

Job Title: School Business Manager

Grade/Salary: PO4 £49,056 - £52,194

Line Manager: Headteacher

Main purpose of the job

- To provide strategic leadership and direction on the operational management of non-curriculum functions within the school, including finance, administration and IT, HR, premises and data protection
- As a member of the Senior Leadership Team (SLT), to act as a professional adviser to the Headteacher and Governing Body on school finance, HR and site management
- To contribute to securing excellent educational outcomes for our pupils
- To contribute to the wider leadership and life of the school
- To contribute to the safeguarding and protection of all pupils

Supervisory responsibility

To be responsible for the line management and performance management of administration and site/premises staff. To assist in work familiarisation of new members of staff or volunteers.

Main responsibilities and tasks

Financial Management

- Lead on all aspects of the school's financial management, reporting directly to the Headteacher and supporting the Governing Board in fulfilling its financial responsibilities.
- Work with the Headteacher and relevant staff to prepare the annual budget, monitor expenditure, produce long-term financial forecasts, and present budget recommendations to the Governing Board for approval.
- Maintain the school's financial systems and accounts in accordance with statutory requirements, Local Authority regulations, financial procedures, and relevant standards, including SFVS and FMIS compliance.
- Produce accurate financial reports and returns as required by the school, Governing Board and Local Authority, including monthly budget monitoring, annual accounts and financial forecasts.
- Manage bank accounts and ensure monthly reconciliations are completed accurately and on time.
- Oversee earmarked and grant funding streams, ensuring funds are appropriately monitored, allocated and accounted for.
- Manage procurement, contracts, tenders and service level agreements, ensuring value for money through regular review, negotiation and benchmarking against alternative providers.
- Identify and secure additional sources of income, including grants, lettings and other funding opportunities, and oversee the effective implementation of the school's charging and lettings policies.
- Ensure appropriate insurance cover, licences and permissions are maintained and kept under review.

Human Resources

- Lead and coordinate HR administration across the school, including payroll, salaries, sickness absence, special leave and related staffing matters, providing advice and support to the Headteacher and Governing Board.
- Liaise with the school's payroll provider to ensure the timely and accurate processing of payroll, contracts, contractual changes and associated documentation.
- Ensure the school's MIS and personnel records are accurate, up to date and compliant with statutory and school requirements, including monitoring staff absence and preparing relevant reports and returns.

- Maintain the Single Central Record and oversee safer recruitment processes, ensuring all required pre-employment checks, DBS clearances and compliance documentation are completed and recorded for staff, volunteers, supply staff and visitors.
- Ensure robust HR policies, procedures and record-keeping systems are in place and implemented consistently across the school.
- Support the Headteacher with recruitment, selection, appointment and induction processes as required.

Site Management

- Line manage the premises team, ensuring the school site, buildings, grounds and facilities are maintained, secured and developed to a high standard.
- Work with the Headteacher, Governing Board and Site Manager to develop and prioritise a planned programme of maintenance, refurbishment and capital works within agreed budgets.
- Oversee the procurement, negotiation and management of contracts and services relating to the school site, acting as the main liaison with contractors, consultants, architects and the Local Authority.
- Maintain effective asset management systems, including the school's inventory and asset register.

Health and Safety

- Act as the school's Health and Safety and Fire Officer, ensuring compliance with all relevant legislation, policies and procedures and promoting a safe environment for pupils, staff, visitors, contractors and hirers.
- Lead and monitor the school's health and safety management systems, including risk assessments, emergency planning, fire safety procedures, accident reporting, and risk management strategies.
- Ensure appropriate health and safety training is provided and that statutory records, inspections, testing and reviews are maintained and up to date.
- Support educational visits and other activities by ensuring appropriate risk assessments and control measures are in place.

