



# SCHOOL BUSINESS MANAGER INFORMATION PACK

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**HOOK-WITH-WARSASH  
C. OF E. ACADEMY**



Scan here!

**Inspiring children to develop curious minds  
within a secure, caring Christian community**

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# WELCOME

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Welcome to Hook-with-Warsash C. of E. Academy, where our vision gives equal value to every child's academic, social and emotional development. Guided by our motto, "Let Your Light Shine," we celebrate success in all its forms and nurture confident, compassionate and informed citizens for the 21st century. Our dedicated staff aim to ensure / strive for the highest standards in English and Maths while offering rich experiences in music, sport and beyond. We invite you to visit and experience the respect, enthusiasm and joy of learning that define our school community.



*"STAFF FEEL WELL SUPPORTED BY LEADERS, WHO MANAGE TEACHER WORKLOAD AND WELL-BEING WITH DILIGENCE. TRUSTEES, GOVERNORS AND LEADERS ARE DEDICATED, KNOWLEDGEABLE AND REFLECTIVE."*

**OFSTED, 2023**

# ABOUT OUR SCHOOL

## OUR MISSION AND VISION

Our aim is to provide an inspirational environment based on Christian values where individuals can excel and flourish academically, socially and emotionally, preparing them for life's journey.

Our school values of:

**L**ove **I**ndependence **G**rowth **H**appiness **T**rust

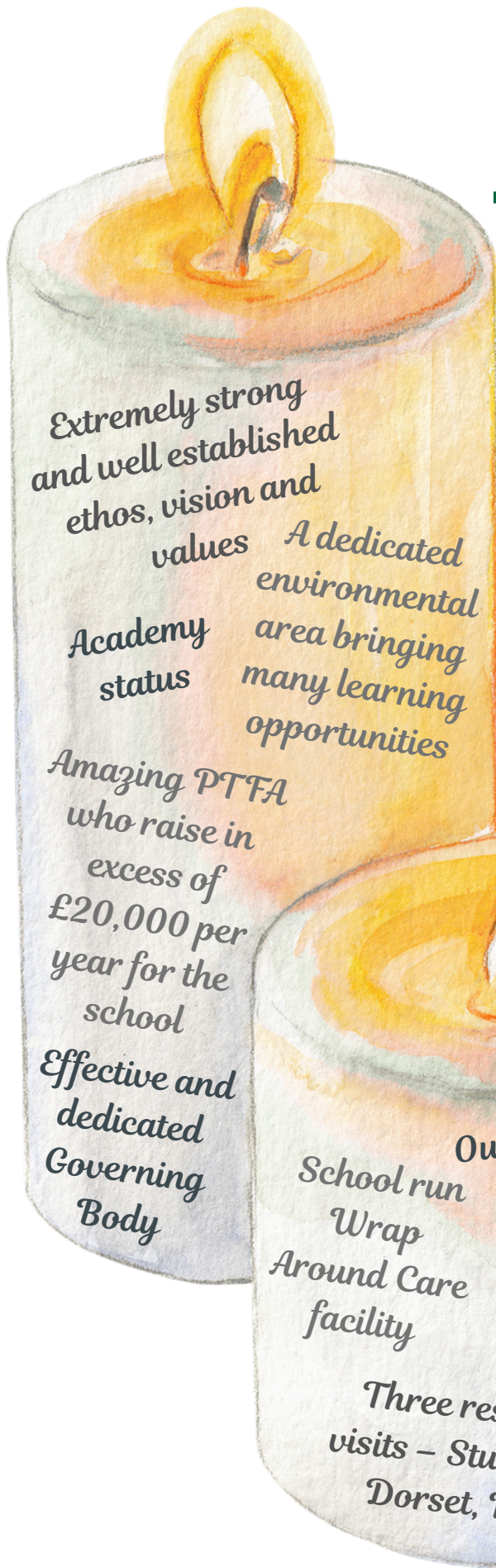
are embedded throughout the school and impact on everything that we do.

