

# Application Pack

## School Business Manager



### Our Vision:

'Like St Augustine, we are guided by God's **wisdom**,

To embrace **challenge**

And **strive** to achieve our best,

**Enjoying** all that we do together.'

## **Welcome from the Headteacher**

Thank you for your interest in joining the team at St Augustine's CE (VA) Junior School.

Here at St. Augustine's, we put children's enjoyment and achievement at the centre of everything we do. We work hard to provide a creative and engaging school curriculum, and there is always plenty going on, and much to celebrate!

The values and aims of our school are built firmly on Christian beliefs and principles, embodied not only in our heritage as a Church School but also in our everyday interactions and activities. It is through the support we give to each other that we build up respect, friendship and effective teamwork.

I hope you find the information in this pack useful, and if you would like further information or would like to visit the school, please feel free to contact us using the information at the end of this pack.



***Mr Sam Brunt***

Headteacher

We take staff wellbeing seriously at St Augustine's. Please see our Staff Wellbeing Charter below:

# STAFF WELLBEING CHARTER

At St Augustine's C of E Junior School, we believe that our staff's wellbeing comes first: happy staff means a happy learning environment for all.

Below is a list of some of the small things, which we believe contribute to keeping our staff rest breaks and recognition that their efforts and work are always valued:

**Teachers' PPA time taken at home** – we believe this gives our teachers the time, space and freedom to have opportunities for family time and to do all those things that can't be done in a working day!

**Open Door** – Senior leaders' doors are always open for advice and to discuss any matters.

**Manageable Marking** – we believe that teachers should use their time on creating fantastic lessons to meet the needs of their pupils rather than time spent marking.

**Free Refreshments** – school pays for all tea/coffee/milk for staff.

**Staff Meetings** – our staff meetings are used purposefully only for essential tasks.

**End of Term Breakfast** – at the end of each term breakfast is provided for our staff to enjoy.

**Duties** – responsibility for duties is shared equally, as much as possible, to limit additional staff workload.

**Social Gatherings** – regular meet-ups are encouraged for staff to sit, relax and unwind.

**Communication** – WhatsApp, Google Calendar and email are used to try to keep everyone as up-to-date as possible with news and events. Staff can opt in and out of these notifications whenever they please, with no expectation of out of hours responses.

**Duvet Days** – if your attendance is 97% or higher in one academic year, you earn a Duvet Day (a day at home, no questions asked) to use in the following year.

**Residential Reward** – in recognition of the free time given up to attend the residential trips we reward each member of staff either a ½ day (2-3 nights away) or a whole day (4+ nights away) off.

**Mental Health First Aider** – it is incredibly important to us that our staff know that there is always someone available for them to talk to.

**Free Lunch** – on the day when you take your lunch in the hall

St Augustine's CE (VA) Junior School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## **Job details**

### **School Business Manager**

**Salary:** Grade 10 (£39142 - £42839 FTE – will rise in line with pay review for 2026-27 financial year). Salary negotiable for an exceptional candidate depending on experience.

**Hours per week:** 37 (flexibility can be discussed) – term time with occasional paid days during school holidays as necessary

**Contract type:** Permanent

**Reporting to:** Headteacher

**Closing date for applications:** Midday - Wednesday 10<sup>th</sup> June 2026

**Interviews to be held:** Tuesday 16<sup>th</sup> June 2026

**Start date:** 1<sup>st</sup> September 2026 (our current SBM finishes part way through September – this will ensure a smooth transition and the opportunity for handover, for the benefit of the successful applicant and school)

## **About the Role**

St Augustine's is a two-form entry Church of England junior school with a strong sense of community and a commitment to continual improvement. We are seeking a highly organised, proactive and strategic School Business Manager to join our senior leadership team.

This is a pivotal role within the school. Working closely with the Headteacher and Governors, you will lead on all aspects of finance, operations and business services, ensuring that the school runs efficiently, remains financially sustainable, and continues to provide the very best for our pupils.

This is an exciting opportunity for a skilled professional to play a key role in shaping the long-term sustainability and strategic direction of the school.

We are looking for someone who combines strategic thinking with strong operational delivery — someone who can see the bigger picture while also ensuring that the day-to-day systems and processes run smoothly.

