

# Rockmount Primary School

## School Business Manager Recruitment Pack

April 2025



Headteacher: Helen Carvall

Deputy Headteachers: Amber Pearless  
Vivian Bull

Tel: 020 8653 2619



Rockmount Primary School  
Chevening Road  
Upper Norwood  
London  
SE19 3ST

office@rockmount.croydon.sch.uk  
www.rockmountprimaryschool.co.uk

Dear Applicant,

Thank you for your interest in the School Business Manager post here at Rockmount Primary School.

Rockmount is a happy, friendly school situated very close to the vibrant Crystal Palace Triangle. We greatly value our very strong and diverse school community and work hard to ensure good relationships are built on support, kindness and consideration for all.

Our school vision and values underpin the work of the whole school community. We endeavour to inspire the community to enjoy their learning adventure and have fun together along the way, securing excellence, empathy and equality in all that we do. With high expectations, we are committed to fulfilling our motto, "All Can Achieve". The School Business Manager has a key role in delivering on our aims and values by working with senior leaders to secure the appropriate resources and manage an effective office support team.

We are a two-form entry primary school with high aspirations for our children and our staff team. We value and invest in professional development and have an experienced and supportive staff team who provide in-house training and development opportunities as well as supporting other local schools on their improvement journeys. We have a strong staff Wellbeing Team and were recognised for our investment in wellbeing for all with the Wellbeing Award for Schools in 2022 and again in 2024, followed by The Croydon Wellbeing Mark most recently in March 2025.

We have an excellent office team, including an experienced Finance and HR Officer, who have all been in post for some time. The school is fortunate to have such a stable and experienced staff team and a committed Governing Body who are very much part of the Rockmount Community and are integral to our continued success and development. We welcome the addition of a new School Business Manager to our team as we move forward.

I hope that this pack, alongside the wealth of information you will find on our school website, will give you a flavour of our school. Of course, our school is much more than the website can show you and I encourage you to visit us; I would be delighted to meet you and show you around so that you have the information you need to help you decide if Rockmount is the school for you!

I look forward to meeting you.

Helen Carvall

Head Teacher

## Rockmount Primary School Vision, Values and Rules



### **Vision**

At Rockmount Primary School we will inspire our whole school community to enjoy their learning adventure and have fun along the way. We will ignite a passion for learning throughout the school community, securing excellence, empathy and equality in all that we do.

### **Mission**

We will strive to achieve the highest standards of academic achievement and behaviour within an inclusive, vibrant and exciting learning environment to ensure that all children leave school with the confidence and ability to take full advantage of future opportunities.

### **School Values**

Our school ethos is underpinned by our Rockmount School Values. Each of these values has been identified as key to the children developing emotional intelligence and being successful learners.



### **Rockmount Rules**

**Be kind, helpful and truthful**

**Listen to others**

**Do your best**

**Look after property**

**Be polite**

## About our School

### Welcome to Rockmount Primary School

Rockmount is a happy, friendly school situated very close to the vibrant Crystal Palace triangle. We greatly value our very strong and diverse school community and work hard to ensure good relationships are built on support, kindness and consideration for all.

From the first day a child attends, our priority is to provide a safe, caring and stimulating environment for them to learn and grow. We seek to provide aspirational and creative opportunities for them to discover their individual potential and to excel. Pupils are encouraged to explore their own interests to support them in the development of high self-esteem and a passion for continuous learning.

Rockmount provides a strong academic platform for pupils within a school ethos which is firmly embedded in wellbeing for all. Our partnership with families is essential in helping to build a clear picture of every child as an individual and in helping to shape the future development of the school. We actively encourage a close partnership between home and school so that parents and carers can be involved in their child's education and in school life. Everyone is appreciated for their contribution to the school community and is supported to make their way towards a purposeful and fulfilled life as we move forward in an ever-changing world.

With high expectations, we are committed to fulfilling our motto, "All Can Achieve". This is the central premise of all that happens in our school.

