



# **New Moston Primary School Recruitment Pack**

**Business Manager**

Job Profile	
<b>Job Title:</b>	Business Manager
<b>Pay Grade / Scale / Range:</b>	Grade 10 SCP 41-43 £50,788 - £52,805
<b>Start Date:</b>	As soon as possible
<b>Staff responsible to:</b>	Headteacher
<b>Staff responsible for:</b>	Office Manager, Caretaker, Admin Staff, Catering Staff
<b>Working hours:</b>	8am till 4pm
<b>Purpose of the Role:</b>	To provide strategic leadership and operational management of the school's business functions, ensuring the efficient and effective use of financial, physical, and human resources. The Business Manager will play a key role in supporting the Headteacher and Senior Leadership Team in delivering high standards across all areas of school life, enabling the best possible outcomes for children.
<b>Timeline:</b>	<p><b>Application Deadline:</b> Friday 29<sup>th</sup> May 2026</p> <p><b>Shortlisting:</b> Friday 29<sup>th</sup> May 2026</p> <p><b>Recruitment Day:</b> Friday 5<sup>th</sup> June 2026</p> <p><b>Start Date:</b> As soon as possible</p>

## Job Advert

Do you want to lead the operational and strategic development of a school at the heart of its community?

Are you a driven and organised professional who thrives on improving systems, managing projects, and making a visible difference?

At New Moston Primary School, we are on a clear and ambitious journey of improvement. Since January 2025, we have begun modernising our school environment, strengthening systems, and raising expectations across all areas. We are now looking for a Business Manager who will play a central role in driving this next phase.

## The Role

As Business Manager, you will be a key member of the Senior Leadership Team, leading the strategic and operational functions of the school. You will take ownership of key areas including HR, finance, premises, administration, and compliance, ensuring that the school runs efficiently and effectively.

You will also lead on a range of development projects, including improving our provision, enhancing our facilities, and continuing to modernise the school environment so that it reflects our ambition for children.

A key part of the role will be developing the school's role within the community. We are committed to using New Moston Primary School as a central hub for families and the wider community. You will play a vital role in shaping this, identifying opportunities, building partnerships, and maximising the use of our facilities beyond the school day.

## Key Responsibilities

- Lead and manage the school's financial planning, monitoring, and reporting
- Oversee operational systems including administration, HR, premises, and compliance
- Drive improvement projects across the school, including facilities and service provision
- Manage contracts, procurement, and external partnerships to ensure value for money
- Lead and develop support staff, promoting high standards and accountability
- Ensure all statutory and regulatory requirements are met
- Contribute strategically as part of the Senior Leadership Team

## What We Are Looking For

- A strategic and highly organised leader with experience in business, operations, or school management
- Someone who thrives on project management and driving improvement
- Strong financial and analytical skills, with the ability to make informed decisions
- The ability to lead, influence, and develop teams effectively
- A proactive, solution-focused mindset with high standards
- A commitment to making a difference to children and the wider community

## What We Offer

- A key leadership role in a school on a rapid improvement journey
- The opportunity to lead meaningful projects that have a visible impact
- A strong and supportive leadership team with a clear vision

- A culture built on Growth, Standards, Attitude, and Pride
- A well-resourced environment with ongoing investment in facilities and development

### **Flexible Working**

We recognise the importance of flexibility in modern working arrangements and are committed to supporting a diverse range of applicants. While this is a year-round role, we are open to negotiation around term-time working, with additional agreed days, to support candidates with childcare or other commitments. We are also open to flexible working arrangements, including adjusted hours, working patterns or working-from-home days, in discussion with the Headteacher. Additionally, the role may be considered on a part-time basis, with a minimum of three days per week.

### **Visit Us**

Visits to the school are strongly encouraged. To arrange a visit, or a conversation please contact **p.stewart@newmoston.manchester.sch.uk**.

### **How to Apply**

Candidates should refer to the job description and person specification and clearly demonstrate how they meet the criteria. Please also outline what you will bring to the role, including your experience of leading projects, managing operations, and contributing to organisational improvement.

All application forms should be emailed to **recruitment@newmoston.manchester.sch.uk**.

## Letter from the Headteacher

Dear Potential Applicant,

Thank you for your interest in joining New Moston Primary School as our Business Manager.

New Moston is a large, inclusive primary school in North Manchester, serving a community full of potential. We are committed to providing the highest standards of education and care, ensuring that every child has access to the opportunities they deserve.

Since my appointment as Headteacher in January 2025, we have begun a significant programme of change. This has included modernising our environment, improving key areas of the building, and raising expectations across the school. We are developing a school that reflects our ambition — one that is purposeful, well-resourced, and designed to support children to thrive. This role is central to that next phase.

We are looking for a Business Manager who thrives on project development and operational leadership. This is not a role focused purely on maintaining systems — it is about driving improvement. You will lead and support projects that enhance our provision, develop our facilities, and continue to modernise the school environment. You will play a key role in ensuring that our resources are aligned with our ambition for high standards and long-term sustainability.

Alongside this, we are committed to strengthening our role within the local community. We see New Moston Primary School as a central hub — a place that supports children, families, and the wider community. The successful candidate will play a vital role in developing this further, exploring opportunities to expand our community offer, build partnerships, and maximise the use of our facilities beyond the school day.

We are looking for someone who is strategic, organised, and driven — someone who takes pride in their work and is motivated by making a visible difference. You will be a key member of the Senior Leadership Team and will contribute directly to the ongoing development of the school.

