

Buttsbury Primary School

Billericay, Essex

Business Manager/HT Personal Assistant

April 2026



BUTTSBURY
PRIMARY SCHOOL

AN ACADEMY SCHOOL



Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Business Manager/Headteacher's PA at Buttsbury Primary School.

Buttsbury Primary School is a large, four-form entry school in the town of Billericay; the infants and juniors are on separate sites – a very short walk apart. Buttsbury is a popular school within the local community and is over-subscribed each year. It is a happy school with committed and hardworking members of staff. The children enjoy attending and receive the utmost care from all who work here.

You will find more information about the school on our school website - www.buttsburyprimary.essex.sch.uk

Visits to the school are encouraged as we feel this is the best way to find out more about our school and this unique role – please contact the junior site office – adminjun@buttsburyprimary.essex.sch.uk to arrange a visit.

Yours sincerely,

Ann Robinson
Headteacher



Job Description

Job Title	Business Manager/Headteacher's PA
Grade	Scale 10: Point 34 – 37 – plus London Fringe Allowance
Reports to	Headteacher
Liaison with	School staff
Job Purpose	<ul style="list-style-type: none"> • To manage the school's finances, HR and facilities • To oversee the smooth running of the school offices • To co-ordinate the maintenance of the school site and its buildings, the preparation of maintenance schedules, the efficient operation of all facilities on the property • To advise the other members of the Senior Leadership Team on all non-teaching matters so as to contribute to the successful and effective operation of the school • To act as the personal and confidential Personal Assistant to the Headteacher.
Duties Key Tasks	<ul style="list-style-type: none"> • To function as a member of the Senior Leadership Team, ensuring that the decision-making is part of a shared process • To attend Trustees' Finance/Premises and Personnel Committee meetings, where appropriate • Promoting the school within the community
HR	<ul style="list-style-type: none"> • Maintain confidential staff records • Co-ordinate and assist in the recruitment of all staff • Be responsible for all administration associated with the recruitment, appointment, allocation and resignation of staff including pre-employment checks, payroll documentation and contracts • Ensure all employees and volunteers are fully checked and vetted for qualifications, right to work and DBS etc. and maintain the single central record • Log sickness and absence and report monthly • Monitor absence levels and instigate management of absence procedures if required • Process additional hours and report monthly to ensure employees are paid correctly. • Liaise with employees that may need additional support due to ill-health, personal reasons, disability or exceptional absence. Maintain confidentiality, discretion and sensitivity throughout. • Monitor annual leave for those employees with a whole year contract • Line manage administrative staff, catering managers, site managers, finance officer and IT technician • Maintain employee data (paper file and digital) and ensure confidential and appropriate data management • Update and circulate policies relating to HR
Finance	<ul style="list-style-type: none"> • To monitor all accounting and control procedures • To be responsible for liaising with SGW Payroll for the provision of a comprehensive payroll service for all school staff

Facilities Management

- To prepare financial returns for the DfE and other central and local government agencies within statutory deadlines
- To prepare, for approval by the Trustees, annual estimates of income and expenditure.
- To obtain agreement of budgets, and to monitor accounts against budgets.
- To produce regular reports for budget holders and report on the financial state of the school to Trustees
- To be responsible for seeking professional advice on insurance and advising the other members of the Senior Leadership Team on appropriate insurances for the school, and handling any claims that arise
- Update and circulate policies relating to finance

Administration

- Lead the management, maintenance and security of the school site
- Oversee planned maintenance services for all areas of the school
- Lead on health and safety, including managing the updating and circulation of risk assessments, site-specific training, reporting and analysing accidents and near misses and coordinating evacuation drills
- Update and circulate policies relating to facilities and health and safety
- Be responsible for the overall line management and professional development of the administration and premises staff, as well as overall management of the school's offices
- Ensure that communication to the school community is well presented, accurate and shared with the appropriate groups in a timely manner.
- Support the admin teams, if required, with their management of trips, clubs, lunches, attendance, admissions etc
- Be responsible for the systems and general leadership of the school's administrative and financial computer network

Data Management

- Lead the school's compliance with GDPR, respond to requests and queries from data subjects and process and report on data breaches.
- Ensure that pupil and employee data is adequate, appropriate and shared with only those who require it (both internally and externally)
- Ensure the school's Management Information System and filing system is maintained and updated appropriately, including timely data deletion in line with agreed data retention timescales
- Complete each termly census and ensure the return is a full and accurate representation of the data held by the school.
- Update and circulate policies relating to data management and host professional development sessions for employees who require additional support with data management.
- Ensure all information is treated confidentially and have absolute discretion at all times.

Catering

- Manage the catering facilities, including preparing and monitoring budget, preparing monthly and year end Trading Accounts, monitoring menu preparation and general administration of school meals.
- Line manage catering staff to ensure, with the assistance of the Catering Consultant, all Health and Safety regulations and food standards are met

Headteacher's Personal Assistant

- Act as the personal and confidential Personal Assistant to the Headteacher, dealing with correspondence, attending meetings etc, alongside or on behalf of the Headteacher, managing the headteacher's diary

General

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

PERSON SPECIFICATION

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements:**Education and Experience**

- To be educated to degree level (or equivalent).
- To have a certificate in School Business Management (CSBM) or a relevant professional qualification in financial management/HR.
- Experience at Senior Level in Education or in Financial Management with a track record of delivering strategic goals.
- Knowledge of appropriate financial and monitoring systems.

Knowledge, Skills and Abilities

- To be able to demonstrate excellent finance and accounting skills
 - To have a knowledge of SIMS FMS6 or similar packages.
 - To be able to generate income.
 - To have an understanding of funding systems and DfE guidance.
 - To have a current knowledge of site maintenance and development and appropriate knowledge of Health and Safety requirements.
 - To have an understanding of risk assessment techniques.
 - To be able to represent the school on or off site and have an understanding of the importance of the school within the community.
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- To be able to demonstrate a working knowledge of HR and Employment Law.
 - To have the ability to plan strategically and be an efficient project manager.
 - To be able to demonstrate proficient ICT skills
 - To be able to use initiative and have well developed incisive analytical and problem solving skills.
 - To be able to monitor and evaluate procedures effectively.
 - To be able to manage staff and contractors at all levels

Personal Qualities

- To have excellent communication skills, both written and oral.
- To be well organised and have good interpersonal skills.
- To be reliable, honest, trustworthy, discrete and capable of handling confidential information and maintaining confidentiality and be able to resolve conflict with equanimity.
- To be a confident leader. Be able to work as part of a team or independently.
- To be hard working and emotionally resilient.
- To be able to work under pressure and able to prioritise.
- To be flexible when working to meet deadlines.
- To be able to understand and be committed to equal opportunities for all members of the school community.
- To have a willingness to participate in further training and CPD.
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Please note that this appointment will be subject to an enhanced DBS Disclosure

Selection Process Guide

We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process. We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

Applications

Applications must be submitted to the Headteacher, via email, head@buttsburyprimary.essex.sch.uk by noon, Friday 20th February, 2026.

Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. Candidates who best meet the person specification will be invited to an interview.

Interview date: Friday 27th February, 2026

References

We request references for all candidates who are invited to interview, in line with safer recruitment. This request will be made at the same time that candidates are invited to interview. Your first referee should be your current or last employer. We will also conduct searches for information on shortlisted candidates which is publicly available online.

