

# Welcome



Thank you for your interest in a position at Kingham Primary School. Our children are seeking a hard-working and caring person to join our friendly school. The position is for a permanent, part-time School Business Manager.

Tucked away off the corner of the village green, Kingham Primary School looks out over woods and open fields in the countryside of the Cotswolds. Kingham Primary School has an outstanding reputation for its creative and innovative approach to teaching and learning and for its high standards. We are passionate about ensuring children are at the heart of all that we do. Parents choose to send their children to our school because it is a friendly place where learning is fun and exciting; because our environment is inspirational where we take pride in our achievements and because everyone here is personally valued and respected as an individual.

We are looking for a School Business Manager, to take on this key role, working alongside our existing Office team and the Headteacher. The School Business Manager is responsible for the financial resource management, facility and property management and health and safety management. Tasks will include (but are not limited to):

- Preparing annual budget plans
- Monthly budget monitoring
- Managing school bank accounts and procurement cards
- Managing payroll, staff contracts and associated online records
- Managing Human Resources and recruitment
- Overseeing the implementation of health and safety systems
- Ensuring compliance with Data Protection and GDPR regulations
- Sometimes working at the Reception answering calls and receiving visitors

Kingham Primary is a great place to work, staff are friendly and pupils are a joy to work with. All our staff are provided with opportunities to grow and develop in their roles and we actively ensure clear career progression for all. Well-being is also something we are deeply committed to, and we constantly aim to ensure all our personnel are valued and looked after.

I took on the role as Headteacher at Kingham in January 2021. Previously, I have successful experience of leading world class schools and am now keen to make Kingham the leading Primary School in the Cotswolds area!

I really hope that you are able to share this passion and consider applying for a role within our school. If you wish to discuss this position further, please call me on 01608 658366. Early applications are encouraged. Please email completed applications to [recruitment@kingham.oxon.sch.uk](mailto:recruitment@kingham.oxon.sch.uk) by Monday 20 June 2023, 9am – earlier applications are encouraged. On your supporting statement, you will need to match your qualities and experience to our Person Specification at the back of this pack.

The school is committed to safeguarding and promoting the welfare of children. We are dedicated to creating a safe, supportive and inclusive environment for all. We expect all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check, satisfactory references, online searches, and all other safer recruitment checks in line with Keeping Children Safe in Education.

I wish you the best of luck with your application.

Yours sincerely

*NProckter*

Nicholas Prockter  
Headteacher

# School

## Kingham Primary School

The Green  
Kingham  
Chipping Norton  
OX7 6YD

Tel: 01608 658366  
Email: [contact@kingham.oxon.sch.uk](mailto:contact@kingham.oxon.sch.uk)  
Web: [www.kingham.oxon.sch.uk](http://www.kingham.oxon.sch.uk)

Type: Maintained community school  
Local authority: Oxfordshire County Council  
Age range: 3 to 11  
Standard Admission Number: 30  
Number of pupils: 235, including nursery

### **Tucked away off the corner of the village green, Kingham Primary School looks out over woods and open fields in the countryside of the Cotswolds.**

As well as Kingham, Churchill and other local villages in West Oxfordshire within its catchment, the school serves a wider area, including the nearby town of Chipping Norton and parts of neighbouring Gloucestershire and Warwickshire, subject to the availability of places.

Kingham Primary School has around 200 children in seven year groups. There is also a nursery class offering pre-school places to children from the age of three. The school is highly regarded by parents and is always oversubscribed. Although secular in outlook, it has links to the local church and welcomes children of any faith.

The main school building is about a hundred years old and has been subsequently extended to provide seven classrooms, a modern school hall, kitchen, library area, and a purpose-built early years building, which accommodates the nursery and reception class.

Situated in leafy grounds with gorgeous views, there is a large playground, forest area, school garden, and a large playing field.

### **Location**

Kingham in West Oxfordshire is four miles from the market town of Chipping Norton. It is 25 miles northwest of Oxford and has a direct train service to Oxford and London Paddington.

A traditional English village, Kingham has a 14th-century church, two pubs with restaurants of national reputation, a village shop and post office. It has been recognised by *The Sunday Times* as the best place to live in the southeast of England.