## About You

The successful candidate will:

- Be calm, organised and solution-focused, even under pressure
- Have strong financial acumen and the ability to think strategically
- Be an excellent communicator, able to work with staff, governors, parents and external partners
- Lead and motivate support staff, building an effective and collaborative team
- Have a strong understanding of compliance, safeguarding and confidentiality
- Be proactive in identifying efficiencies, improvements and income generation opportunities
- Take pride in delivering high-quality systems and processes
- Be personable, approachable and able to contribute positively to our team culture.
- Be a professional who can bring ideas, challenge constructively and help shape effective systems for the future.

Experience of working in a school setting is desirable, but strong transferable business, finance or operational leadership experience will also be considered.

---

## Key Responsibilities

### Leadership & Strategy

- Work as a member of a supportive Senior Leadership Team, contributing to the strategic direction of the school.
- Lead on the planning, development and delivery of all business and support services
- Ensure resources are aligned to the School Development Plan and long-term priorities
- Line manage a friendly, experienced premises and admin team and liaise with contractors
- Support and advise the Headteacher and Governors on strategic and operational matters

---

## **Finance & Business Management**

- Lead the school's financial planning, budgeting and monitoring processes
- Provide clear, accurate and timely financial reports to the Headteacher and Governing Body
- Ensure robust financial controls, compliance and audit readiness at all times
- Oversee day-to-day financial operations, including invoicing, income collection and expenditure
- Lead on procurement, tendering and contract management to ensure value for money
- Develop and implement strategies for income generation, including lettings and external funding opportunities
- Complete statutory financial returns and ensure compliance with all financial regulations

---

## **Human Resources**

- Oversee all HR processes including recruitment, induction, absence management and performance management for office staff
- Liaise with external HR and payroll providers
- Provide advice on staffing structures to ensure effective and efficient deployment
- Ensure all safer recruitment and safeguarding procedures are rigorously followed, including the maintenance of the Single Central Record

---

## **Premises & Health and Safety**

- Lead the management and development of the school site and facilities
- Oversee maintenance, compliance and capital projects
- Ensure the school meets all health and safety requirements, with effective systems and regular monitoring in place
- Manage contracts for services such as cleaning, catering and maintenance
- Maintain and monitor the school's risk register and critical incident planning

---

## **Compliance & Governance**

- Ensure the school meets all statutory and regulatory requirements
- Lead on GDPR and data protection compliance (or support as appropriate)
- Maintain and monitor policies, ensuring they are up to date and compliant
- Support the work of the Governing Body, including attending and contributing to meetings

---

## **Attendance & Pupil Welfare**

- Work alongside senior leaders to lead and oversee the school's attendance strategy, ensuring robust systems are in place to monitor, track and improve pupil attendance
- Analyse attendance data regularly, identifying trends and vulnerable groups, and reporting to the Headteacher and Governors
- Work closely with families to support improved attendance, including direct communication where appropriate
- Ensure all statutory attendance procedures are followed, including liaison with the Local Authority and external agencies
- Support the development of a strong culture of high expectations around attendance across the school

---

## **Administration & Operations**

- Ensure the smooth and efficient running of the school office and administrative systems
- Oversee the use and development of the school's MIS and data systems
- Lead on whole-school systems and processes to improve efficiency and effectiveness
- Support statutory returns, including the workforce census

---

## **Marketing & Community Engagement**

- Promote the school within the local community

- Support marketing and communication strategies to sustain and grow pupil numbers
  - Develop links with local organisations and identify opportunities for partnership and income generation
  - Communicate details about key events and information to stakeholders
- 

### **What We Offer**

- A welcoming, inclusive and values-driven school community
  - A supportive and experienced leadership team
  - The chance to play a key role in shaping the future of the school
  - We are committed to supporting ongoing professional development, including leadership and SBM-specific training
- 

### **Safeguarding**

St Augustine's CE (VA) Junior School is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. The successful candidate will be subject to an enhanced DBS check and all relevant pre-employment checks in line with **Keeping Children Safe in Education**.

---

### **Visits to the School**

Visits are warmly welcomed and encouraged. Please contact the school office to arrange a visit or request an application pack.

## Notes to Applicants

For this post a school's application form is required to be submitted. Applications will only be accepted from applicants completing the application form in full. We do not accept CV's in support of an application.

### **Interviews will be offered to those applicants who best demonstrate:**

- How skills, abilities and experience match the person specification, taking into consideration the job description;
- Evidence of your commitment to the needs of the role in the school.

If possible, we encourage you to visit the school in advance of applying.

The selection process may include a formal interview, leadership scenario activities, data or finance tasks, and opportunities to meet staff and pupils. Please visit our school website or the school in person for more information.

