

Abbots Langley School

Inspiring life-long learners

School Business Manager

Recruitment Pack , Summer 2026



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Headteacher's Welcome

Abbots Langley Primary School is a great place to work!

This is a thriving, popular and successful two-form entry school with a nursery. We have excellent facilities and the school is set in extensive grounds in a village location.

The staff are friendly, hardworking, supportive and keen to provide all the children with every opportunity to achieve their full potential. Abbots Langley is a learning environment for all and we are fully committed to staff development.

The parents at Abbots Langley are interested and involved, and the children are a pleasure to teach.

Abbots Langley School leaders and governors are committed to providing a safe, secure and supportive environment for the benefit of its pupils and staff.

Effective school business management is key to ensuring that we continue to thrive in an ever-changing and challenging educational and financial landscape. In our new school business manager, I am looking for someone with energy that matches and skills that complement my own; someone who will take a lead on all aspects of school life that are not directly teaching and learning.

I think this is a very special place and I hope that, after reading this pack, you will want to join Team Abbots Langley. I look forward to receiving your application! Please do come and visit us; if you have any questions, I would be delighted to hear from you.

Rebecca Negrello

School snapshot



Age 3 – 11
years



404 pupils
on roll



May 2023

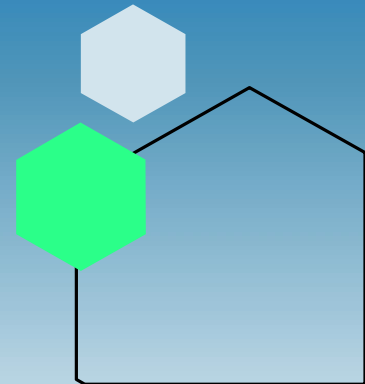
FSM
13%

Pupil
Premium
14%

SEND
20%

EHCPS
3%

EAL
9%





Our aims and ethos

Kindness, Respect, Resilience and Ambition

- ▶ Abbots Langley School is an inclusive community where a holistic approach to learning ensures that all children thrive and achieve highly. Thoughtfulness and mutual respect are consistently encouraged and modelled by all.
- ▶ We aim to equip children with the skills and inclination to question and find out new information. We support our children to learn from mistakes and reassure them not to worry about failing, but to see it as an opportunity to learn and move forward.
- ▶ We all have pride in our school and its place in our local community. We promote good manners and respect for ourselves, each other and the world in which we live.
- ▶ We aim to provide a stimulating and engaging curriculum, both in the classroom and outdoors, so all children have the opportunity to explore, persevere, have fun, take risks, negotiate and care for each other.
- ▶ Our staff demonstrate creative approaches to teaching and learning, ensuring that our children develop strong communication and number skills and also a number of key qualities, including creativity, resilience, problem solving, reasoning, team working skills and a lifelong love of learning.



Our new School Business Manager

We have been supported by colleagues from local schools recently but now wish to appoint a School Business Manager who will be able to advise the Headteacher and governors on strategic business matters and undertake all the tasks and responsibilities set out in the job description that follows.

We are seeking someone who will be a key member of the Abbots Langley School family and who will immerse themselves in school life. By ensuring the smooth and effective running of all non-teaching operations, your work will directly support the teaching team to do what they do best – ensuring that school is a positive experience for all our children.

Maybe you are returning to work after a career break, or perhaps you are currently working full-time and are looking to reduce your hours; or possibly you are looking to combine working for Abbots Langley with working other days in another school. Whatever the reason for your interest in this role, you relish a challenge and have:

- ▶ Proven strategic and business management, preferably in a school setting
- ▶ Strong financial management and budgeting expertise
- ▶ Excellent organisational, communication and leadership skills
- ▶ The ability to think strategically while managing day-to-day operations
- ▶ A positive, collaborative approach and commitment to our inclusive school ethos

... and we can't wait to meet you!