This is reflected in the excellent behaviour of the children and the respect they show to those around them.

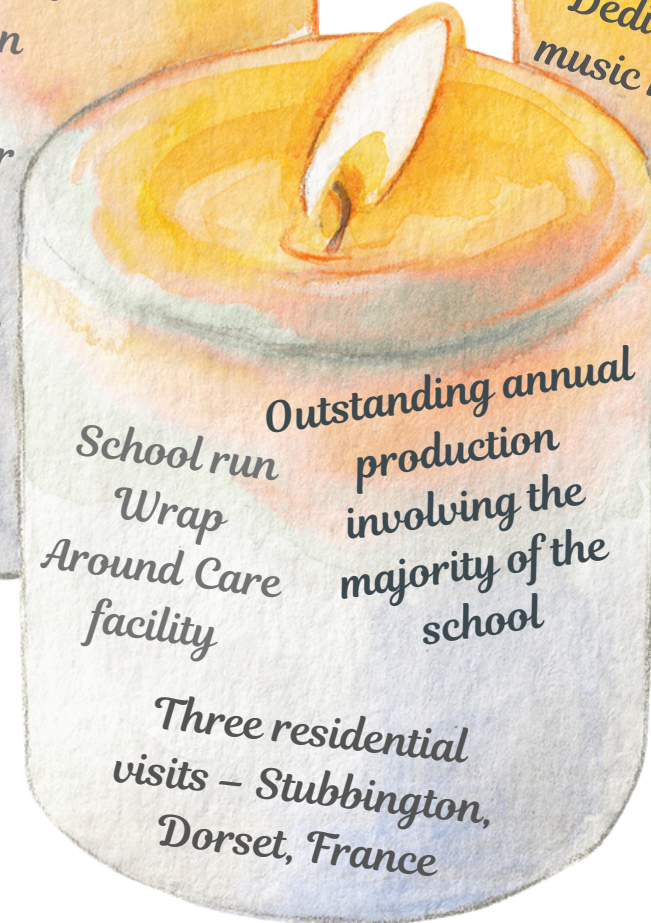


Our values are also fostered through a strong relationship with St Mary's Church which is regularly visited by the children to lead services and celebrate festivals.

# Things that help our LIGHT shine



A dedicated environmental area bringing many learning opportunities



# OUR HISTORY

Hook-with-Warsash C. of E. School was founded by Arthur Hornby, who donated money to build both the original school and the nearby St. Mary's Church. The school and church were built to jointly serve the communities of Hook and Warsash. The school provides two-form entrance and has a total enrolment of 420 children.

The school became a split site primary with the junior classes remaining in the original building and the infants moving to the newly built school further up the road to the current site.

**1979**

Further expansion was completed creating the school we see today.

**1995**

The school's own wraparound care facility opened

**2024**

**1872**

St. Mary's Hook-with-Warsash National School officially opened on September 9th with an initial enrolment of 56 children.

**1989**

An additional wing was added to the school.

**2012**

The school/governing body converted to become a stand alone academy.

# OUR AREA

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Warsash lies on the bank of the River Hamble. With a population of around 7,000, it is an attractive residential and yachting centre and is linked to Hamble village opposite by a ferry for pedestrians and cyclists. Warsash has been one of the most popular centres for sailing in the country. The river is crowded with yachts of all sizes. As well as sailing, the village is a popular walking destination with beautiful trails along the River Hamble or nature reserve. It is also a popular crabbing and fishing spot.



St Mary's Church greatly values its close relationship with the school and links are strong as the Vicar is an ex-officio governor. In addition to ensuring the school is run in accordance with its trust deed the voluntary Foundation Governors play a key role in ensuring the Christian character of the school is secured, preserved and developed. The church feel that it is such a privilege and joy to be so involved in the primary education of our village children and celebrate our links often!

