

School Business Manager – Fairisle Infant and Nursery School

Would you like to help us make a positive impact on our children and their families?

Fairisle Infant and Nursery School is a three-form entry school with a separate Nursery building on site. We are part of the Bridge Education Trust Southampton.

The school is an inclusive setting with an emphasis on a child-centred and family friendly approach to care and learning. We have supportive parents and Governors and our children are well behaved, enthusiastic and proud of their school.

Please visit our website for a virtual tour made by the children.

We are looking to appoint a highly motivated and dedicated Business Manager to join our devoted and hardworking 'Fairisle Family' team!

We are looking for a School Business Manager who has:

- Experience and knowledge of business, finance and resource management
- Experience of setting, managing and monitoring budgets
- Leadership and line management experience
- Good understanding of HR, health and safety and premises management
- Ability to work autonomously, prioritise, set and meet deadlines
- Ability to think and plan ahead, working in a logical, strategic and proactive way
- Good communicator with flexible "can do" attitude and a good sense of humour
- A team player willing to go the extra mile for the benefit of the children and staff
- Is committed to the values and vision of our school community
- Excellent organisational and communication skills
- An ability to work accurately under pressure and prioritise workload
- Excellent office management and technology skills
- Knowledge of financial reporting systems

Key Responsibilities:

- Financial Management: oversee budgeting, financial planning, and reporting. Propose revisions to budgets, if necessary, in response to significant or unforeseen developments. Ensure compliance with financial regulations and manage school funds efficiently.
- HR Administration: oversee and manage recruitment, contracts, payroll, staff absence, single central record and staff records on the appropriate systems.

- Facilities & Premises: In partnership with the school site manager, ensure the school premises are safe, well-maintained, and compliant with health and safety standards.
- Procurement & Contracts: Lead on purchasing, supplier management, and negotiating contracts to ensure value for money. Monitor the effectiveness and implementation of contracts.
- Strategic Planning: Contribute to long-term planning and development of the school, including income generation and cost-saving initiatives.
- Compliance & Governance: Support with policies, audits, and regulatory requirements including GDPR and safeguarding.
- Be the line manager for the Admin Team
- Attend SLT weekly team meetings, Governor's meetings 7 times a year and any appropriate meetings directed by the Headteacher.

Essential Skills and Experience:

- Strong financial acumen and experience in strategic financial planning, budget management and financial reporting.
- Ability to demonstrate delivery of service and systems applicable for effective school management.
- Ability to demonstrate meticulous attention to detail, analytical skills and problem solving.
- Excellent organisational and leadership skills; being able to work autonomously and within a team.
- Knowledge of HR procedures and school operations.
- Ability to communicate effectively with staff, parents, governors, and external stakeholders including the local authority.
- Experience in a school or educational setting is highly desirable, but not essential.
- Accounting qualification or equivalent significant experience in financial management
- Minimum 2 years of relevant finance / business work experience

Desirable:

- Knowledge of school or schools' finance and accounting systems, particularly SIMS, Access, Business World and Tucasi.
- School Business Manager qualification i.e. Fellow of NASBM, DSBM, CSBM, ILM Level 4 Diploma of SBM.

Why Join Us?

- ✓ We are a vibrant and diverse school
- ✓ We have a Rights Respecting School culture that permeates everything that we do
- ✓ We have enthusiastic children who love learning and 'being the best that they can be'
- ✓ We are school that has TAAES Status and use this approach in our daily practice
- ✓ We prioritise Mental Health and Well-being for both Staff and Pupils
- ✓ We have an extremely dedicated, professional and hard-working team who put the child at the heart of everything they do
- ✓ We have a strong and effective Governing Body
- ✓ An exciting career opportunity

How to Apply

Application Procedure

If you feel you are the right person for this role, we would love to hear from you.

If you would like a tour of the school with the Headteacher please call the school to arrange a visit – 02380 731199

The application form, job description and person specification can be found on our website at [Vacancies Link](#) We do not accept a CV.

Please send completed application forms to info@fairisle-inf.co.uk. If you have any questions, please feel free to email us on info@fairise-inf.co.uk

We reserve the right to hold interviews whilst the advert is still current. We also reserve the right to close the advert earlier if required.

Please be aware that all applicants will be subjected to an online search.



Safer Recruitment

Fairisle Infant and Nursery School is **committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