Administration

- Line manage the administration and office team, ensuring the efficient operation of school administration, customer service and reception functions.
- Lead effective communication systems and maintain positive relationships with parents, staff, pupils and the wider school community, ensuring a welcoming and professional front-of-house service.
- Monitor and review administrative systems and workflows to ensure efficiency, compliance and effective support for the Headteacher and Governing Board.
- Oversee pupil admissions, transfers and leavers in accordance with Local Authority requirements, school policies and safeguarding procedures.
- Ensure the school's Management Information System (MIS) is accurately maintained and used effectively to support reporting, data management and decision-making.
- Coordinate and submit all statutory returns and censuses required by the Local Authority and Department for Education, ensuring data accuracy and compliance.
- Oversee the administration of educational visits, pupil reporting processes and school procurement procedures.
- Manage and maintain the school's website, ensuring content is accurate, up to date and compliant with statutory requirements.
- Lead the strategic management of the school's IT infrastructure, systems and projects, ensuring reliable, secure and effective technology provision that supports teaching, learning and business operations.

GDPR and Data Protection

- Lead the school's GDPR and data protection compliance framework, ensuring effective policies, procedures, staff training, risk assessments, breach management, third-party compliance and the embedding of privacy-by-design principles across the school.

General

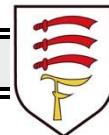
- As a member of the Senior Leadership Team, attend and contribute to SLT meetings, support the strategic leadership of the school, and attend and report to Governing Board and committee meetings as required.
- Maintain the highest standards of confidentiality and comply with all school policies and procedures relating to safeguarding, health and safety, security and data protection.
- Contribute to the development and review of school policies and participate in relevant training, professional development and performance management activities.
- Support the safety and welfare of pupils and undertake such other duties commensurate with the grade and responsibilities of the post.

This job description is illustrative of the general nature and level of responsibility for 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 roles, as directed by the Headteacher. The duties of this post will change and develop over time. It is the jobholder’s responsibility, in conjunction with their manager, to regularly review this document and amend it when necessary.

Signatures – line manager and job holder

Signed..... Dated:.....
Headteacher

Signed..... Dated:.....
Postholder



Job Title: School Business Manager

Criteria	Qualities
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Excellent standard of education (GCSEs Grade C and above or equivalent) including English and Maths • Diploma, certificate or other qualification in School Business Management, or willingness to train
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Office management • Leading and managing a team • Successful leadership and management experience in a school or in a relevant field outside education • Analysing information and presenting reports • Contributing to staff development <p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a school • Experience of leadership in a school • Involvement in school self-evaluation and improvement planning • Experience of developing outstanding customer service processes • Experience of leading staff training and development
Skills and knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Expert knowledge of financial management and control and ability to accurately interpret and analyse financial information • Knowledge of how to use comparative data and benchmarking to develop best practice and best value • Knowledge of health and safety requirements and procedures • Knowledge of data protection regulations and how to ensure compliance • Ability to investigate, collect and weigh evidence, make judgements and give advice • Excellent attention to detail and highly organised • Highly effective communication and interpersonal skills • Ability to build positive and effective working relationships with staff, children, parents and other stakeholders • Ability to work under pressure, manage time efficiently, prioritise and meet deadlines • Ability to think creatively, solve problems and identify opportunities • Excellent IT, clerical and administration skills (including MS Office and Management Information Systems/databases) <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of school systems, processes and procedures • Knowledge of web site design and content management systems • Knowledge of IT filtering and monitoring systems • Knowledge of publicity creation services and software such as Canva
Personal qualities	<p>Essential</p> <ul style="list-style-type: none"> • Ability to communicate a vision and inspire others • Strong desire to make a difference • Commitment to ensuring the best outcomes for all pupils • Commitment to the ethos, values and culture of the school

- | | |
|--|---|
| | <ul style="list-style-type: none">• Confidential and discrete• Reliable and trustworthy• Commitment to safeguarding and equality• Able to deal with difficult situations effectively• Able to embrace change, be flexible and adapt• High expectations of self and others and lead by example• Calm, supportive and positive manner• Confidence to be firm and polite with parents, staff and pupils when challenged to maintain school standards• Willingness to contribute to the wider life of the school and 'go the extra mile'• Excellent attendance and punctuality• Resilience, enthusiasm, energy and vigour |
|--|---|