Our school environment is well developed to support the exciting curriculum we offer. We have a dedicated music room housing an array of musical instruments to support the wide-ranging musical opportunities which are co-ordinated by our specialist music teacher. Our grounds are well loved by our children with the Edible Garden, pond area and fire pit, greenhouse and polytunnel, outdoor gym equipment and the 'pods' for quieter play and reflection. Upper Norwood Recreation ground is opposite our school and we make good use of the green open space it offers us.

We have a dedicated Governing Body; our governors are very much a part of the school and reflect the skills and expertise needed to lead and support us. All governors engage in relevant training and development and are frequent visitors during the school day. We have a good balance of external, parent/carer and staff governors and we are fortunate that our parent governor elections usually have several candidates.

Our children participate in a wide variety of popular and successful clubs and groups, much of which is provided internally. We operate our own Rockmount Children's Club (RCC) which provides wrap around care for our pupils. This is a high quality and extremely popular provision.

Our last Ofsted Inspection was way back in May 2015 when we were graded Outstanding in all areas. We are eagerly awaiting an imminent inspection and hoping that the hard work and dedication of the school community in building on the good practice over the past ten years will be acknowledged.

Please do look at our school website which provides a wealth of information about how Rockmount is organised and a window into the memorable learning experiences our children enjoy.

## **Rockmount Primary School School Development Plan Priorities**

Our School Development Plan is carefully considered each year in response to data, pupil, parent/carer and staff feedback. It is monitored with a termly review by the Senior Leadership Team which is then shared with the Full Governing Body.

### **School Development Priority Objectives 2024-2025**

#### **Target 1:**

**To foster a culturally inclusive learning environment that embraces the diversity of the school community and empowers all members to actively engage, thrive and succeed in their educational journey within a fast-changing global context. (Year 2 of 2)**

#### **Target 2:**

**To develop a sustainable 'Creative Coaching Culture' which ensures a highly effective programme of staff development impacting on creative and innovative opportunities in teaching and learning across the school (Year 1 of 2)**

#### **Target 3:**

**Creative and confident curriculum leadership ensures staff research and embrace new opportunities to expand experiential learning impacting on the depth of pupils' skills, knowledge and cultural capital.**

**Rockmount Primary School  
Advert**

Rockmount Primary School

Chevening Road

London SE19 3ST

Tel: 0208 653 2619

Email: [office@rockmount.croydon.sch.uk](mailto:office@rockmount.croydon.sch.uk)

**School Business Manager**

**Grade 12, Point Range 36-38**

**£48,531 - £50,574 \***

**Part-time, hours to be negotiated, all year round with 31 (pro rata) days  
paid annual leave per year**

**starting September 2025**

Rockmount Primary School is at the heart of the Crystal Palace community and is a welcoming, lively, diverse and high achieving two form entry school. We currently have a vacancy for a School Business Manager

We are looking for someone who can:

- Forge very good relationships with all members of our school community
- Work as part of the Senior Team to ensure that the school meets its educational aims
- Provide professional leadership and management of relevant school support staff
- Promote the highest standards of business ethos within the administrative function of the school and strategically ensure the most effective use of resources
- Be responsible for the financial resource management /administration management/ management information and ICT /human resource management /facility and property management /health and safety management of the school

Visits are warmly welcomed.

Application forms are available on the school website and should be returned via email to the school office [office@rockmount.croydon.sch.uk](mailto:office@rockmount.croydon.sch.uk)

Closing date: Friday 2nd May 2025

Interviews: Week beginning Tuesday 6th May 2025

Rockmount Primary School is committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this. All successful candidates will be subject to a DBS check along with other relevant employment checks.