The school is within a couple of miles of neighbouring Gloucestershire and Warwickshire. It is an easy drive from numerous nearby villages and towns, which offer a range of housing and amenities.

The surrounding Cotswolds countryside is a designated area of outstanding natural beauty, the second largest protected landscape in England. The low rolling hills provide the honey-coloured limestone that characterises the stone buildings that are typical of the region.

### **Provision**

Kingham Primary School provides a nursery class for children from the age of three. The Nursery was previously run by the community and has successfully transferred to the school to form part of the purpose-built Early Years Foundation Stage Unit.

The Reception class has an annual intake of 30 children, subject to availability and the local authority admissions policy. School admissions are generally oversubscribed and any places that become available in later years are generally filled through a register of continuing interest.

The school has a relatively small number of children with special educational needs or receiving free school meals, compared to the national average. The children are well-behaved and eager to learn. They consistently achieve well above the national average at the end of the Foundation Stage, Key Stage One and Key Stage Two. We would expect them to do so, and we are committed to continuously improving and extending our curriculum.

The school offers a wide range of extra-curricular activities, including clubs covering a range of activities, such as art, archery, coding, construction, cookery, French, football, gardening, golf, hockey, and tennis.

A Breakfast Club and afternoon Kids Club provide optional wraparound care wraparound care from 7.45am to 5.15pm to support working parents and carers.

The supportive community of parents has high expectations for their children and appreciate the happy, hard-working and harmonious atmosphere the school provides. Parents play a key part in the life of the school and this is greatly encouraged.

The Kingham Primary School Association, or KPSA, is a charitable organisation run by parents, which is very successful at raising funds for enrichment resources and activities for the children, while providing a social focus for the school community.

The children go on to a range of excellent secondary schools in the area, including The Chipping Norton School, Burford School, The Cotswold Academy, and the nearby independent Kingham Hill School.



# Vision

Kingham Primary School provides a safe, supportive and stimulating environment, which inspires our children to be composed, confident, and considerate, responding positively to every opportunity to develop their full potential. We encourage children to explore, expand and express their skills and talents through a carefully crafted creative curriculum tailored to the needs of every individual.

## Vision

Our Vision is simple:

**A truly exceptional education for our next generation**

## Mission

Our stated Mission is:

- **To provide magical experiences, friendships and memories;**
- **To develop the talents, skills and knowledge needed to excel in all that we do and thrive in a rapidly changing world;**
- **To be a supportive and inclusive community, where we care for ourselves, each other, and our environment.**

## Values

Underpinning our Vision and Mission are three core values. We aim to be:

- **Inspirational**
- **Ambitious**
- **Kind**

Constantly striving to improve, at Kingham Primary School we are:

***Always learning to be our best***



# Job Description

**School Business Manager**

**25 hours per week term time only (+ 5 days including 2 INSET days)  
Grade 10 point 27-30 £38,221- £40,778 pro rata'd**

## Purpose of the post

Responsible for the leadership, management and development of efficient financial, personnel, health and safety and support services for the school. To be responsible for all matters within the management of the school which are supportive to, but do not involve, the teaching function.

**Responsible to:** The Headteacher

## School Business Manager Duties

### Strategic Leadership

- Under the direction of the headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Under the direction of the headteacher, lead on all matters relating to staffing, premises, compliance, marketing and administration, and health and safety
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing

### Finance

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the headteacher and governing board where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants

- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Remain up to date with regard to financial regulations and arrangements and advise the Headteacher and Governors of all relevant changes
- Monitor the financial effects of appointments of teaching and support staff and other staffing matters, such as maternity leave or the use of supply teachers
- Oversee income generation including lease and letting arrangements
- Oversee insurance arrangements
- Be responsible for daily management of the school financial system
- Process requisitions, place orders, record deliveries and deal with invoices
- Be responsible for the monthly reconciliation of Bank Statements and petty cash
- Be responsible for the security of safe keys and the contents of any safes
- Maintain inventory of school assets and administer signing out procedures where required

