



Information Pack

For applicants:

Business Manager

Bosvenna Way
Heamoor
Penzance
Cornwall
TR18 3JZ
Tel. 01736 364868

Email: secretary@heamoor.cornwall.sch.uk

website : www.heamooreschool.co.uk



Welcome to our School

Welcome to Heamoor Community Primary School. Hopefully this Information Pack will provide you with an insight into our school, and offer some practical information which will be of use to you as a prospective candidate.

No two schools are ever the same; whilst the buildings may look similar the ethos and values of a school are almost always unique to that particular community of adults and children. We have a long & distinguished reputation for serving the Heamoor Community. We pride ourselves on being a true community school committed to the holistic development of every child in our care. Our ethos is reflected in our school aims:

- To provide a warm, friendly, caring environment where our children can develop self-confidence and increase their self-esteem
- To assist our children to reach their full potential academically, physically, socially, spiritually and morally by providing a nurturing and affirming ethos throughout the school.
- To provide a stimulating, cohesive curriculum which is appropriately differentiated to cater for each child's individual needs, abilities and skills
- To help the children to develop a sense of responsibility and tolerance towards others both within & beyond the school community and to have respect for the local and wider environment.

We want everyone in our school community, including staff, pupils, governors and parents, to feel a sense of pride, to feel happy and supported and to have ownership in what we achieve through our mutual endeavours and partnerships. To this end we are committed to working together to provide the best possible learning experience for the children in our care.

Jodie Flynn, Headteacher

Our School

Heamoor Community Primary School has been in existence since 1901. In 1990, the school moved to its new site on Bosvenna Way where it lies in the heart of an established residential community. The school building is located on a generous site with extensive grounds including large playground spaces, a large school field, mature woodlands, a meadow and a range of wildlife habitats.

We are committed to the continuous development and improvement of our school accommodation. Our school benefits from a dedicated Foundation Stage Unit with a bespoke outdoor learning environment. Our Key Stage 1 and 2 classes benefit from direct access into individual outside spaces as well as our playground, meadow and school field. Our children also enjoy a flexible seating approach in their classrooms which includes softer furnishings and different height tables, giving children the opportunity to be more independent, to take ownership of their learning and choose a work space that they feel most comfortable in.

In total we have 3 Infant classrooms and 4 Junior classrooms, as well as a school hall, a large (newly refurbished) library, dedicated intervention rooms, a sensory room, break out spaces and smaller (group) teaching spaces. We also have a 'Rainbow Room', (which is where our Learning Mentor is based), 'The Pod' which is an additional learning and nurture space, 'The Nook' which is where our Family champion is based, a kitchen, offices, two playgrounds, a meadow, a school field and a woodland area. All our classrooms have interactive whiteboards, and the school operates a wireless network and access to class sets of Chromebooks.

The school enjoys many strong and well-established partnerships within the local community including The National Trust, Trengwainton Gardens and Penwith PE Network. We are also foundation school and a founding member of the Penwith Education Trust (PET) which is a co-operative trust. We enjoy working with a range of teaching schools to support further development of our practice and the professional development of our staff. We place great emphasis on healthy living and have a comprehensive programme of school sport & extra-curricular activities, with a drive to provide outdoor learning experiences also. The school also enjoys taking an active part in all local community events such as St Piran's Day celebrations and Mazey Day Parade.

We are a family at Heamoor and enjoy the advantages of an enthusiastic & cohesive, happy staffing team. As a result, our pupils benefit, year on year, from a wide range of enrichment opportunities ranging from residential trips and whole-school productions to Art & Design projects within the local community.

The children are firmly at the centre of everything we do and therefore we are continually driven to offer our pupils the very best that we can possibly provide.

Class Organisation

The school currently has **197** children on roll. These are organised into 7 classes in the following way:

CLASS	YEAR GROUP	TOTAL
RED	REC	29
ORANGE	1	28
YELLOW	2	30
GREEN	3	26
BLUE	4	24
INDIGO	5	30
VIOLET	6	30
	Totals	197

Amongst our highly skilled staff we also have a;

- SENDCO
- Full time Learning Mentor who is also a Trauma Informed Schools Practitioner,
- Communication (ASD) Champion / Family Champion
- Mental Health Support worker
- Peripatetic Music Teachers
- Funfit Lead
- Sports Leader
- Swimming leads.

Ofsted Inspection Summary

The school was last inspected by Ofsted in November 2021. Inspectors gave the following summary comments about the school;

Heamoor Community Primary School continues to be a good school.