# STAFF STRUCTURE

## Senior Leadership Team

**Headteacher**

**Deputy Headteacher**

**Assistant Headteacher  
English Lead**

**Inclusion Leader/  
SENDCo**

**Business  
Manager**

**Clerk to the  
Governors &  
Company  
Secretary**

**Early Years  
Leader**

**Maths Leader  
(part of SLT)**

**Main scale teachers  
Support staff**

We are a two-form entry school (PAN 60) for children in year R through to year 6.

# QUOTES FROM OFSTED



*There is a respectful,  
positive and supportive  
atmosphere*

*Inclusion is at  
the heart of the  
school*

*High  
expectations  
are well  
established*

*The nurturing  
ethos is a  
strength of the  
school*

**OFSTED RATED  
'GOOD'  
SEPTEMBER 2023**

*Behaviour is  
exemplary*

*An environment  
for children to  
grow and thrive*

*The curriculum is  
planned with high  
aspirations to  
excite pupils*

*Trustees, governors and  
leaders are dedicated,  
knowledgeable and  
reflective*

# QUOTES FROM SIAMS



*The well established distinctive  
Christian vision exerts a strong  
influence on everything that  
happens at this school*

*The vision  
ensures that  
everyone is  
valued*

*Pupils and  
adults flourish  
at Hook-with-  
Warsash*



**SIAMS RATED  
'GOOD'  
FEBRUARY 2023**

*There is an  
overwhelming  
sense of being part  
of a warm and  
caring community*

*There is a  
strong  
emphasis on  
nurturing the  
whole child*

*There is a palpable  
sense of supportive  
shared life throughout  
the school*

*Collective worship is at  
the beating heart of the  
school's daily routines*



### **Job Description : Academy Business Manager**

**Grade : £33,178-£45,077 pro rata depending on experience**

**Hours : 37 hours p/week term time only plus three additional weeks to be agreed**

**Accountable to: The Headteacher**

#### **PURPOSE OF THE JOB**

- To be a key member of the Academy's Senior Leadership Team
- To take a leading role in matters relating to administration, finance, human resource management, health and safety and to provide strategic and professional advice to the Leadership Team and the Governing Body
- To provide PA support to the Headteacher
- To line manage the finance, administrative and site staff
- To contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to 'Keeping Children Safe in Education' and local area child protection procedures, including relentless monitoring of Academy site safety
- To be a keyholder

#### **KEY ACCOUNTABILITIES**

##### **Finance and Personnel:**

- To operate at a strategic level and identify areas for change and development
- To develop and maintain the academy's financial and personnel procedures
- To manage payroll and personnel administration, including managing or assisting with the recruitment and induction procedures for new staff
- To oversee the financial planning and preparation of budgets in consultation with the Headteacher and to ensure the correct financial procedures are adhered to across the academy. Providing a strategic three-year outlook of financial planning in line with the Academy Improvement Plans. To ensure the Governing Body are kept fully informed
- To administer and maintain accounting systems, bank accounts and records and to prepare financial statements, reconcile bank statements and charge cards and complete returns, providing graphical representations of data as required
- To prepare and facilitate the annual audit
- To manage the preparation of reports and returns to the Governing Body, DFE, Accountants, Pension departments and other organisations and bodies as required including attendance data
- To analyse and advise the Leadership team, including the Governing Body, on best value
- To manage and oversee the procedure of raising and issuing of invoices and ensuring timely settlement of accounts

- To prepare work specifications for tender and assist with the selection of contractors
- To ensure the asset register is up to date and depreciation posted at year end
- To be responsible for the Academies insurance provision making sure it is fit for purpose and value for money and administration of any claims as necessary
- Benchmark systems and information to assess trends and make appropriate recommendations
- To manage recruitment for all staff, including all appropriate checks and paperwork is completed
- To ensure the appraisals are completed for the administration and site team
- Liaise with specialists in relation to HR issues to ensure compliance with employment legislation and contractual matters
- To maintain a staff absence register, issuing and completing any necessary paperwork
- To investigate and develop business opportunities, secure additional funding through activities such as grant applications and sponsorship