Completed applications should be emailed to:

[head@st-augustines.peterborough.sch.uk](mailto:head@st-augustines.peterborough.sch.uk)

This post is exempt from the Rehabilitation of Offenders act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant(s) may also be required to apply for an Enhanced Disclosure at intervals during their employment whilst in this post.

Thank you for your interest in this post.

**Please find a copy of the job application below**



Internal use only  
Reference no:  
Date received:

## Employment Application Form: School Business Manager

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Please ensure that you complete **all** sections of Part 1 and Part 2 of the application. Please note that providing false information will result in the application being rejected, withdrawal of any offer of employment, summary dismissal if you are in post and possible referral to the police. Please note that checks may be carried out to verify the contents of your application form. Please complete the form in black ink or type. CVs are not accepted.

Vacancy job title:	School Business Manager
--------------------	-------------------------

### Part 1: Information for Shortlisting and Interviewing

Initials: \_\_\_\_\_ Surname or Family Name: \_\_\_\_\_

**1. Letter of Application**

Please enclose a letter of application. Please refer to the applicant information pack which may include instructions on how to complete the letter of application.

**2. Current/Most Recent Employment**

Name, address and telephone number of employer:	
Job title: Please enclose a copy of the job description	
Date appointed to this post:	
Salary:	
Date available to begin new job:	



4. Secondary Education and Qualifications

Name of school/college	From	To	Examination passed (i.e. A-Level, GCSE), subject and grade

5. Higher Education

Name and address of university, college and/or university education department	Dates		Full or part-time	Courses/subjects taken and passed	Date of examination and qualifications obtained	Age groups for which trained
	From	To				

6. Professional Courses Attended (if applicable to role)

Subject	Organising body	Date(s)	Duration

7. Other Relevant Experience, Interests and Skills

## 8. Referees

Please provide details of two people to whom reference may be made. The first referee should normally be your present or most recent Headteacher or equivalent person. If you are not currently working with children, please provide a referee from your most recent employment involving children. Referees will be asked about all disciplinary offences which may include those where the penalty is “time expired” if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or people writing solely in the capacity of friends.

**It is normal practice to take up references on shortlisted candidates prior to interview.** This is in line with the most recent version of Keeping Children Safe in Education statutory guidance.

First Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes:  No:

Second Referee

Title and name:	
Address and postcode:	
Telephone number:	
Email address:	
Job title:	
Relationship to applicant:	

I consent to this reference being requested before interview.

Yes:  No:

## 9. Reference Declaration

In compliance with the General Data Protection Regulation (GDPR), we would like to ensure that you are aware of the data we will collect and process when requesting your references.

Reference requests sent to your referees will ask the referee to confirm as a minimum:

- The referee’s relationship with the candidate.
- Details of the applicant’s current post and salary.
- Performance history.
- All formal time-limited capability warnings which have not passed the expiration date.
- All formal time-limited disciplinary warnings where not relating to safeguarding concerns which have not passed the expiration date.
- All disciplinary action where the penalty is “time expired” and relate to safeguarding concerns.
- Details of any child protection concerns, and if so, the outcome of any enquiry
- Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

By signing the below I consent to my named referees being contacted in accordance with the above.

Sign:	
Print:	
Date:	

You have the right to withdraw your consent at any time and can do so by informing our organisation’s Data Protection Officer that you wish to withdraw your consent.

## Part 2

Internal Ref. No. \_\_\_\_\_

This section will be separated from Part 1 on receipt. Relevant responses may be verified prior to shortlisting and/or used for administration purposes but will not then be used for selection purposes.

### 10. Personal Information

Surname or family name:	
Previous surname(s)	
All forenames:	
Title:	
Current address:	
Postcode:	
Home telephone number:	
Mobile telephone number:	
National insurance number	
Email address:	
DfE reference number:	
Do you have a current full clean driving licence? Only applicable for posts that require driving	Yes: <input type="checkbox"/> No: <input type="checkbox"/> N/A: <input type="checkbox"/>
Do you require sponsorship (previously a work permit)?	Yes: <input type="checkbox"/> No: <input type="checkbox"/> If YES please provide details under separate cover.

### 11. Compulsory Declaration of any Convictions, Cautions or Reprimands, Warnings or Bind-overs

It is the school's policy to require all applicants for employment to disclose convictions or cautions (excluding youth cautions, reprimands or warnings) that are not 'protected' as defined by the [Ministry of Justice](#).