Heamoor is a warm and welcoming school. Staff share a determination to be inclusive, caring and nurturing so that every pupil feels valued. At the heart of the school is the Rainbow room. Pupils use this room if they feel anxious or sad. Trained staff provide support to pupils to deal with things that worry them.

Staff commit to ensuring that pupils achieve well. Improvements to the curriculum have enabled pupils to do this. Pupils are confident learners who are willing to work hard. Pupils, including those with special educational needs and/or disabilities (SEND), achieve well because staff provide tailored advice when necessary. Parents appreciate the school's care for their children. As one parent said, 'Staff go above and beyond to support my children and me.'

Pupils respond well to the high expectations that adults have of them. They behave respectfully in lessons and around the school. Pupils support each other during lessons and when playing in the playground. Pupils learn how to keep themselves safe. They understand what bullying is and what to do if bullying happens. They know that staff will deal with any problems if they occur.

During the Inspection, we also received this following verbal feedback;

Staff wellbeing

- Staff feel that they are well looked after, particularly during Covid and the care and consideration for wellbeing stretched beyond the children and families to include all staff.
 - When school improvement work is undertaken, staff feel consulted and well supported to succeed.
 - School improvement projects are well researched and carefully tailored to the needs of the children and the school and staff feel that their time is well invested.
- ### Safeguarding
- During an Ofsted inspection – Safeguarding can only be judged as 'effective' or 'not effective'.
 - In terms of safeguarding though, staff are well trained at all levels and there is a robust system in place.
 - Senior Leaders have the foresight to be outward looking and make good use of support and guidance available.
 - The attitude of the school is clear "our children are important to us and we will pursue it if they need support"
- ### Inclusion
- The strong reputation the school has for inclusion is completely justified
 - Inclusion at Heamoor is 'not just a word it is an all-encompassing approach'
 - The inspector also shared that he felt that he had not seen it [inclusion] better anywhere else.

- The inspector reported that there is 'high praise' from parents for our SEND support. Parents shared that life is difficult having children with SEND so they cry out for support but they definitely get it here.

Curriculum

- Early Reading is very effective led by a very strong and effective subject leader who manages it in a consistent way. Staff are trained well, highly skilled, well supported and deployed for the maximum impact to benefit the children.
- The priority of Reading is seen consistently throughout the school.
- EYFS is an integral part of the school and the curriculum is designed to ensure early skills and learning are built on effectively as the children move through the school.
- Our 'bespoke' curriculum is being developed well, it is well thought out and well organised.
- It is implemented well at all levels and consistency was seen in all (pupil) books and lessons.
- There are good quality resources in place and staff work together to develop the learning sequences.

Behaviour & Pupil wellbeing

- Behaviour; the inspector reported that he had not seen any low-level behaviour issues despite the complex needs of some of our pupils.
- Children reported that feel safe and they trust the staff team to deal with any issues they might face effectively.
- The wider development of the curriculum; this is a strength of the school, it is vast and effective. The Rainbow room is a strong example of the additional support we have in place for our children.
- The welfare and well-being of the children and the staff is a high priority, the inspector spoke about the 'heart' of the school and the very sincere nurturing ethos we have. Leadership & Management / parent views
- The leadership approach of the Headteacher is 'a quiet, kind leadership' but not scared to hold anyone to account.
- Parents had high praise for the school, parents spoken to said that they feel well supported
- The inspector commented on how 'cohesive' our staff team is and told us that the staff enjoy working here and feel well led and really well supported by the leadership team.
- Parents were very positive about inclusion and value the tolerant and supportive approach we adopt as a school, particularly for our more complex needs and appreciate that the non-SEND children benefit from these approaches too. Parents can also see the benefit for the children in terms of them being exposed to these approaches as it supports them to develop their tolerance, life skills and understanding.

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Please see our school website for a copy of our full report and letter to parents.

Business Manager

To commence: 1st September, 2025

We have an exciting opportunity to join our friendly and caring school in the heart of the community of Heamoor.



To commence: 1st September, 2025

Hours: 22.5hrs per week

Salary: £30,882 paid on a pro rata basis (41 weeks paid - 22.5 working hours per week)

Applications are invited for the position of part-time Business Manager at our vibrant and welcoming primary school, starting in September 2025. This will be a permanent position.

We are seeking a proactive, detail-oriented, and highly organised individual to join our school team. As the Business Manager, you will play a key role in ensuring the smooth and effective operation of our school, supporting the school's leadership team and contributing to our community's success.

The ideal candidate will be:

- Enthusiastic, with excellent financial, organisational, and communication skills;
- A team player who works collaboratively with staff, parents, and external partners;
- Dedicated to delivering outstanding support and maintaining a positive school environment;
- Skilled in managing a range of administrative and operational tasks efficiently and accurately;
- Positive, approachable, and able to manage multiple priorities with a calm and professional manner;
- Proactive in supporting school events, activities, and strategic planning;
- Committed to maintaining a high standard of work and contributing to the school's overall success.

