Inspiring curiosity
and the courage to
succeed

Richard Atkins Primary School
New Park Road, London SW2 4JP
T: 020 8674 5601
E: admin@richardatkins.org
Headteacher: Mrs C Fleary-Tayabali • Business Manager: Mrs N Correa

SCHOOL BUSINESS MANAGER APPLICATION PACK

October 2026

Artsmark Gold Award Awarded by Arts Council England

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Dear Applicant

APPOINTMENT OF SCHOOL BUSINESS MANAGER

Thank you for your interest in the post of School Business Manager at Richard Atkins Primary School. I hope that this pack will encourage you to apply to join our exceptional leadership team in a wonderful vibrant and inclusive school.

Richard Atkins, situated in Brixton in the Borough of Lambeth, serves a wonderfully socially, culturally and ethnically diverse community and challenges all children to think that anything is possible.

We are very proud of our school and our achievements, but we know that we still have work to do to become an outstanding school.

Our staff team is made up of a wide range of experiences and disciplines, and everyone is valued. We have high expectations of our pupils and each other and want to ensure that we provide the best possible environment and education so that our children can reach their potential in both their academic achievements and their knowledge and experience of life.

We are an outward looking School and have built strong partnerships with parents, local schools and the Local Authority. In particular, we are proud to play a leading role within the Windmill Cluster of Schools with whom we share ideas, resources and expertise in order to facilitate the highest outcomes in attainment and aspirations for our pupils and the wider community.

We want to appoint an outstanding candidate to promote the highest standards of business ethos within the administrative function of the school in order to drive further improvements to the strategic development of the school moving forward.

We must receive your application by Friday 27th November 2026, and shortlisted candidates will be interviewed on Thursday 3rd December 2026. Visits to the school are essential and can be arranged by calling us on 020 8674 5601.

We look forward to receiving your application.

Yours sincerely

Claudia Fleary-Tayabali
Headteacher

Key facts about our school

Age Range	3-11
Location	London Borough of Lambeth
Type of School	Community (Maintained)
SLT Structure	Headteacher, Deputy Headteacher, SENCo and School Business Manager
No. of Children on roll	174
SCHOOL VISION	

At Richard Atkins we empower our children to achieve excellence in all that they do; setting them on a life of infinite possibility where they understand just how big their world can be and know that they are their own creators.

VALUES

- Excellence: We constantly strive for excellence, ensuring every human and physical interaction is of the highest quality.
- Integrity: We are true to ourselves and offer strength to others to create a secure and united community.
- Growth: We embrace challenge, recognising that through our mistakes, true learning happens …never wanting to miss out on opportunities to improve.
- Empowerment: We will extend batons of opportunity and trust, building strength and independence along the way.
- Curiosity: We will foster inquisitive minds, confident to search for the next hidden treasure.
- Courage: We are courageous in our learning and strive to be our greatest self. We embrace new experiences to ensure that we are leaders of our own learning.

WHAT OUR COMMUNITY HAS TO SAY ABOUT US

One of the things that really appeals to me about working in the school, is knowing that I am making a real difference to the life of some amazing children. I love the vibrancy and creativity of the school, but most importantly, the professional integrity of the leadership team and their vision for the school. **Teacher**

The best thing about working at Richard Atkins is the children with their unique personalities and fantastic attitude to learning. They make coming into work every day worthwhile and manage to always keep me smiling. **Teacher**

“Everybody here is a family – we all look out for each other.” **Teacher**

"My child loves going to Richard Atkins Primary School and he does not realise that within his play he is learning to read, write and count at a rapid pace!" **Parent**

“This is a great school with really supportive staff.” **Parent**

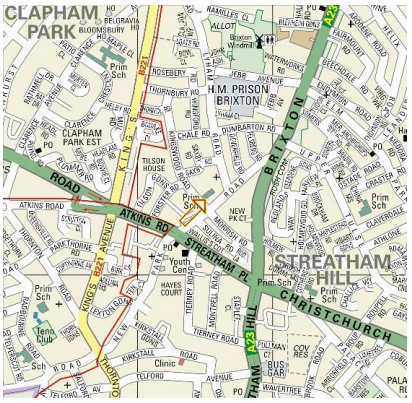
The school has always had a warm and welcoming feel with happy, friendly staff and pupils. **Parent**

“What I like most about Richard Atkins is its commitment to supporting the community around it and wanting to offer every child - regardless of their circumstances or background – somewhere they feel valued and can learn.” **School Governor**

Richard Atkins has a clear vision to provide outstanding education to its students and to enable all children to achieve and be the best that they can be. **School Governor**

OUR LOCATION

Full Address: Richard Atkins Primary School, New Park Road, London SW2 4JP



Bus access is available on Brixton Hill and Atkins Road. Several bus routes serve the school including bus 59, 45, 133, 250.