We recognise the importance of flexibility in modern working arrangements and are committed to supporting a diverse range of applicants. While this is ideally a year-round role, we are open to negotiation around term-time working, with additional agreed days, to support candidates with childcare or other commitments. We are also open to flexible working arrangements, including adjusted hours, working patterns or home working days in discussion with the Headteacher. Additionally, the role may be considered on a part-time basis, with a minimum of three days per week. Our priority is to appoint the right person and we welcome conversations to explore how the role can work effectively for both the successful candidate and the school.

In return, you will be part of a school with a clear direction, high expectations, and a strong sense of purpose. You will have the opportunity to shape and develop key aspects of the school's future and play a leading role in delivering meaningful and lasting improvement.

I would strongly encourage potential applicants to visit the school to see our work in action and understand the vision we are building.

To arrange a visit, please contact me directly at [p.stewart@newmoston.manchester.sch.uk](mailto:p.stewart@newmoston.manchester.sch.uk).

Kind regards,



Peter Stewart  
Headteacher

## Job Description

To provide strategic leadership and operational management of the school's business functions, ensuring the efficient and effective use of financial, physical, and human resources. The Business Manager will play a key role in supporting the Headteacher and Senior Leadership Team in delivering high standards across all areas of school life, enabling the best possible outcomes for children.

### Leadership and Strategic Management

- Work in partnership with the Headteacher and Senior Leadership Team to support the strategic direction and long-term development of the school.
- Lead on the development, implementation, and monitoring of business and operational strategies aligned with school priorities.
- Provide professional advice and challenge on operational efficiency, financial planning and resource allocation.
- Contribute to whole-school improvement planning, ensuring that business functions support educational priorities.
- Lead and manage support staff within the business function, promoting high standards, accountability, and professional development.

### Organisation and Operations

- Oversee the day-to-day operational management of the school, ensuring systems and processes are efficient, effective, and aligned with school expectations.
- Manage premises, health and safety, and site development, ensuring a safe, secure, and well-maintained environment for children and staff.
- Coordinate external contracts and service level agreements, ensuring value for money and high-quality provision.
- Ensure effective organisation of administrative systems to support the smooth running of the school.

### Administration and Compliance

- Ensure that all statutory and regulatory requirements are met, including health and safety, GDPR, and safeguarding-related administrative compliance.
- Develop, implement, and monitor policies and procedures relating to business and operational functions.
- Maintain accurate and up-to-date records across all areas of responsibility.
- Support the Headteacher and Governors with reporting, documentation, and compliance requirements.

### Financial and Resource Management

- Lead on the strategic management of the school budget, including planning, monitoring, and reporting.
- Ensure robust financial controls are in place and adhered to at all times.
- Prepare financial reports for the Headteacher and Governing Body, providing clear analysis and recommendations.
- Manage procurement processes, ensuring best value and compliance with financial regulations.
- Oversee income generation opportunities and support the effective use of funding streams.
- Manage and allocate resources effectively to support school priorities.

## Person Specification

Criteria	Requirement	Essential	Desirable	Assessment
<b>Qualifications</b>	I have a relevant professional qualification in business management, operations management, finance, HR, or administration (or equivalent experience)	X		A
	I am willing to work towards, or hold, a recognised qualification such as the Diploma in School Business Management (DSBM) or equivalent	X		A
	Hold a degree or equivalent qualification		X	A
	I have evidence of ongoing professional development relevant to school business management	X		A
<b>Experience</b>	I have experience of working at a management level within a business, education, or public sector environment	X		A, I
	have experience of leading and managing teams, including performance management and staff development	X		A, I
	I have experience of financial management, including monitoring, and reporting	X		A, I
	I have experience of managing multiple operational functions (e.g. HR, administration, premises, or compliance)	X		A, I
	I have experience of working strategically, contributing to organisational improvement and long-term planning	X		A, I
	I have experience of working within a school or education setting	X		A, I
	I have experience of managing contracts, procurement, or external partnerships		X	A, I
	I have experience of delivering CPD to others whilst taking ownership and commitment to my own CPD needs.		X	A, I
<b>Knowledge</b>	I know the statutory and regulatory framework within which schools operate, including safeguarding, health and safety, data protection (GDPR), and financial regulations	X		A, I
	I know the principles of effective financial management in schools, including budgeting, forecasting, and value for money	X		A, I
	I know how school policies, procedures, and statutory guidance are structured and applied to ensure compliance and accountability	X		A, I
	I know the key components of effective organisational systems and operational processes within a school context	X		A, I
	I know how data, management information, and reporting systems are used to inform strategic decision-making	X		A, I
	I know how school operations contribute to wider educational outcomes, including pupil well-being and school improvement	X		A, I
	I know the structure and function of school governance and the requirements for effective reporting and accountability to governors		X	A, I
<b>Skills</b>	I can lead, manage, and develop teams to deliver high standards and continuous improvement	X		A, I
	I can manage competing priorities effectively and respond to the changing needs of the school	X		A, I

	I can analyse financial and operational information and present clear, strategic recommendations	X		A, I
	I can communicate effectively with a wide range of stakeholders, including staff, governors, parents, and external agencies	X		A, I
	I can negotiate, influence, and build strong professional relationships	X		A, I
	I can develop and implement systems and processes that improve efficiency and accountability	X		A, I
	I can use technology effectively to support business and operational functions		X	A, I
<b>Personal Qualities</b>	I demonstrate a commitment to the school's values of Growth, Standards, Attitude, and Pride	X		A, I
	I have high expectations of myself and others and take pride in delivering high-quality work	X		A, I
	I am organised, resilient, and able to work under pressure while maintaining high standards	X		A, I
	I am proactive, solution-focused, and able to take initiative in complex situations	X		A, I
	I am professional, approachable, and able to build positive relationships with all stakeholders	X		A, I
	I am committed to equality, inclusion, and ensuring that services meet the needs of the whole school community	X		A, I

**Abbreviations: A – Application, I – Interview Process**