Working with us

We can offer:

- ▶ Well-managed finances
- ▶ Senior leaders and governors who genuinely value staff well-being and workload
- ▶ Supportive and caring colleagues
- ▶ A strong commitment to professional development and growth
- ▶ Well-behaved children who will infuse you with their energy and enthusiasm

Job Description

Contract type: Permanent

Reporting to: Headteacher

Responsible for: Admin Team and Site Manager

Purpose of the job:

The School Business Manager is responsible for managing the strategy and operation of the business functions of our school, including financial management, human resources, health and safety, premises, H&S compliance and administration.

The school's Admin Team will consist of:

- ▶ School Business Manager
- ▶ Finance Administrator
- ▶ Business Management Assistant
- ▶ 2 Administrators

The following pages indicate the key responsibilities of the School Business Manager in each area, but these are not exhaustive and the postholder will be required to undertake any other task that the Headteacher reasonable requests.

The job description will be reviewed at least annually as part of Performance Management.

Financial Management

- ▶ Under the direction of the Headteacher, lead the admin team on 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.
- ▶ Lead on budget setting and support the headteacher in preparing for the annual Governors' meeting to approve the budget.
- ▶ In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- ▶ Support with budget modelling and provide regular financial information and advice to the Headteacher and governors, to enable strategic, long-term decisions on workforce planning and other specific scenarios.
- ▶ Support with the compliance of financial reporting requirements and submission of statutory returns on time.
- ▶ Oversee the monthly liaison with HfL Financial Services to prepare financial monitors (*Diamond package currently, with the ambition of moving to Gold*).
- ▶ Lead on procurement processes and capital projects, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- ▶ Maintain an assets register and inventory.
- ▶ Be responsible for seeking professional advice on insurance and advising the SLT and Governors on the appropriate insurance for the school. Implementing the approved insurances and handling any claims that arise.
- ▶ Assist the Headteacher with income generation activities.
- ▶ Prepare annual benchmarking analysis
- ▶ Assist the governing body with preparation of the SFVS submission.

Human Resources Management

- ▶ Oversee school personnel administration, ensuring an accurate database of personnel records including sickness and other absences, and act as point of contact for the Headteacher on personnel issues.
- ▶ Be responsible for the maintenance of confidential staff records
- ▶ Manage recruitment, performance management, appraisal and development of office staff and premises staff.
- ▶ Ensure all safer recruitment and other pre-appointment checks are carried out for new staff and governors.
- ▶ Be responsible for the completion of new starter paperwork and other documents relating to staff employment and new governors.
- ▶ Manage the input of monthly payroll information and staff leaver forms.
- ▶ Advise on HR/payroll issues within school and liaise with the school's payroll provider and HR advisers (HfL) as appropriate.

Health and Safety/Premises Management

- ▶ Ensure a safe and secure environment for pupils, staff and other school users/visitors.
- ▶ Ensure that school remains compliant with all health and safety monitoring requirements.
- ▶ In conjunction with the Headteacher and Site Manager, supervise the maintenance of the school site.
- ▶ Ensure that outsourced services, e.g. site, catering and cleaning, are monitored and managed effectively.
- ▶ Work with the Site Manager to co-ordinate the purchase, repair and maintenance of furniture and fittings.
- ▶ Monitor, assess and review contractual obligations for outsourced school services.
- ▶ Manage lettings of school premises.

Management Information Systems & ICT

- ▶ Support with the school's strategy for using technology, ensuring this is aligned to the overall vision and plans and that value for money is achieved.
- ▶ Consider approaches for existing use and future plans to introduce or discard technology in the school.
- ▶ Be responsible for obtaining the necessary licences and permissions, and ensure their relevance and timeliness.
- ▶ Maintain the security of school information and ensure that the school's ICT infrastructure is a safe environment for children.