\*Salary negotiable for the right candidate

## Job Description

### Role Profile

<b>Job Title:</b>	<b>School Business Manager</b>
<b>School:</b>	<b>Rockmount Primary School</b>
<b>Grade Range:</b>	<b>Grade 12 – Point range 36-38</b>
	<b>Salary range £48,531 - £50,574</b>
<b>Hours:</b>	<b>Part-time, hours to be negotiated, all year round, 31 days (pro rata) paid leave per year.</b>
<b>Location:</b>	<b>Rockmount Primary School</b>
<b>Reports to:</b>	<b>Headteacher</b>

### Role Purpose and Role Dimensions:

#### This will involve:

- The School Business Manager is the school's leading support staff professional and as a member of the Senior Leadership Team assists the Headteacher in their duty to ensure that the school meets its educational aims
- The School Business Manager is responsible for providing professional leadership and management of relevant support staff to enhance their effectiveness
- 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 financial management/administration management/facility and property management/human resource management/health and safety management and management information and ICT of the school

### Commitment to Diversity:

#### This will involve:

- To take individual and collective professional responsibility for championing diversity and proactively implementing initiatives which secure equality of access and outcomes. Committing to continually developing personal understanding of diversity.

### Other Considerations:

#### This will involve:

- Post includes occasional attendance at relevant evening meetings

### Key Accountabilities and Result Areas:

#### Key Elements:

## **Leadership and Strategy**

### **This will involve:**

- Responsibility for strategic financial planning within the current year and three to five-year period
- Working with senior leaders and Governors to ensure the effective management of revenue and capital funding, equipment and resources
- To identify and secure external funding for the school whilst reporting to the Headteacher and Governors
- To support the creation, development and recommendation of all policies within the remit of the role for approval by the Governing Body.
- Attending relevant Senior Management/Leadership Team and Governing Body meetings
- Contributing to strategic decision making within the school's Senior Leadership Team
- In the absence of the Headteacher, taking delegated responsibility for financial decisions
- Planning and managing change in accordance with the school development/strategic plan.
- Leading, management and development of relevant school support staff
- To continually enhance the reputation of the school within the borough and beyond by developing effective stakeholder relationships

## **Financial Resource Management**

### **This will involve:**

- To be responsible for all school financial accounts, ensuring that all financial procedures are carried out in line with current regulations
- Evaluating information and consulting with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activities
- Submitting the proposed budget to the Headteacher and Governors for approval and assisting with the overall financial planning process
- Discussing, negotiating and agreeing the final budget
- Using the agreed budget to actively monitor and control performance to achieve value for money
- Identifying and informing the Headteacher and Governors of the causes of significant budget variances and taking prompt corrective action
- Proposing revisions to the budget if necessary, in response to significant or unforeseen developments
- Providing ongoing budgetary information to relevant people
- Advising the Headteacher and Governors if fraudulent activities are suspected or uncovered
- Maintaining a strategic financial plan that will indicate the trends and requirements of the School Development Plan and will forecast future year budgets
- Identifying additional finance required to fund the school's proposed activities, seeking and making use of specialist financial expertise
- Maximizing income through lettings and extended school activities
- Presenting timely and fully costed proposals, recommendations or bids



- Putting formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
- Monitoring the effectiveness and implementation of contract agreements

### **Administration Management**

#### **This will involve:**

- To be responsible for the overall line management and professional development of the administration staff, extended services and premises staff, developing and implementing new procedures, protocols and systems to meet the changing needs of the school
- To set objectives and manage performance of administration staff
- Make recommendations that promote the school, including developing and maintaining all the school's marketing and information materials
- Using data analysis, evaluation and reporting systems to ensure systems are streamlined to maximize efficiency and avoid duplication
- Appropriate use of benchmarking systems and information to assess trends and make recommendations
- Preparing information for publications and returns within statutory guidelines

