



Canonbury Primary School

Assistant School Business
Manager

CAN/253

CONTENTS

Letter from Head Teacher

Advert

Job description

How to apply

School Location





Dear Candidate,

I am delighted to invite applications for the role of Assistant Business Manager at our school. This is an exciting opportunity for a highly organised, proactive, and detail-oriented individual to play a key role in supporting the strategic and operational management of our school.

The successful candidate will work closely with the Business Manager and senior leadership team to ensure the smooth running of financial, administrative, and support services. You will contribute to maintaining high standards of efficiency, compliance, and resource management, helping to create an environment where both staff and pupils can thrive.

We are seeking someone with strong organisational skills, excellent communication, and a commitment to continuous improvement. In return, we offer a supportive and collaborative working environment, opportunities for professional development, and the chance to make a meaningful impact within our school community.

Our school is based in the heart of Islington, close to Upper Street and excellent underground, bus and train options at Highbury and Islington station. We are looking for someone with excellent people skills who can work together with our friendly, vibrant and diverse community.

If you are motivated, dependable, and ready to take the next step in your career, we would be delighted to hear from you. Please come and visit our school and see what we could achieve together.

With very best wishes,

Patrick Mildren

Headteacher



Assistant School Business Manager

Salary Grade Range: Scale S02

Salary Range: £42,912-£44,235 (Actual salary range £39,008.81-£40,211.48/5 years + service £39,667.19-£40,890.15)

Hours: Full Time, 35 Hours, Term time only + 2 weeks

Contract: Permanent

Start Date: ASAP

Canonbury Primary School is a popular and successful school committed to providing an excellent primary education in all areas of the curriculum, with an emphasis on participation in music, arts and sport. We are looking for an enthusiastic and dedicated Assistant School Business Manager to join our team

You will be:

- An excellent communicator
- Enthusiatic
- Eager to contribute to the success of our school
- A strong team player who is willing to learn.

We can offer you:

- Children who are self-motivated, eager to try new experiences and proud of their school.
- A community where everyone supports each other to provide the best primary school experience for all children
- An enthusiastic, supportive staff team who have high expectations of themselves and the children.
- Opportunities for professional development

We encourage visits to the school - please contact our School Business Manager, Tracie Gaspard-Kelchure, on **0207 226 5020**/Tracie.Gaspard-Kelchure@canonbury.islington.sch.uk for an appointment. We will be hosting a school visit on Wednesday 1st April at 10.00 and 2.00pm please call or email to book yourself in.

To apply, please go to www.islington.gov.uk and follow the jobs link. If you need any assistance, please email the Schools' HR Team at schoolsrecruitment@islington.gov.uk quoting reference **CAN/253**

2

Closing date: Midnight, **Sunday 12th April 2026**

Interview: Week commencing **Monday 13th April 2026**

Canonbury School is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. An enhanced DBS (Disclosure and Barring Service) with barred list check is required for all successful applicants. Also, this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

In line with KCSIE 2022 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

POSITION: Assistant School Business Manager

GRADE: S02

HOURS: 35 hours per week plus 2 weeks

RESPONSIBLE TO: School Business Manager

PURPOSE OF THE POST

- To support the business manager on all aspects of management in relation to non-teaching administration.
- To work with data and administration systems to ensure compliance with statutory regulations and deadlines.
- To have an overview of the financial and administrative functions in the school.
- To assist in the management of the school's financial resources, and to be a high level administrative resource, advising on personnel and procurement, coordinating and monitoring all contracts.
- To jointly develop administrative procedures for the school and to be responsible for maintaining and operating agreed procedures in order to ensure that all legal requirements are met.
- To ensure a high standard of confidentiality and integrity in all school matters.

Main Duties and Responsibilities

Data and Management systems

- To oversee the development of all management systems in the school.
- To ensure data systems in relation to pupil data are used efficiently and that statutory returns are completed on time.
- To support and train other staff in data management and administrative systems.

Finance and Procurement

- To assist the SBM in all matters relating to the administration of school finances, including bank accounts, in accordance with the Standards for Financial Administration in Schools issued by the local authority
- With the Headteacher/ and Business Manager, contribute to the annual school budget planning exercise, in line with the school improvement plan, for the approval of the governors. Allocate the agreed budget to specific budget holders.
- To oversee maintenance of the inventory of assets and compliance with procedures for the disposal of redundant equipment/assets

- To have an overview of the arrangements for school facilities, including catering, transport, booking facilities for out of school activities.