In this role, you will:

- Oversee the school's financial management, including budgeting, accounting, and financial reporting;
- Manage procurement, HR processes, and contracts for services;
- Ensure compliance with legal and health and safety regulations;
- Provide administrative support to the senior leadership team;
- Liaise with staff, parents, and external agencies to support the smooth running of the school;
- Play a vital role in applying for and securing additional funding/grants;
- Be central to planning and managing school events, activities, and school development initiatives.

We are looking for someone who is organised, has strong financial and leadership skills, and can manage a variety of tasks in a busy school environment. The ideal candidate will have experience in business or financial management and a good understanding of the unique needs of a primary school.

If you are passionate about supporting the school's success and enjoy being part of a supportive team, we would love to hear from you.

We can offer:

- A supportive school; one where children are put firmly at the heart of everything we do;
- A chance to thrive in an ambitious school, working in partnership with a Headteacher who is passionate and determined to continue the school's journey to excellence;
- A friendly and supportive team dedicated to rapid school improvement and enjoyment of school life;
- Motivated and happy children who are keen to learn and are enthusiastic about school;
- A warm, friendly, caring working environment with dynamic, interested and enthused staff;
- Ongoing development opportunities to challenge and support you professionally;
- Genuine value and support of staff well-being.

Closing date: 31st May, 2025 / Interviews: 17th June, 2025

Completed applications should be emailed to (Mrs Jodie Flynn)

head@heamoor.cornwall.sch.uk

Heamoor CP School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All appointments will be subject to satisfactory enhanced DBS and vetting checks.

Person Specification

These are key criteria in addition to the statements in the advert. **Your supporting statement is crucial in our selection process** and your application will need to demonstrate how you feel you meet the Person Specification, including examples of any relevant experience.

Attributes	Essential	Desirable	How identified
Relevant experience	<p>Proven managerial experience which will have included:</p> <ul style="list-style-type: none"> Financial and accounting work Procurement Premises and facilities including Health and Safety Human Resources and Administration Support services <p>Effective use of resources</p>	<p>Experience of working in a school setting.</p> <p>A good knowledge of legislation and policy within the context of a school / educational setting or establishment that has similar expectations with regard to legislation.</p> <p>Awareness of specific requirements of working within a maintained school.</p>	<p>Application form</p> <p>Interview</p>
Education and training	<p>Professional managerial and/or financial qualifications (or equivalent).</p> <p>As an alternative, extensive relevant experience may demonstrate an equivalent level of knowledge & skills.</p> <p>Excellent numeracy, literacy and IT qualifications/skills.</p>	<p>Health and Safety qualification.</p>	<p>Application form</p> <p>Interview</p>
Special Knowledge and Skills	<p>A proven aptitude in utilising ICT in the provision of management information and work planning.</p> <p>Ability to think laterally and creatively in devising effective solutions to problems and to develop and implement effective solutions where necessary.</p> <p>Evidence of being a constant learner (recent professional development) and responsive to changing circumstances.</p>	<p>Knowledge of school administrative and accounting systems - ideally FMS/Broncom MiS.</p>	<p>Application Form</p> <p>Interview</p>

	<p>Ability to be flexible in order to meet deadlines and manage time efficiently.</p> <p>Ability to communicate and influence effectively at all levels, both verbally and textually.</p> <p>Ability to understand and apply the application of equal opportunities.</p>		
Any Additional Factors	<p>Ability to be self-motivated and work with a broad range of people both individually and within a team.</p> <p>Able to work under pressure and to use own initiative.</p> <p>Professional and friendly approach to all stakeholders.</p> <p>Ability to relate to children and to engage, support and encourage them within the school ethos and expectations.</p> <p>Display an awareness and commitment to the protection and safeguarding of children, and be ready to develop knowledge through training.</p> <p>To understand the importance of data protection and GDPR, confidentiality and discretion when working alongside teams found in a school environment.</p>	<p>Knowledge of school structures such as the role of the governing body.</p> <p>Have knowledge of the legislation with regards to safeguarding, e.g. DfE document 'Keeping Children Safe in Education'.</p>	<p>Application Form</p> <p>Interview</p>

JOB DESCRIPTION



Job Title:	School Business Manager
Salary:	£30,882 paid on a pro rata basis (41 weeks paid - 22.5 working hours per week)
Responsible to:	Headteacher and Governing Body
Important Functional Relationships:	Internal: Headteacher, Senior Leadership Team, Site Manager, Teachers, Support staff, pupils, School Governing Board External: Parents, Local Authority, Suppliers of goods and services.

