory obligations are being met for pupils with special educational needs.
11. Ensure that arrangements are in place to facilitate a secure environment in accordance with the schools operational requirements.
12. Manage systems and services testing and inspection of site equipment at least annually or as required.
13. Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school

4. Administration & ICT

- **Office Leadership:** Manage the school office, ensuring an efficient, welcoming, and professional front-of-house service.
- **Data Protection:** Act as the school's DP lead, liaising closely with the Data Protection Officer (DPO) to ensure **GDPR** compliance across the school.
- **Systems Management:** Ensure school management information systems (MIS)—such as SIMS,—are maintained accurately for statutory returns (e.g., the School Census).

Administration Management – in detail

1. Manage the whole school administrative function and lead all non-teaching and support staff.
2. Design and maintain proven administrative systems that are capable of delivering the operational outcomes in relation to the school's aims and targets.
3. Ensure that administration and data reporting systems and processes across the school are fully integrated and operate efficiently in respect to teaching and learning activities.
4. Define responsibilities, competencies, performance requirements and support for admin staff.
5. Manage benchmark systems and information to assess trends and make appropriate recommendations.
6. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines.
7. Manage the payroll services for all school staff including the management of pension schemes and associated services.

Data systems management – in detail

1. To ensure data systems in relation to pupil data are used efficiently and that statutory returns are completed on time.
2. To support and train other staff in data management and administrative systems.
3. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied.
4. To act as the school's Data protection lead, in liaison with our DPO being the responsible person in respect to Data protection legislation ensuring that the school is compliant with the data protection code.

Management Information Systems & ICT – in detail

1. Take responsibility for the day to day and strategic management, operation and security of all IT systems, ensuring that full interoperability exists between all educational and administrative software and hardware.
2. Consult with relevant stakeholders and other parties in the course of procuring new technology or procuring the improvement to existing technology.
3. Establish systems to monitor and report on the performance of technology within the school.
4. Ensure resources, support and training are provided to enable the school to make the best use of available ICT including teaching, learning and assessment systems.
5. Develop a robust risk profile in respect of management information systems and ICT.
6. Ensure robust business continuity plans are in place in accordance with risk profiles.

5. Leadership and Management

1. Attend Senior Leadership, full Governing Body and appropriate Governors' sub-committee meetings, presenting reports as required.
2. Negotiate and influence strategic decision making as a member of the school's Senior Leadership Team in relation to non-teaching administration.
3. Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
4. Plan and project manage change in accordance with the school strategic plan

5. Take lead responsibility for contract management and matters relating to risk at the school and working in partnership with the other occupants of the site.
6. In accordance with the requirements of the Headteacher, take delegated responsibility for financial and other decisions in the event of the Headteacher's and Deputy Headteacher's absence.
7. Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents
8. Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing

6. Personal Responsibilities

1. To undertake such other duties as may be required by the Headteacher, which are commensurate with the job and grade.
2. To promote the safeguarding and wellbeing of children.
3. To undertake training and professional development as appropriate.
4. To undertake other duties appropriate to the post that may reasonably be required from time to time.
5. To ensure that the school's customer care standards are met and adhered to.
6. At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Winterbourne Junior Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be expected to undertake an Enhanced Disclosure and Barring Service check.

Person Specification - School Business Manager

Experience

Leadership in a public/private sector setting

Experience of driving through organisational change

Experience of developing effective administrative systems and procedures

Experience of project management

Experience of producing a variety of financial reports, including detailed management accounts

Preferred:

- 3 years' experience in the school business manager role
- Experience of leading the review and implementation of a management information system
- Experience of completing applications to secure funding

Knowledge and Qualifications

Preferred:

- Membership of National Association of School Business Management or equivalent
- Evidence of further professional development
- Middle or Senior Management qualification

Personal attributes

Ability to work flexibly, prioritise conflicting demands and thrive under pressure

Ability to maintain strict confidentiality in all matters

Ability to draw upon inter-personal skills to build effective business partnerships, communicate effectively with a wide range of stakeholders and represent the school externally

Ability to analyse a diverse range of information in order to make strategic decisions

Commitment to developing leadership capability in self and colleagues

Commitment to continuous improvement through honest self-evaluation and educational development

A strong commitment to accountability and transparency

Highest level of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards

Energy, vigour, perseverance and resilience

Ability to negotiate, solve problems, manage conflicts in an open and even handed manner

A good awareness of the wider educational and social issues and trends

Cultural competence

Ability to recognise own biases, ideas, and stereotypes of cultures that are different from own

Ability to admit/acknowledge that there are differences in the treatment of people based on their appearance

Commitment to being a part of the change that is needed in seeing that people are treated fairly

Ability to educate oneself and others on cultural differences to gain more understanding.

Leadership

Ability to articulate the vision, values and ethos of the school to stakeholders and external agencies

Ability to develop strategic plans that support the purpose, values and vision of the school

A good understanding of the principles underpinning effective performance management

A good understanding of compliance with regard to legal, ethical and regulatory requirements

Ability to coach/mentor others and establish clear boundaries and facilitate a culture of accountability for colleagues

Entrepreneurial attitude with the ability to initiate, plan, facilitate and manage change effectively

A clear understanding of HR and change processes, systems and structures needed to ensure a high quality professional environment for learning and managing poor performance

A good understanding of compliance with regard to legal, ethical and regulatory requirements

Finance

Good knowledge of financial standards, and financial procedures and regulations in schools

Good knowledge of financial accountability frameworks, processes and procurement

Ability to take a problem solving approach to tasks and develop well thought through, valid and financially sound solutions

Good knowledge of what constitutes 'best value' and the ability to translate this into all aspects of the attached job description

Effective use of resources

Good knowledge of procuring and managing effective IT administration systems to raise attainment by supporting effective teaching and learning

Ability to apply understanding and knowledge of procurement and contract management processes to obtain Best Value from suppliers

Ability to use computer systems, including word processing skills to produce tables, spreadsheets and statistical returns

Ability to use management information systems and be able to transfer the experience of using one system to another similar system if needed

Makes professional managerial and organisational decisions based on informed judgements

Facilities management

Ability to objectively assess and manage risk in relation to the safe school environment

Good knowledge of the legislative and regulatory framework in relation to the safe working environment

Upkeep of buildings, grounds and services