Personnel

- To check payroll reports and ensuring all pay costs are appropriate and budget areas are correctly charged.
- Maintain an accurate and up to date Single Central Register and carry out DBS checks
- Management of first aid and fire warden information

Policies

- To ensure that policies are up to date and in place

Premises

- To support an environment that is welcoming, attractive and stimulating, as well as functional.
- Carry out regular site walks to ensure the building is maintained to a high standard.
- Line manage the Site Supervisor in the absence of the School Business Manager

Information and Communication Technology

- To ensure that all administrative staff are adequately trained in the Financial and administrative ICT software.
- To keep abreast of Data Protection legislation and develop policy and procedures to ensure the school operates within Data Protection Code.

General Management

- To undertake such other duties as may be required by the Headteacher, which are commensurate with the job and grade.
- Line manage the Extended Schools Manager in the School Business Managers absence.
- At all times carry out duties with due regard to the school's Health and Safety Policy.

Personal Responsibilities

- To be professional in dress and manner at all times
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To promote the safeguarding of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.

- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

Performance Standards

- To ensure that the school's customer care standards are met and adhered to.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

Person Specification

POSITION: Assistant School Business Manager

GRADE: Scale S02

HOURS: 35 hours per week plus two weeks

RESPONSIBLE TO: School Business Manager

REQUIREMENTS	ESSENTIAL (E) /DESIRABLE(D)
EXPERIENCE	
Experience working in an school office	E
Experience in working with computerised financial systems including FMS/Access	E
Data Management experience necessary ideally with Arbor	E
QUALIFICATION	
Hold professional qualification related to school business such as CSBM/DSBM or be willing to undertake training	D
SKILLS, KNOWLEDGE AND ABILITIES	
Ability to review and critique systems and processes associated with the role to improve and develop better ways of working	E
Commitment and willingness to meet the needs of the ethos and flexible working arrangement of the School	E
Ability to produce accurate and detailed information	E
Ability to work under pressure and meet tight deadlines.	E
Ability to be flexible and resilient	E
Ability to maintain strict confidentiality in all matters.	E
Ability to communicate effectively in writing, on the telephone and face to face.	E
Ability to build and maintain an effective working relationship with a wide variety of people, including appropriate relationships and personal boundaries with children.	E

Willingness to work within a clear framework and with regard to school policy.	E
Willingness to support other team members, management and other professionals.	E
Equal Opportunities The post holder will be expected to carry out all duties in compliance with the School's Equal Opportunities policy.	E

HOW TO APPLY

Application Deadline

Completed online application forms must be received by Sunday 12th April 2026

To apply, please go to www.islington.gov.uk and follow the jobs link. If you need any assistance, please email the Schools' HR Team at schoolsrecruitment@islington.gov.uk quoting reference **CAN/253**

Please note that application forms should not be returned to the school.

Completing your application

Candidates are asked to complete all the standard information required on the application form, including a supporting statement addressing all of the points clearly as detailed within the Person Specification for this post.

Visits

We encourage visits to the school - please contact our School Business Manager, Tracie Gaspard-Kelchure, on 0207 226 5020/Tracie.Gaspard-Kelchure@canonbury.islington.sch.uk for an appointment. We will be hosting a school visit on Wednesday 1st April at 10.00 and 2.00pm please call or email to book yourself in.

Selection process

The selection process is due to take place on week commencing Monday 13th April 2026
Further information will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references will be taken up immediately after interview. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least one professional reference is required.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.
The post will be offered subject to satisfactory completion of pre-employment checks.

SCHOOL LOCATION

School Address: Canonbury
Primary School
Canonbury Road
London N1 2UT

Nearby stations:

Highbury & Islington
(Victoria Line, Overground)



Guidance for candidates applying for a job with schools

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 2006 is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement. If you do not send us this statement, you will not be considered for short listing. CVs are not accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer and references should cover the last 5 years.
- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

It is a condition of your employment that you comply with the prevailing data protection legislation in force from time to time. You must also comply with the Council's data protection and connected policies, which can be obtained from the school office, and all rules, systems, instructions and requirements laid down by the school under the security rules.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Policy on the recruitment and employment of ex-offenders



Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications. A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s); ✓ The number and pattern of offences; ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate. Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.