### **Management Information Systems and ICT**

#### **This will involve:**

- Considering approaches for the use of existing technology and future plans to introduce or discard technological systems
- Consulting with relevant people and other parties to introduce new technology or improve existing technology for different purposes
- Ensuring that the school has a strategy for using technology aligned to the overall vision and plans for the school, ensuring value for money
- Communicating the strategy and relevant policies, including Data Protection for use of technology across the school
- Establishing systems to monitor and report on the performance of technology within the school
- Ensuring resources, support and training are provided to enable work colleagues to make the best use of available ICT, including teaching, learning and assessment systems
- Ensuring contingency plans are in place in the case of technology failure
- Ensuring data collection systems providing information to stakeholders are streamlined to maximize efficiency of the data supplied

## **Human Resource Management**

### **This will involve:**

- Providing a confidential, effective and efficient personnel service to staff in line with adopted school policies and procedures
- Oversee the induction of newly appointed staff
- Managing the payroll services provided by external provider for all school staff
- Ensuring the school's equality policy is clearly communicated to all staff in school
- Ensuring that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
- Managing recruitment, performance management, appraisal and development for relevant support staff in consultation with Headteachers
- Monitoring all relevant legal and regulatory requirements
- Ensuring staff have a clear understanding of the policies and procedures and the importance of putting them into practice
- Monitoring the way policies and procedures are actioned and providing support where necessary
- Seeking and making use of specialist expertise in relation to HR issues
- Evaluating the school's strategic objectives and obtaining information for workforce planning
- Identifying the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

## **Facility and Property Management**

### **This will involve:**

- Work with the site manager to manage and maintain the school premises
- To maintain the lettings policy for the school and explore avenues for letting the premises and increasing income and develop ways in which the school can be accessed for community use
- Ensuring the supervision of relevant planning and construction processes is undertaken in line with contractual obligations
- Ensuring the safe maintenance and security operation of all school premises
- Managing the maintenance of the school site including the purchase and repair of all furniture and fittings
- Ensuring the continuing availability of utilities, site services and equipment
- Following sound practices in site management and grounds maintenance
- Monitoring, assessing and reviewing contractual obligations for outsourced school services
- Ensuring a safe and secure environment
- Ensuring ancillary services cleaning, etc., are monitored and managed effectively
- Managing the letting of school premises to external organisations, for the development of the extended services and local community requirements.
- Seeking professional advice on insurance and advising the Headteacher on appropriate insurances for the school and implementing and managing such schemes accordingly.

## **Health & Safety**

### **This will involve:**

- Planning, instigating and maintaining records of fire practices and alarm tests.
- Ensuring the school's written health & safety policy statement is clearly communicated and available to all people
- Enabling regular consultation with staff on health and safety issues
- Ensuring systems are in place to enable the identification of hazards and risk assessments
- Ensuring systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Senior Team and Governing Body
- Ensuring the maximum level of security is consistently maintained

## **Green Statement**

### **This will involve:**

- Seeking opportunities for contributing to sustainable school development, in accordance with the council's green commitment. In particular, demonstrating good environmental, social and governance practices.

**Data Protection****This will involve:**

- Developing ICT policies, procedures and systems aligned with child safeguarding policies and data protection policies and legislation

**Safeguarding****This will involve**

- To remain vigilant and act responsibly to protect children and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature, including a requirement to report any incidents that have been witnessed, heard or suspected

**To contribute as an effective and collaborative member of the school****This will involve:**

- Participating in training to be able to demonstrate competence.
- Participating in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

## Person Specification

### Person Specification

The values and behaviours we seek from our staff draw on the high standards of the school. The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the shortlisting and interview process for the post. If you have a disability that impacts you meeting some of the job requirements, please let us know through your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be adjusted to enable you to meet the requirements.