Rail access is available via Brixton or Streatham Hill. Brixton is a 20 minute walk.

Tube access is available at Brixton.

School Business Manager
Job Description

Responsible to:	**Headteacher**
Grade:	**PO5, spine points 39 to 42**
Hours:	**35 per week, 52 weeks per year**
Supervisory Responsibility:	**School Finance, Administration & Premises Staff**

Purpose of the Post

The School Business Manager is the School's leading support staff professional and works as part of the Senior Leadership Team to assist the Headteacher and Governing Body in their duty to ensure that the school meets its educational aims.

The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's learning objectives.

The School Business Manager is responsible for the effective management of: Financial Resources, Administration, Management information and ICT, Human Resources, Facility & Property, Health & Safety and staff allocated to these areas of work. In particular, you will have responsibility for marketing the school and generating additional income from external sources.

Responsibilities of the Post

Strategic Role

- Provide senior leadership and strategic direction and operational management for non-curriculum management functions (administrative, finance business, personnel, legal and premises including the community centre and extended services.
- To lead and manage projects effecting whole school issues.
- Lead and line manage the Administrative team, Finance and Premises staff effectively.
- In consultation with the HT, recommend, develop and implement new procedures and office systems to meet the changing needs of the school
- Manage systems and link processes across the school to form complete systems.
- Ensure any system providing information to management/stakeholders is streamlined to maximise the efficiency of the data supplied.
- Develop and implement high quality customer care standards.
- Responsible for ensuring effective procedures are in place and are monitored to meet both statutory and the Local Authority requirements in relation to all human resources matters.
- Ensure staff are made aware of any new policies/amendments to policies and the importance of putting them into practice.
- Responsible for ensuring comprehensive data is provided to payroll to ensure the accurate receipt of salary by all staff.
- Responsible for ensuring effective maintenance of confidential staff records in accordance with data protection.
- Implement all regulations relating to the school's workforce in compliance with current legislation.

- Assist the headteacher in dealing with human resources issues
- Seek and make use of specialist expertise in relation to HR Issues.
- Responsibility for assisting with preparation of adverts for vacant posts, reference checks, completion of DBS checks, letters of appointment, work permits and payroll forms, ensuring that all necessary procedures and paperwork are carried out
- Ensure the Single Central record is maintained.
- Secure and organise supply cover for absent staff if necessary.
- Ensure that Teacher Salary statements are prepared annually.

Finance and Accountancy

- Formulate realistic and balanced short and long term budget strategies with agreed procedures. To attend the Resources Committee providing advice and monitoring reports as required.
- Budget holder for the school's premises and administrative budgets and provide monthly budget monitoring reports for the Headteacher.
- Operate all bank accounts, for public funds, school fund, school journeys and any external grants and undertake monthly reconciliations
- Prepare financial returns as requested by the DoE, the LA, Inland Revenue, Customs & Excise and other statutory authorities and ensure that we meet the SFVS requirements.
- Responsible for the presentation of regular financial management analyses reports
- To monitor and control expenditure, including the monitoring of all ordering, receipting of goods and payment of invoices. To undertake the accounting for the school, recommending appropriate action where necessary
- Ensure that all finance procedures are carried out in line with current regulations and LA Financial Regulations.
- Oversee and co-ordinate the tendering process and award of contracts with reference to financial regulations.
- To continually monitor and review in the best interests of the school, the school's insurance and process claims where loss or damage occurs.
- To be responsible for the maintenance and monitoring of an asset register and loan system for the school, including identifying resources and equipment to be written off and a programme of replacement.
- To prepare bids for capital development projects and other grants.
- Ensure that accounts and supporting documentation are made available to the external auditors for examination within the timescale requested.
- Review annually Service Level Agreements offered by the LA and consultants to achieve best value for money.

Premises/Health & Safety

- To arrange for all premises and plant insurance and liability insurance policies to be taken out accordingly.

