

JOB DESCRIPTION – School Business Manager

Pay Range Scale 6

Hours: 36 hours per week, 40 weeks per year (term time plus inset days & 5 days during holidays)

**Working Hours: 8.30am – 4.00pm Monday, Tuesday, Thursday and Friday, Wednesdays, 8.30am – 5.00pm.
(30 minutes unpaid lunch each day)**

Contract: Maternity Cover

Accountable to: Headteacher

Responsible for: Admin Officers, Caretaker, Dining Room Assistants, Cleaners, Contractors

Purpose of Job: The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

They will support the Christian values of the school by having a supportive and sympathetic understanding of the ethos and aims of the school

Duties and Responsibilities:

To undertake the following duties with minimal supervision, demonstrating a thorough knowledge of the work areas and a degree of independence of action and initiative.

DUTIES

Leadership and strategy

- Be responsible for leading and line-managing admin and site staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the Head Teacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- Allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- Take all decisions in line with the vision and values of the school, and encourage others to do the same
- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing
- Carry out specific roles and responsibilities with the school's Emergency Response Plan

Financial management and fundraising

- In partnership with the Head Teacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the Head Teacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Head Teacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns including SFVS
- Oversee the management of school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- Prepare BACS runs for the payment of all invoices in accordance with agreed supplier payment terms

- Issue invoices in respect for all monies due to the school
- Reconcile bank accounts monthly
- Prepare financial returns to the local authority as required
- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan and applying for grants and considering lettings
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
 - Ensure the effective and efficient operation of the admin department, delegating tasks to office staff where appropriate
 - Generate income for the school through Wraparound, Lettings and the School House.
 - Placing orders and managing stocks and subscriptions.
 - Monitor nursery intake and submit claims to the LA for universal and additional hours.

Human resources

- Manage the school's payroll provision with the payroll provider
- Manage pension schemes and associated services for all school staff
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law
- Advise on HR issues within school and liaise with the external HR provider
- Work with the Head Teacher to conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- Manage Service Level Agreements and Service Provider Checklists for providers delivering services to school
- Oversee the maintenance of the Single Central Record and ensure all school practice is compliant with safeguarding regulations

Health and safety

- With the Head Teacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
 - Organize health and safety training for staff
 - Enable regular consultation with outside agencies on health and safety issues
- Ensure systems are in place to enable identification of hazards and risk assessments
- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to SLT, Governors and, where appropriate, the Health and Safety Executive

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Monitor and update the risk register

Administration

- Ensure the management of all financial, administration and information systems
- Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the Head Teacher and governing body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Head Teacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	➤ Relevant qualification in business/finance/accounting or the school business management qualification desirable ➤ ➤ Training or qualifications in Finance, HR, health and safety or school business management
Experience	➤ Successful leadership and management experience in a school, or in a relevant field outside education ➤ Line management and staff development experience
Skills and knowledge	➤ Expert knowledge of financial management ➤ Excellent attention to detail and standards of literacy and numeracy ➤ Previous use of any MIS, FMS, SBS Budget planning software ➤ Effective communication and interpersonal skills ➤ Ability to build effective working relationships with staff and other stakeholders
Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Attention to detail

This job description may be amended at any time in consultation with the post holder. Last review date: October 2025
Next review date: September 2026

Head teacher/line manager's signature:

Date:

Post holder's signature:

Date:
