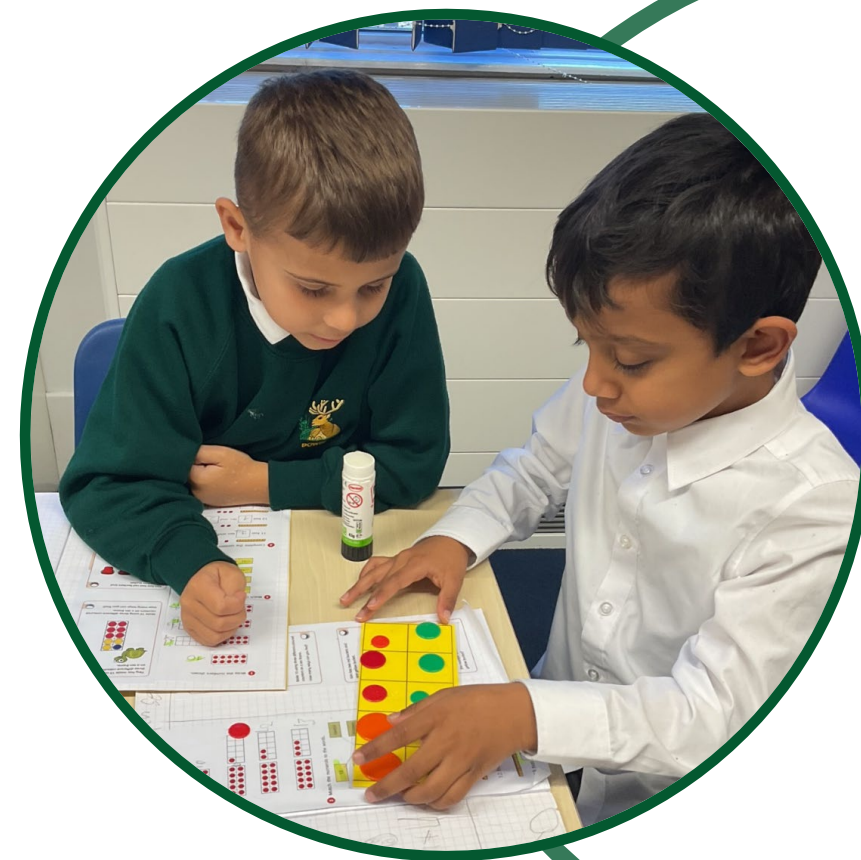




School Business Manager Recruitment Pack

CONTENTS

Welcome from the Headteacher	3
Key facts & statistics	4
About our school	5
Our vision & values	6
About you	7
What we can offer	8
Job description	9 - 11
Person specification	12 -13
Important information	14
Application process	15



WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in the School Business Manager role at Downfield Primary School. The vacancy has arisen due to the upcoming retirement of our Administration and Finance Manager after her 25 years of much valued service to our school and community. I hope you find this information pack a useful introduction to our school.

Downfield Primary is a two-form entry school with a pre-school and nursery class. We also place great value in having a Specialist Resource Provision for pupils with designated needs in Communication, Speech and Language and Autism. We are placed on the outskirts of the Lea Valley and are in close proximity to the train station.

We pride ourselves on the range of staff qualities and the opportunities they extend to our pupils, ensuring that our bespoke curriculum is delivered with passion and enthusiasm.

We understand that positive mental health and well-being is essential for our school community, supporting effective learning and developing resilience. We are proud of the range of self-care benefits that are embedded in the school, ensuring our pupils can build trusting relationships and are boosted to foster positive connections. Our pupils are happy, confident learners who enjoy coming to school every day.

We have a designated Wellbeing Hub for all members of our school community and have many links with external partners in the local community.

We have a successful Friends of Downfield team that organise and run a wide range of activities and events to raise much needed funds to develop our work across the school. This is well supported by the school community, and many events are enjoyed by the children throughout the year.

In November 2024, Ofsted judged our school to be Good, and we are continually reflecting on our practices and building on our strengths.

In recruiting our new SBM we are seeking someone who wants to be part of our friendly team. We are seeking someone who will continue to shape and share our ethos. Someone who will support us in staying financially sound while continually improving our school alongside our vision and values.

We are happy to support the professional development for the right candidate to join vibrant and supportive team.

The closing date is Friday 6th November at 9.00am.

For further information on our school please visit our website at www.downfield.herts.sch.uk or contact me to discuss the role on 01992629598. To arrange a visit to the school, please contact the school office on admin@downfield.herts.sch.uk / 01992629598.

Thank you for your interest in Downfield Primary School. My colleagues and I wish you the best with your application and look forward to meeting you.

Yours sincerely

Sarah Goldsmith

Headteacher

KEY FACTS & STATISTICS



Age
2 – 11
years



456
pupils
on roll

Ofsted

Quality of education	Good
Behaviours and attitudes	Good
Personal development	Good
Leadership & management	Good
Early years provision	Good

EAL
38%

SEND
33%

FSM
31%

Pupil
Premium
30%



ABOUT OUR SCHOOL

At Downfield Primary School, care is not an addition to school life. It shapes the way we work. We are a large, diverse and busy primary school where pupils, staff and families are known, respected and supported. Our shared expectations, “Ready, Respect, Safe”, provide a clear and consistent foundation. Children understand what is expected of them, adults model those values, and visitors notice a calm, welcoming environment where kindness and respect are part of everyday life.

Our community brings considerable diversity and a wide range of needs. We have significant levels of EAL, pupil premium and SEND, alongside a 12-place specialist resource provision for pupils with communication, speech and language, or autism-related needs. We respond by knowing our pupils well, maintaining high expectations and providing the individual support they need to participate, learn and succeed. Inclusion is not separate from our work. It is woven throughout school life.

Relationships with families are equally important. We build trust by being approachable, listening carefully and creating regular opportunities for parents to come into school. Coffee mornings, meet-and-greet events and community-focused EAL days help families connect with staff and wider support. Our wellbeing hub works with external organisations to help children, parents and staff access practical advice and assistance when needed. This makes Downfield an important and dependable part of its community.

We are especially proud of our staff. They are talented, committed and generous in the support they give one another. Many colleagues have served the school for a significant part of their careers, bringing stability, experience and a deep understanding of our families. That continuity does not mean standing still. Staff remain open to new ideas, professional development is encouraged and improvement is a shared responsibility.

Knowing our children so well has enabled us to create an educational offer that reflects their needs and ambitions. Our staff have developed a bespoke curriculum and their own phonics materials, including published books. We broaden pupils’ experiences through residential visits, outdoor play and learning, and opportunities they may not otherwise encounter.

Downfield is friendly, purposeful and full of energy. There is rarely a dull moment, but colleagues work together when circumstances change. For someone who values relationships, inclusion and meaningful work, our school offers the opportunity to make a lasting contribution to pupils, staff and the wider community



OUR ETHOS, VALUES & MISSION STATEMENT

“ Learn to live, live to learn:
Aspire and Achieve ”

Our aim is that our pupils will thrive within an inspirational learning environment, where the whole school community works together to strengthen learning and encounter new experiences. Partnership with pupils and their families is at the centre of all we do.

The school is committed to enabling every child to achieve their full academic, social and physical potential within a nurturing, caring and well-organised environment. We strive to create a community where every child feels valued, develops confidence and a strong sense of self-worth, takes responsibility for their actions, and is empowered to thrive as a successful, responsible and respected individual.



ABOUT YOU

Joining Downfield means taking on a central role in a large, busy and caring school. Your work will help ensure that our finances, systems, premises and administrative services support pupils, families and staff effectively. Every operational decision matters because it contributes to the calm, secure and inclusive environment in which our children thrive.

You will inherit established systems, experienced colleagues and a supportive administration team. Working closely with the Headteacher, Deputy Headteacher, governors and premises staff, you will lead the school's business and administrative functions while bringing fresh thinking to future improvements.

The role offers genuine professional interest. Our mainstream school and specialist resource provision have separate but closely connected budgets, requiring clear oversight, sound judgement and an understanding of how staffing and resources work across the school.

We are looking for a school business manager who

- Combines financial rigour with a warm, people-centred approach.
- Builds trusted relationships with colleagues, families and external partners.
- Leads and delegates confidently within a small team.
- Remains organised, adaptable and calm when priorities change.
- Shares our commitment to inclusion, safeguarding and **“Ready, Respect, Safe”**.



WHAT WE CAN OFFER

At Downfield Primary School, you will join a welcoming and inclusive community where colleagues work together, share responsibility and value each other's contribution. Our experienced and committed staff create a positive professional environment where operational leadership is respected and appreciated.

You will inherit a stable, well-managed financial position, supported by thoughtful long-term planning and established systems. This provides a secure foundation from which you can refine our processes, strengthen our operational infrastructure and introduce improvements with confidence.