<b>Job Title:</b> School Business Manager	<b>Grade:</b> 12 (Points 36 – 38)
<b>Responsible to following manager:</b> Headteacher	<b>Responsible for following staff:</b> Administration Team, Site Manager

Person Specification Requirements			Assessed by A/I/R (see below for explanation)
Qualifications	Essential	Desirable	Assessed
Educated to a minimum of NVQ Level 4 in a relevant discipline/subject	✓		
Certificate or Diploma of School Business Management from the National College for School Leadership (NCSL)		✓	
Accountancy qualification to a minimum of AAT technician stage		✓	
<b>Knowledge and experience</b>			
Experience of using computerised systems for budget planning, monitoring, management and financial regulations applicable to schools		✓	A / I
Experience of using information systems, including computerised systems (SIMS/FMS6) in an administrative environment		✓	A / I
Experience of providing high-level administrative support including experience of managing staff	✓		A / I/R
Experience of analysing data, developing systems, problem solving and project management	✓		A / I/R
Experience of premises and site management including knowledge of the application of health and	✓		A / I/R

safety in an educational setting, and good practice relevant to the risk assessment, maintenance and upkeep of a public building			
Experience of constructing and writing bids for financial funding and an ability to successfully generate income		✓	A / I
	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Knowledge of budget management and resource planning and a practical knowledge of different avenues of funding	✓		A / I
Ability to undertake a wide range of finance, personnel, premises and administrative tasks	✓		A / I
Ability to analyse and interpret complex information, make recommendations, manage change and have an impact on future planning	✓		A / I
Ability to collate statistical data and present in written reports	✓		A / I
A good understanding of equal opportunities issues as they affect pupils and their families. Knowledge and understanding of the nature and effects of racial and economic disadvantage and deprivation.	✓		A / I
Knowledge and understanding of child protection and safeguarding	✓		A / I
Proven literacy, numeracy and communication skills, including being able to respond appropriately to staff, governors, pupils and a range of external stakeholders	✓		A / I
<b>Personal Attributes</b>			
Ability to work successfully as a team member establishing effective working relationships and flexible working processes	✓		A / I
Ability to work under pressure in a constantly changing and demanding environment and remain professional at all times	✓		A / I
Ability to communicate effectively and support staff appropriately	✓		A / I
Enhanced disclosure and barring service (DBS) clearance (post exempt from the Rehabilitation of Offenders Act 1974)	✓		A / I

**A – Application form**

**I – Interview**

**R – Reference**

## The Recruitment Process

**Application Closing date:** 2<sup>nd</sup> May 2025

**Interview/assessments:** week commencing 5<sup>th</sup> May 2025

Candidates should read the job description and person specification carefully and then complete the application form available from our website.

CVs are not admissible and will not be read by the short-listing panel.

The overall quality of each application will also be assessed as part of the shortlisting process.

Please carefully read the guidance on the application form, ensuring you set out clearly how you meet the criteria in the person specification in your personal statement, as these are the defined criteria the short-listing panel will use to assess each application.

Applicants must ensure that the information provided on the application form is correct. By submitting the application form via email, you are assumed to be declaring this. Please note that if you provide false information or deliberately omit any relevant details, your application will be withdrawn from the recruitment process.

### Application Short-listing

Short-listed candidates will be contacted directly. Applicants not short-listed will be informed by email. The data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed.

### Shortlisted candidates

Shortlisted candidates will be invited for assessment and interview. References will usually be sought prior to interview.

**Please note:** All candidates are asked to bring original certificates of qualification relating to the post to interview, together with identification that confirms they have the right to live and work in the UK.

### Outcome and feedback

The successful candidate will be contacted and receive a verbal offer as soon as possible. Unsuccessful candidates will be informed as soon as possible and offered an opportunity for feedback.

### Pre-employment Checks

All offers of employment are conditional upon receipt of satisfactory references, medical clearance, evidence of any essential qualifications and a Disclosure & Barring Service Check. As this role involves working with children, it is exempt from the Rehabilitation of Offenders Act 1974 – this means that you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). The amendments to the Exceptions Order state that certain 'spent' convictions and cautions are 'protected' and are therefore not subject to disclosure to employers and cannot be taken into account.

Verbal offers of employment will be confirmed in writing once all pre-employment checks have been carried out.