### **Administration and Site Management:**

- To manage the academy's administration team, setting priorities, developing systems and dealing with issues so ensuring the efficient running of the Academy
- To manage the Administrative team, including undertaking appraisals with clear documented objectives set and assessments against individual performance targets (mid-year and year-end). Identifying development opportunities and to provide guidance, support and coaching
- To advise on arrangements for Extended Schools and letting of the academy premises to outside agencies in conjunction with the Site Manager
- To carry out any other administrative/support procedures, within the responsibility level of the post, as directed by the Headteacher
- To ensure that support is provided to the Headteacher and that items of a sensitive and confidential nature are dealt with appropriately
- Manage training records and book staff individual and whole school training as required
- To ensure the supervision of relevant planning and construction processes are undertaken in line with contractual obligations
- Manage and oversee that all pupil records remain up to date
- Complete staff risk assessments as and when necessary
- Oversee the annual collation of pecuniary interests, child disqualification form and staff data collection forms
- To accompany the children and staff weekly on the coach for swimming
- To advise on arrangements for Extended Schools and letting of the academy premises to outside agencies in conjunction with the Site Manager

### **IT and documentation:**

- To oversee the management of all aspects of the SIMS database and associated records
- To manage the preparation and production of documents, such as the academy prospectus
- To oversee and maintain the academy's website and ensure that all legally required elements are present and kept up to date, policies are published
- To liaise with other academy staff, contractors and outside agencies/organisations as appropriate
- To liaise with the Teacher in charge of ICT and the ICT management company regarding the schools IT requirements over a five year period

## **Safeguarding, Health and Safety and Facilities Management:**

- To ensure that the academy has appropriate Health and Safety and security arrangements and that relevant Risk Assessments are carried out. To ensure all academy policies are current as published on academy website
- To ensure that DBS clearances are obtained as required and that all appropriate processes in respect of safeguarding are in place
- To follow sound and safe practices in estate management and grounds maintenance, ensuring compliance with legislation and implementing risk management and loss prevention strategies
- Monitor, assess and review contractual obligations for outsourced Academy services
- Ensure ancillary services e.g. catering, cleaning etc, are managed effectively with agreed performance indicators and routine schedules
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the Leadership Team, Governors and where appropriate, the HSE
- Maintain and update the Single Central Record ensuring it is constantly up to date and provides safety and security for all children on the school site
- Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/academy and keep confidences appropriately
- Have an awareness of health and safety issues and liaise with the site manager to ensure that the Academy is fully compliant with regulations and acts in accordance with the academy Health and Safety Policy
- Be prepared to undergo First Aid and all relevant Health and Safety training

## **SUPPORTING THE ACADEMY**

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

- Demonstrate the values, vision and ethos of the academy and participate in a team approach to all aspects of academy life
- Attend and contribute to staff meetings and INSET days as required and identify areas of personal practice and experience to develop
- Be a member of the Resources committee and attend Full Governing Body meetings as and when required

## **OTHER DUTIES**

The post holder will be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

The post holder will be expected to exercise a degree of flexibility in their working schedule, to include attending Governing body meetings outside of core published hours.