Many colleagues have spent a significant part of their careers at Downfield. Their loyalty brings continuity, shared purpose and a wealth of knowledge about the school and its community. You will work alongside an established administration team, experienced premises colleagues and senior leaders who understand the importance of effective school business management.

Professional development is actively encouraged, whether through accredited qualifications, specialist training or opportunities to lead improvement projects.

Staff wellbeing is a genuine priority. Our dedicated wellbeing lead is available to support employees, and colleagues can also access counselling, medical and financial advice through the school's wellbeing service..

We also take a pragmatic approach to flexibility. Where the responsibilities of the role allow, occasional home working may be possible, alongside reasonable flexibility for important personal circumstances. The emphasis is on trust, communication and ensuring that the needs of the school are met.



JOB DESCRIPTION

Purpose of the role:

Responsible for the planning, development, and delivery of the support function for the school and management of the school finances.

Key Responsibilities:

- Responsible for business and financial management of school resources
- Manage the schools support function through planning, developing, designing and monitoring support systems and procedures which may include (at least 3 areas from) administration, finance, HR, IT and facilities management including H&S.
- Leadership and management of all school safer recruitment, advertising, contracting, induction, performance management, training and mentoring systems. Direct line management of lead support staff roles.
- Contribute to the development of training programmes/learning opportunities and mentoring for support staff, including line and performance management of direct reports
- Management of facilities, including premises, lettings and liaising with external contractors; line management of premises assistant/caretaker if in post.
- Arrange provision, analysis and evaluation of financial data and statutory reports and information to the senior leadership team, the Governing Body and outside agencies
- Manage the procurement process in conjunction with an SLT member, including monitoring of service contracts, licences and insurance.
- Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
- Using the Asset Management Plans and condition surveys, preparation of and submission of bids for building funds to HCC/ESFA on a biannual basis.
- Responsible for the development of the marketing strategy for the school including income generation and bids for funding.
- Admissions and transfers of pupils.



Individuals in this role may also undertake some or all of the following:

- Assist the Headteacher and governing body with income generation activities and in promoting and marketing the school.
- Update and maintain HR files, Arbor and Single Central Register (SCR).
- Provide support, advice and guidance on administrative issues to senior staff, governing body and others.
- Liaise with other staff, pupils, parents/carers and external agencies.
- Manage lettings and the use of premises for the use of outside organisations and local community.
- Maintain and update AMP for buildings, IT, premises, lettings contracts and external agencies.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- The job holder is responsible for all of the school's business and administration functions.
- Work will be mostly defined by the headteacher but on occasion might be generated by senior and middle managers and by parental and governor enquiries. The requirements of government and other external bodies, including the LA, will be routinely managed by the jobholder.

Knowledge, Skills and Abilities

- Significant experience in administrative / finance roles.
- Working at or towards national occupational standards (NOS) in business and administration and knowledge / skills equivalent to current national qualifications level 4 or having or willing to work towards the Certificate of School Business Management (CSBM). Tier 2 / 3 of the ISBL professional standards
- Knowledge of business and administration management, across a range of activities, such as finance, procurement, administration and staff management, acquired through experience.
- Analytical skills for business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.

Supervision

- Contributes to policies and initiatives and makes budget recommendations with implications for the whole school. Manages some groups of school support staff making decisions in relation to the delivery of a range of functions.
- Line management responsibility for some support staff groups (usually business and administration, facilities and ICT).

Problems, Demands & Decisions

- Business and financial management of school resources over the medium term, involving a range of complex issues, situations and problems.
- Medium periods of concentration for meetings, reports, analysis; Management work may be interrupted, and this may require a switch from one activity to another.
- Negotiations with suppliers & deals with sensitive issues e.g., contracts, HR.

Dimensions

- Budget management and income generation responsibilities.
- Manage the procurement process, may prepare and submit bids for funding.
- May manage a number of small budgets of their own admin, premises etc. up to c £10,000.
- Will have responsibility for monitoring the whole school budget with the Headteacher.
- The postholder makes budget recommendations with implications for the whole school, which are subject to approval by the Headteacher and/or governors in line with the schemes of delegation applicable to the setting.
- Will typically supervise/manage up to 6 roles with grades ranging from H1 to H5.
- Will be issued with a range of ICT equipment to facilitate undertaken the work of the post.
- The work area that the post holder leads on involves a range of systems, records management and databases.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.
- Work is normally carried out in an office environment and across the school.