General

- ▶ Promote the safeguarding of children.
- ▶ Participate in training and learning activities and in performance management as required.
- ▶ Provide administrative support and information for the Headteacher and Governing Board, as required. NB Attendance at the governors' budget approval meeting will be required.
- ▶ Support the school's DPO in their role of monitoring compliance with current data protection law and overseeing the school's data protection processes; keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- ▶ Play a key role in the promotion/marketing of the school
- ▶ Manage audit procedures as necessary.
- ▶ Advise SLT colleagues on risk management within the school, mitigating risks to the delivery of strategic objectives.
- ▶ Maintain a review schedule for policies and risk assessments and ensure these are updated on a timely basis/as new model policies are issued.

Person Specification

Qualifications	Essential/ Desirable	Application Form	Interview
Level 4 or 5 SBM qualification, or willingness to work towards	D	✓	✓
Degree-educated	D	✓	
Minimum Level 2 qualification in English and Maths	E	✓	
Experience	Essential/ Desirable	Application Form	Interview
Working as a business manager in a school or at a strategic level in a relevant field outside education	E	✓	✓
Financial management responsibility, including budget setting and monitoring	E	✓	✓
Managing teams and individuals and contributing to staff development	E	✓	✓
Managing HR/Payroll functions	E	✓	✓
Managing procurement, fixed assets, contractors, suppliers, etc. and delivery of value for money initiatives	D	✓	✓
Leading on Health and Safety and facilities management	D	✓	✓
Reporting to stakeholders, e.g. Governing Body/Board of Directors	D	✓	✓

Knowledge & Skills	Essential/ Desirable	Application Form	Interview
Understanding of safeguarding responsibilities	E	✓	✓
Proficient using Arbor MIS, Arbor Finance and Access Budgeting	D	✓	
Excellent numeracy, literacy and ICT skills (all MS Office programmes)	E	✓	✓
Ability to interpret data and to present analysis in an effective and accessible manner	E	✓	✓
Effective communication/interpersonal skills – ability to motivate and influence others	E	✓	✓
Good understanding of H&S/premises compliance matters	D	✓	✓
Understanding of risk management	D	✓	
Ability to interpret legislations/regulations and develop policy accordingly	E	✓	
Personal attributes	Essential/ Desirable	Application Form	Interview
Calm and professional; able to deal sensitively with people and resolve conflicts	E	✓	✓
Excellent organisation and time-management – ability to work under pressure and prioritise effectively	E	✓	✓
Proactive and innovative, with a commitment to improve efficiencies in the school's systems and processes	E	✓	
Able to maintain confidentiality	E	✓	
Commitment to promoting the aims and ethos the school, and to being a champion for equal opportunities and inclusion	E	✓	✓
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	E	✓	

Key information and dates


Abbots Langley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to the post is subject to and enhanced DBS check as well as other pre-appointment checks.

We welcome and encourage applications from suitably qualified individuals from all backgrounds.

Pay range	H8 – M1 depending on experience (FTE £34,435 - £47,181)
Working hours	8am – 4pm, two days per week (days to be mutually agreed); term time plus INSETs
Start date	Target date: 02 Nov 2026
Closing date for applications	Wednesday 09 Sep 2026
Interview date	Week commencing 14 Sep 2026
<p>We welcome and strongly encourage visits prior to application - to make an appointment to visit the school, please telephone the school office on 01923 263174</p>	

How to apply

- Submit your application on the Teach in Herts website, using the standard online application form. CVs will not be considered.
- Ensure you complete all aspects of the form fully, including a full work history and any relevant training completed. Any gaps in employment will need to be explained at interview stage.
- When writing your personal statement, it is important that you address each of the requirements in the person specification, giving evidence for your skills and experience. It is from this information that we will shortlist candidates for interview.
- References may be taken up at the shortlisting stage – please ensure your referees are aware of your application. Your referees should be your two most recent employers and if you have worked in a school should be the Headteacher and not another colleague.
- Note that, in line with KCSiE 2025, we will conduct online searches for all shortlisted candidates.



ABBOTS LANGLEY SCHOOL

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www.abbotslangleyprimary.com

Virtual tour:

<https://abbotslangley.herts.sch.uk/2020/09/07/admissions/>