Main purpose of job

The School Business Manager will work alongside the school administration team to provide high quality and effective support to the School. In particular:

- To work in partnership with others, on all aspects of finance, personnel, premises and facilities, building projects, health and safety management and whole school administration, under the direction of the Headteacher and Governing Body.
- To maintain an administrative and financial infrastructure to support all aspects of the school.

Duties & Responsibilities

Finance related duties

1. To work with the Headteacher, School Senior Leadership Team and Governors to ensure ongoing awareness and control of budgets, including the production of relevant reports.
2. To maintain close relations with the Local Authority Education Accountancy Team.
3. To comply with the requirements of the programme of internal scrutiny which provides independent assurance to the governing board that its financial and non-financial controls and risk management procedures are operating effectively.
4. To assist external auditors in producing End of Year Accounts, the Teachers Pensions' End of Year Certificate and any other external audit required.
5. To prepare and submit financial returns as required.

6. To liaise and negotiate with providers of goods and services and third-party contractors.
7. To obtain the necessary quotes for larger purchases in line with the school's financial policy and procedures.
8. To supervise procedures for the receipt and deposit of money collected throughout the school from external sources.
9. To monitor all school bank accounts, ensuring appropriate use of each account and regular reconciliation of bank statements.
10. To supervise the security arrangements for cash held in the school and banking procedures.
11. To regularly review school accounting systems, procedures and working practices to ensure compliance with financial regulations and audit requirements.
12. To be responsible for the production and updating of school financial procedures in accordance with financial regulations and audit requirements.
13. To maximise income generation within the ethos of the school. To manage all income generated schemes including lettings and sponsorship ventures. To advise the headteacher and governors on investment and financial policy as appropriate.
14. To manage the school's Service Level Agreements and the effectiveness of these.

Personnel related duties

15. To oversee the tasks of carrying out DBS checks for all staff, governors and volunteers and maintain an accurate and up-to-date Single Central Record, to ensure safeguarding procedures are adhered to.
16. Maintain and manage up-to-date staffing records for all personnel and documentation relating to contracts, salaries, sickness/other absences and occupational health referrals in line with relevant school policies.
17. Liaise with payroll and HR service provider for submission of new contracts, contract changes and payroll claims such as overtime and mileage.
18. Check payroll reports to ensure accuracy and raise queries before authorisation.
19. Review and update, as necessary, procedures for induction of all new staff.

School administration related duties

20. To support an office team that delivers high quality, consistent administrative systems and working practices to meet the needs of the school.

21. To manage, maintain and operate the school's computerised financial management system and school information management system (pupil and staff records).

22. Ensure GIAS (Get Information about Schools) websites are up-to-date and accurate within the correct timescales.

23. Assist in the review and update of school policies; and ensure accessible to all.

24. To provide information, advice and reports to the Governing Body as required.

Premises and Health and Safety related duties

25. Liaise with the school's site manager to ensure high quality maintenance, security and upkeep of the school site and building; in consultation with the Headteacher, Premises Committee and property compliance provider.

26. To act as first point of contact for all school premises concerns.

27. Liaise with the school site manager and property compliance service to ensure all fire protection and escape from fire equipment and systems are installed and maintained, including fire alarm tests and evacuation drills and ensure appropriate records are kept.

28. Ensure all Health and safety records and log books are up to date and accurate.

29. To ensure risk assessments are in place, accessible, and reviewed regularly.

30. To liaise with the site manager re. Health and Safety concerns and to arrange and assist with health and safety audit.

31. To be responsible for the devising, reviewing and updating the school disaster recovery plan through consultation with the headteacher.

32. Act as first point of contact and assist in the management of any building projects and maintenance work undertaken on the school premises

33. To be responsible for ensuring the necessary buildings, contents and employers liability insurance arrangements are in place.

34. To manage the letting of the school premises to outside organisations.

General Responsibilities

35. To remain aware of and adhere to the KCSIE and school's child protection policy and procedures.

36. To be aware and to adhere to applicable rules, regulations, legislation and procedures e.g. School Equal Opportunities policy/Code of Conduct), national legislation (Health and Safety, Data Protection).

37. To maintain confidentiality of information acquired in the course of undertaking duties for the School.

38. To be responsible for your own continuing self-development, undertaking training as appropriate.

39. To undertake other duties appropriate to the grading of the post as required.

This job description does not define all the duties and responsibilities of the post. It will be reviewed annually and amended at any time after consultation with the School Business Manager.