Working Environment

- Work is normally carried out in an office environment. Private office available adjoining front reception.
- Exposure to emotionally demanding situations is infrequent.

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 made through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form.

This role will be reviewed annually as part of the performance management development process.

Person Specification

A candidate will only be considered for shortlisting and move forward in the remaining person specification criteria if they meet the initial essential criteria under qualifications, knowledge and experience.

It is important to provide examples using the STAR acronym (situation, task, action, result) relating to the person specification criteria.

Qualifications	Essential/Desirable	Application form	Assessment stage
Relevant practical experience as a Business Manager in schools or another setting	E	*	*
Level 4 or Level 5 Diploma for school business management qualification or willingness to work towards	D	*	*
A degree - ideally in accountancy, business management or a related discipline	D	*	*
Minimum Level 2 qualification in Maths and English	E	*	*
Experience	Essential/Desirable	Application form	Assessment stage
Successful leadership and management experience in a school, or in a relevant field outside education	E	*	*
Experience managing budgets	E	*	*
Experience managing teams and individuals	E	*	*
Experience managing Human Resource functions	D	*	*
Experience contributing to staff development	D	*	*
Experience in managing procurement, fixed assets, external contractors, suppliers etc.	D	*	*
Experience leading on Health and Safety	D	*	*
Experience leading in Data Protection and GDPR	D	*	*

Skills & knowledge	Essential/Desirable	Application form	Assessment stage
Expert knowledge of financial management	E		*
Excellent attention to detail	E	*	*
Previous use of Arbor Finance & Arbor MIS	E	*	*
Excellent numeracy/literacy and ICT skills – Microsoft office packages	E	*	*
Ability to analyse and interpret data/advice/statute and devise policy and practice accordingly	E		*
Able to deliver value for money initiatives	E	*	*
Effective communication and interpersonal skills	E		*
Ability to persuade, motivate negotiate and influence	E		*
Ability to build effective working relationships with staff and other stakeholders	E		*

Personal qualities	Essential/Desirable	Application form	Assessment stage
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	E		*
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard assets, financial probity and reputation of the school	E		*
Ability to work under pressure and prioritise effectively	E		*
Commitment to maintaining confidentiality at all times	E		*
Deal sensitively with people and resolve conflicts	E		*
Commitment to safeguarding and equality	E		*
Devolve responsibilities, delegate tasks and monitor practice ensuring they are carried out within set standards	E		*
Seek advice and support where necessary	E		



IMPORTANT INFORMATION

Pay range & hours:	M1 – M2 (£44,253 – £53,051) FTE, depending on experience 37 hours per week, 5 days per week. Term time plus 3 week
Start date:	ASAP
Closing date:	Friday 6 th November 2026 at 9am
Shortlisting date:	Monday 16 th November 2026
Interview date:	Tuesday 24 th November 2026
Visits to the school:	To make an appointment, please contact the school office on 01992 629598 or email us at admin@downfield.herts.sch.uk
School website:	downfield.herts.sch.uk
School address:	Downfield Road. Cheshunt. Waltham Cross. Hertfordshire. EN8 8SS

Downfield 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. Appointment to this post is subject to an enhanced Disclosure and Barring Service check as well as other pre-appointment checks, including an online check, as outlined in Keeping Children Safe in Education (September 2026).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

APPLICATION PROCESS

How to apply

This recruitment is managed by HFL Education, in line with the latest guidance on safer recruitment. Please apply on the Teach in Herts website, using the standard online application form. CVs will not be considered. Should you need support, please contact leadership.recruitment@hfleducation.org. Please ask us if you require information about this vacancy in an alternative format.

Application Form

Applicants must use the standard application form provided (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history, explaining any gaps since leaving school education, and include any relevant training you have completed, particularly those in recent years which have helped to prepare you for headship.

Person Specification and Personal Statement

When writing your personal statement, it is important you address each of the requirements in the person specification. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

In line with safer recruitment guidance, we normally request references after shortlisting. Please make sure your referees are aware of your application and are able to provide a swift turn around if needed. Preferred referees are your last two employers, and you should provide their official organisation email address for us to contact. One referee will be your last Headteacher or Chair of Governors.



Downfield Primary School
Downfield Road. Cheshunt. Waltham Cross.
Hertfordshire. EN8 8SS



01992 629598



admin@downfield.herts.sch.uk



downfield.herts.sch.uk