### **Staffing and Personnel**

- Be responsible for payroll for all staff
- Be responsible for general personnel matters. E.g. safeguarding and recruitment checks, recruitment campaigns, in accordance with employment law
- Process expenses, overtime, sickness and maternity procedures, redundancy and other matters of dismissal
- Maintain confidential staff records
- Ensure effective line management, performance management and professional development for all admin staff
- Be responsible for an up-to-date and efficient data base of all personnel details
- Advise on HR issues within school and liaise with the external HR provider
- Ensure completion and return of staff absence forms
- Prepare all documents relating to staff employment

### **Administration**

- Manage the school administration team
- Advise and help staff in all matters relating to non-teaching, school issues
- Deal with all insurance claims, including staff absence Insurance
- Deal with visitors and telephone calls at main reception, when required

### **Facilities**

- Be responsible for the supervision of the site and the maintenance and security of the buildings (including ICT)
- Co-ordinate all cleaning, decorating and building work, in order to ensure the smooth functioning of the school which includes overseeing the work of the cleaning team
- Organise and implement, with the Headteacher, an annual programme of maintenance and decoration
- Undertake routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess the need for minor works or repairs, maintaining records and producing reports as required
- Ensure that the school's repairs and maintenance work, including contractual arrangements for statutory testing and servicing are achieved efficiently within the annual budgetary allocations
- Liaise with relevant inspectors and act as the school representative for contractors working on site
- Monitor and review all relevant contracts (e.g. cleaning, grounds maintenance, window cleaning, fire extinguishers, security, refuse collection, etc.) to ensure that value for money is obtained

## **Compliance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all non-curriculum school policies and ensure they are updated in accordance with the policy review schedule
- Oversee school data protection compliance

## **Health and safety**

- Monitor Health and Safety standards and procedures in liaison with the Headteacher
- Oversee the management of health and safety, risk management, business continuity, and staff wellbeing
- Stay up to date and comply with relevant standards and legislation, including the Control of Substances Hazardous to Health (COSHH) Regulations
- With the headteacher and caretaker, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Perform regular security checks and similar risk assessments.
- Organise health and safety training for staff

## **Continuing professional development**

- In conjunction with the head teacher, participate in performance management and improve practice through appropriate professional development and relevant training and development opportunities.

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

This job description may be amended at any time in consultation with the postholder.

# Person Specification

**The following criteria will be used for shortlisting purposes:**

## **Qualifications**

1. Educated to Degree level (desired)
2. Recognised finance or business qualification (desired)

## **Knowledge & Experience**

3. Managing budgets, financial reporting, procurement and fixed assets
4. Managing change projects
5. Managing Health and Safety (desired)
6. Managing Facilities
7. Managing personnel issues and recruitment
8. Line management
9. Excellent knowledge and experience of using ICT

## **Personal Qualities**

10. Highly organised
11. Pays rigorous attention to correct procedures, presentation and detail.
12. Able to maintain strict confidentiality at all times.
13. Highly developed interpersonal skills
14. Flexible
15. Able to use initiative
16. Excellent team player
17. Personal integrity and loyalty
18. Ability to work under pressure and meet deadlines
19. Willing to contribute to the wider life of the school
20. Commitment to promoting the values of the school and getting the best outcomes for all pupils
21. Commitment to safeguarding and equality

# Application

## Process

Please complete the official Oxfordshire County Council application form, which is also available from the school web site at:

[www.kingham.oxon.sch.uk/vacancies](http://www.kingham.oxon.sch.uk/vacancies)

**In the 'Relevant Skills and Experience' section of the application form, you will need to match your qualities and experience to our Person Specification on page 8 of this pack.**

To ensure consistency for all candidates, we are unable to accept a curriculum vitae without a completed official application form.

Suitable references will be required from your current and previous employer.

Further information about interview arrangements will be provided to shortlisted candidates.

Our selection process will further assess the suitability of candidates and their commitment to safeguarding children. Appointment to this post will be subject to an enhanced Disclosure and Barring Service check.

We look forward to receiving your completed application.

**Deadline: Friday 24<sup>th</sup> June 2026 at 9am email to [recruitment@kingham.oxon.sch.uk](mailto:recruitment@kingham.oxon.sch.uk)**