# PERSON SPECIFICATION

Factors	Essential	Desirable
<b>Qualifications, Experience &amp; Training</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE standard or equivalent with 5 passes including English and Maths at grade C or above</li> <li>• Experience of managing budgets, bank accounts, financial reporting and procurement</li> <li>• Experience of working effectively with internal and external partners</li> <li>• Experience of using a range of office systems</li> <li>• Have an awareness of Health &amp; Safety</li> <li>• Experience of working in a strategic role in public or educational sector</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant recognised professional qualification in finance, account or business administration. E.g. DSBM / CSBM</li> <li>• Evidence of continuing Professional Development</li> <li>• Experience of project management</li> <li>• Leadership and management experience in a school, or relevant field outside education</li> <li>• Experience in being involved in the school self-evaluation and improvement planning</li> <li>• Completed safeguarding training</li> </ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• An excellent team player</li> <li>• Calm and patient under pressure</li> <li>• Resilience, the ability to work under pressure and be able to meet deadlines</li> <li>• Proven ability to prioritise workload, think strategically and creatively</li> <li>• Self-aware, perceptive and committed to maintaining confidentiality at all times</li> <li>• Hard working, energetic and enthusiastic</li> <li>• Adaptable, flexible and well organised</li> <li>• Willing to learn</li> <li>• Demonstrate a commitment to the school vision, aims and ethos, its community and the school improvement agenda</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>• Ability to deal with interruptions</li> <li>• Commitment to safeguarding and equality</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to further their own professional development and that of others in the team</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Track record of managing people</li> <li>• Effective interpersonal skills</li> <li>• Ability to prioritise, plan and implement appropriately</li> <li>• Ability to build positive relationships with a wide range of people</li> <li>• Ability to deal with people in a professional, assertive and diplomatic manner</li> <li>• Effective communicator and presenter – verbal and written</li> <li>• Excellent attention to detail</li> <li>• Knowledge of financial management</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to represent the school on behalf of the Head Teacher</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Financial management and accounting procedures</li> <li>• Information management systems</li> <li>• Resource management and procurement with regard to Best Value principles</li> <li>• An awareness and understanding of safeguarding responsibilities and implication</li> <li>• Personnel procedures and employment legislation</li> <li>• HR policies/codes of practice/legislation</li> <li>• H&amp;S policies/codes of practice/legislation</li> <li>• Ability to analyse strategically and identify areas for change and improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Previously worked as a School Business Manager or School Leader</li> <li>• Knowledge and understanding of the primary education system</li> <li>• Knowledge of local government and committee processes</li> <li>• Understanding of using SIMs (the academy's MIS system)</li> <li>• Understanding of using PSF (the academy's finance system)</li> <li>• Understanding of using Access (the academy's budget planning system)</li> <li>• Knowledge of premises maintenance</li> <li>• Knowledge of the Single Central Record</li> <li>• Understanding of the LGPS &amp; TPS</li> <li>• Understanding of School financial management and accounting</li> <li>• Understanding of Schools Financial Value Standard (SFVS)</li> </ul>

# APPLICATION PROCESS

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Visits to the school are warmly welcomed and should be arranged by contacting Ann Willmott, Business Manager, via the school office, 01489 572393 or [recruitment@warsash.hants.sch.uk](mailto:recruitment@warsash.hants.sch.uk)

We look forward to receiving your application. Please refer to the job advert for a copy of the application form. The deadline for applications is 12pm on Thursday 14th May 2026.

## **Selection Procedure**

Shortlisted candidates will be invited to a selection process which will take place on Tuesday 2nd June 2026. Further details will be sent to those candidates called for interview.

## **Receipt of Application**

Applications are acknowledged within 2 working days of receipt. If you do not receive an acknowledgement within this time, please contact the Recruitment Team immediately at [recruitment@warsash.hants.sch.uk](mailto:recruitment@warsash.hants.sch.uk)

## **Equality Monitoring**

All applications will be required to complete an Equality Monitoring form.

# SAFER RECRUITMENT

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Hook-with-Warsash C. of E. Academy 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 checks along with other relevant employment checks.

## **Privacy notice**

The school collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the school.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or to take steps before entering into a contract and is necessary for the Academy to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

You have some legal rights in respect of the personal information we collect from you. Please see the school's website for further details on our privacy notice and data protection policy.

You can contact the school's Data Protection Officer if you have a concern about the way we collect or use your data.

# HOOK-WITH-WARSASH C. OF E. ACADEMY



[www.hookwithwarsash.co.uk](http://www.hookwithwarsash.co.uk)



01489 572393



[recruitment@warsash.hants.sch.uk](mailto:recruitment@warsash.hants.sch.uk)



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