In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013 and 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

In accordance with the provisions of The Childcare Act 2006 and The Childcare (Disqualification) Regulations 2009 and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, there is a requirement on some staff in educational settings to disclose relevant information. This requirement will apply to your application if the post you are applying for is in an Early Years setting with children (from birth until 1 September following a child's fifth birthday) or Later Years childcare (children above reception age but who have not attained the age of 8) in nursery, primary or secondary school settings, or if you are directly concerned with the management of such childcare.

The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, bind-over order, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.

## 12. Data Protection – Data Protection Act 2018 and General Data Protection Regulation 2018 (GDPR)

In compliance with the Data Protection Act 2018 and GDPR, we would like to inform you of the purpose for which we are processing the data we have asked you to provide on this application form. Further information is available in our [Privacy Notice](#) and [Data Retention Policy](#) which can be found on our [website](#).

The person responsible for Data Protection in our organisation is [Stephanie Boyer](#) and you can contact them with any questions relating to our handling of your data. You can contact them by [office@st-augustines.peterborough.sch.uk](mailto:office@st-augustines.peterborough.sch.uk)

The information you have provided on this form will be retained in accordance with our data retention policy.

To read about your individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can contact our Data Protection Officer. If you are unhappy with how your query has been handled you can contact the Information Commissioners Office via their website

This form will be kept strictly confidential but may be photocopied and may be transmitted electronically for use by those entitled to see the information as part of the recruitment process.

## 13. Notes

- (a) Under the Criminal Justice & Courts Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a "regulated position".
- (b) Canvassing, directly or indirectly, an employee or governor will disqualify the application.
- (c) Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.
- (d) This organisation is under a duty to protect the public funds it administers, and to this end may use the information you may provide as part of the recruitment process for the prevention and detection of fraud. It may also share this information with statutory bodies responsible for auditing or administering public funds for these purposes.

14. Declaration

I certify that, to the best of my knowledge and belief, all particulars included in my application are correct. I understand and accept that providing false information will result in my application being rejected or withdrawal of any offer of employment, or summary dismissal if I am in the post, and possible referral to the police. I understand and accept that the information I have provided may be used in accordance with paragraph 13 above, and in particular that checks may be carried out to verify the contents of my application form.

Signature of applicant:	
Print name:	
Date:	



### Part 3: Equality and Diversity Monitoring

This section will be separated from part 1 and part 2. Collection of equality information is solely for monitoring purposes to ensure that our policies and procedures are effective. We also collect this data in accordance with the general and specific public sector equality duties under the Equality Act 2010. Any data you enter onto this monitoring form will only be used for monitoring purposes and will not be used in assessing and or scoring your application or during the interview process. This information is kept confidentially and access is strictly limited in accordance with the General Data Protection Regulation 2018 (GDPR) as outlined in section 13.

Ethnicity		Workforce census code		Please tick
White	WBRI	British	English Welsh	
		Northern Irish	Scottish	
	WIRI	Irish		
	WIRT	Traveller of Irish Heritage		
	WROM	Gypsy / Roma		
Mixed	WOTH	Any other White background		
	MWBC	White and Black Caribbean		
	MWBA	White and Black African		
	MWAS	White and Asian		
Asian or Asian British	MOTH	Any other Mixed background		
	AIND	Indian		
	APKN	Pakistani		
	ABAN	Bangladeshi		
	CHNE	Chinese		
Black or Black British	AOTH	Any other Asian background		
	BCRB	Black – Caribbean		
	BAFR	Black – African		
	BOTH	Any other Black background		
Other ethnic group	ARAB	Arab		
	CHNE	Chinese		
	REFU	Refused/Prefer Not to Say		
	OOTH	Any other ethnic group		

  

Sexual orientation	Please tick
Bi-sexual	
Gay man	
Gay woman	
Heterosexual	
Other	
Prefer not to say	

  

Gender	Please tick
Female	
Male	
Transgender	
Prefer not to say	

  

Personal relationship	Please tick
Single	
Living together	
Married	
Civil Partnership	
Prefer not to say	

  

Religion or belief	Please tick
No religion	
Christian (including Church of England, Catholic, Protestant and all other Christian denominations)	
Buddhist	
Hindu	



Jewish	
Muslim	
Sikh	
Any other religion (Please write in the box)	
Prefer not to say	

Disability Do you consider that you have a disability?	Please tick
Yes - Please complete the grid below	
No	
Prefer not to say	
My disability is:	
Physical Impairment	
Sensory Impairment	
Mental Health Condition	
Learning Disability/ Difficulty	
Long-standing illness	
Other	
Prefer not to say	