



**EER270**  
**West London**  
**£50,000**  
**4 week notice**

Experienced School Business Manager with a strong track record in finance, administration and operational leadership within the education sector. Skilled in financial control, payroll, procurement, compliance and stakeholder management, ensuring efficient, audit-ready school operations. Comfortable with maintaining safeguarding and statutory requirements.

**EER270**  
**School Business Manager**

#### **Personal Profile**

A conscientious, hardworking and flexible School Business Manager with extensive experience in finance, administration and operational leadership within the education sector. Highly organised with excellent communication and teamwork skills, able to use initiative to set and achieve strategic goals. Responsible, reliable and committed to continuous improvement, with a strong track record of maintaining financial control, compliance and confidentiality.

#### **Key Skills & Competencies**

##### **Accounting & Finance Skills**

- Competent in cash and credit transactions
- Manage day-to-day financial operations, including purchase orders, invoicing, payments (BACS and cheques) and petty cash
- Carry out regular bank reconciliations and maintain accurate financial records
- Support month-end and statutory reporting processes
- Oversee payroll and pensions, ensuring staff are paid accurately and on time, with full supporting documentation
- Maintain strong financial controls, including monitoring bank balances and petty cash
- Prepare and process routine financial and administrative documentation, ensuring accuracy and confidentiality
- Update and maintain finance policies and procedures to ensure compliance and consistency
- Prepare financial reports, returns and cost information to support decision-making

##### **Administration, Compliance & Operations**

- Oversee complex administrative procedures, ensuring timely submission of statutory forms and returns to the DfE and external agencies
- Maintain the Single Central Register (SCR), ensuring safeguarding and compliance requirements are met at all times
- Support pupil admissions processes, maintaining accurate records and liaising with families, governors, the Head Teacher and external bodies
- Monitor attendance records and maintain staff personnel files, including contracts, offer letters and onboarding documentation
- Support health & safety and building-related administrative processes, liaising with relevant teams to ensure compliance
- Manage the preparation of staff contracts and offer letters, maintain payroll logs, and ensure compliance with employment law, safeguarding and statutory payroll requirements.
- Manage DBS applications for new staff and ensure renewals are completed annually in line with safeguarding requirements.



## Procurement, Funding & Stakeholder Management

- Lead procurement activities, including obtaining, organising and analysing quotations to ensure value for money and compliance
- Manage supplier and contractor relationships, including building works, maintenance and health & safety compliance
- Take a lead role in securing sponsorship and funding, identifying and administering additional income opportunities
- Communicate effectively with staff, suppliers and external stakeholders, resolving finance queries and ensuring audit-ready documentation

## Leadership, Systems & Professional Skills

- Manage and supervise support staff, including recruitment, induction, mentoring and day-to-day supervision
- Use financial systems effectively, including Arbor, FMS, SIMS, Sage and Excel
- Work effectively under pressure, managing competing priorities and meeting strict deadlines
- Maintain high standards of integrity, professionalism and confidentiality when handling sensitive financial, staff and pupil information

## Employment History

### 2022 – Present

#### School Business Manager

*London Local Authority School*

- Strategic oversight of finance, administration and operational functions
- Leadership of support staff and responsibility for compliance, safeguarding and statutory reporting

### 2010 – 2022

#### Finance Manager

*London Local Authority School*

- Full responsibility for school finance, payroll, pensions and financial controls
- Preparation of reports, reconciliations and audit-ready documentation

### January 2008 – January 2009

#### Administration Manager

*London Local Authority School*

### June 2002 – October 2005

#### Partner & Manager

*Family Business*

- Customer service and day-to-day business management
- Bookkeeping and petty cash management

### April 2002 – August 2007

#### Account Manager

*Retail*

- Staff motivation and supervision
- Accounts management, stock control and ordering
- Customer service



### **November 2000 – March 2002**

#### **Assistant Manager**

##### *Retail*

- Banking, cash handling and stock transactions

### **January 2000 – November 2000**

#### **Chartered Accountants**

##### **Trainee Role**

- VAT returns and payroll processing

### **Education & Professional Development**

- **Level 4 Diploma for School Business Management (SBM)** – ILM City & Guilds (Jan 2023 – Jul 2023)
- **Safer Recruitment Training** (2024)
- **Single Central Register (SCR) Training** (2024)
- **Keeping Children Safe** (2025)
- **AAT NVQ Level 3** (1997 – 1999)
- **BA Degree** (1990 – 1994)