- To maintain a lettings policy for the school and explore avenues for letting premises and increasing income with reference to community requirements
- To develop ways in which the school can be accessed for community use and establish the school's identify within the local community.
- To maintain appropriate comprehensive records in relation to premises management.
- To ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- To ensure the School's Health & Safety policies are clearly communicated and available to all people.
- To ensure compliance of procedures at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.
- To ensure policy review at regular intervals or as situations change
- To ensure that contracts for annual health and safety checks are carried out by the relevant services.
- To oversee a programme of risk assessments and fire drills.
- To ensure the planning and maintenance of records of fire practices and alarm tests.
- To oversee statutory obligations are being met for pupils, ensuring that financial and supporting agency services are adequate for their diverse needs.
- To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.

Marketing/Communications/ICT

- To be responsible for making full and appropriate use of available information communication technology and systems at the school and to develop computer aided administration which supports all general work of the school.
- To manage internal communication systems in order to provide the most effective processes possible for information to be shared easily and understood by staff from all areas and in all parts of the establishment.
- To ensure the development and management of the School's website to ensure its content provides a key marketing tool to raise and maintain recruitment and to promote the school's achievements; to ensure that content is updated regularly and visits to the website are monitored and evaluated
- To develop and maintain close working relationships with local businesses, the LA, the diocese, external agencies and other institutions, identifying external funding opportunities and preparing bids for these.
- To ensure that communication with people external to the establishment is carried out effectively and in a professional manner by the Administrative and Premises staff. This will include monitoring and developing a high quality reception service and promoting positive relationships with people who visit or call, in order to leave them with the best possible image of the school.
- To ensure that contingency plans are in place for technology failure.

- To ensure an annual development plan for marketing is produced and implemented.
- To ensure the development of a marketing plan that makes the Livity a first choice local community special school

Other

- To carry out other related duties to meet the developing needs of the schools.
- To conduct elections for staff and parent governors as necessary.
- To flexibly operate contracted hours/shifts to meet the needs of the school between 8am and 6pm.

Safeguarding

1. To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority

2. To ensure the completion of the School's Single Central Record

Data Protection

1. When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

The duties of the job description may be reviewed and subject to amendment annually in consultation with the jobholder. This is to ensure that the role continues to change in line with the needs of the School. The job description is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post-holder's responsibilities and duties.'

SIGNATURES – JOB DESCRIPTION DISCUSSED AND AGREED

Name of Post Holder: ……

Signed: ……

Date: ……

Signature of Supervisor: ……
(Line Manager)

Date: ……

PERSON SPECIFICATION

Factors	Essential	Desirable	Assessment Method
Qualifications	• Graduate qualification • GCSE English and Maths or equivalent • Certificate of School Business Management or willingness to study for this qualification	• Data Protection qualification	Certificates at Selection Event
Relevant Experience	• Managing budgets, financial reporting, procurement and fixed assets • Using computerised systems for budget management and the financial regulations applicable to schools • Using information systems including computerised systems (SIMS / FMS6) in an administrative environment • Providing high-level administrative support including experience of managing staff • Premises and site management • Managing HR • Managing Health & Safety	• Managing within an education setting • Managing at Senior Leadership Level • Managing appraisal • Working collaboratively with the Governing Body • Successful income generation	Application Form Selection Event
Training	• Evidence of Continuing Professional Development over time and keeping abreast of new legislation	• Member of the Institute of School Business Leadership	Application Form Selection Event
Knowledge & Skills	• Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding • Ability to create and sustain collaborative relationships with pupils, parents', colleagues and other agencies. • Understanding and ability to adhere to strict rules of confidentiality regarding pupils and personnel issues. • Knowledge of the application of Health & Safety in an education setting, including good practice relevant to maintenance and upkeep of a public building and the carrying out of risk	• An understanding of the functions and duties of a community school and its relationship to the Local Authority • Ability to construct and write bids for financial funding for whole school projects • Understanding of promoting positive relationships with the wider school community • Knowledge and understanding of GDPR protocol within an educational context	

	assessments • Proven literacy, numeracy and communication skills including		
	being able to respond appropriately to staff, governors, pupils, outside agencies and the Local Education Authority. • Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people • Able to lead teams and individuals and to strategically influence decision making within the school		
Personal Qualities	• To be accountable and to hold others accountable • Good organisational and planning skills • Commitment to own professional development • Ability to work successfully as a team member establishing effective working relationships and flexible working practices • Ability to work under pressure in a constantly changing and demanding environment • Trustworthy and honest		
Confidential References and Reports Written references will be requested to confirm experience, professional and personal knowledge, skills and abilities. Proof of qualifications will be required at interview. The post offer will be subject to a satisfactory health check and enhanced DBS disclosure, confirmed excellent attendance record.			