



Job Description

Job Title:	School Business Manager
Reporting to:	Headteacher
Grade:	M3– M5 (salary dependant on experience)
Hours:	37 hours per week 52 weeks per year

Job Purpose:

To be a key member of the Senior Leadership Team (SLT), providing strategic leadership and professional expertise across business functions, ensuring the school operates efficiently, compliantly and sustainably in a modern education environment.

To lead and manage financial strategy, estates, compliance, digital systems, and operational services, supporting high-quality education delivery while ensuring value for money, regulatory compliance, and organisational resilience.

Principal Accountabilities:

- Provide strategic leadership for finance, estates, IT/digital systems, compliance, and administration.
- Ensure full compliance with statutory requirements including data protection (UK GDPR), health & safety and procurement regulations
- Lead on financial planning, budget sustainability and resource optimisation
- Advise the Headteacher and Governors on business, operational and risk matters
- Lead and manage support staff
- Support school improvement priorities through effective business planning and project delivery

Strategic Leadership and Management

- Contribute to whole-school strategic planning and decision-making
- Lead on business continuity planning, risk management and organisational resilience (including cyber security)
- Drive digital transformation, ensuring effective use of MIS, financial systems, cloud platforms and network infrastructure
- Ensure compliance with DfE guidance, Ofsted frameworks and evolving education policy
- Promote sustainability and environmental responsibility within school operations
- Support governance through high-quality reporting and strategic advice to Governors/Trustees

Financial Resource Management

- Lead the development, monitoring and forecasting of the school budget
- Ensure financial sustainability through medium- and long-term planning
- Maintain compliance with LA financial regulations
- Implement robust financial controls, audit processes and risk mitigation strategies
- Oversee procurement in line with public sector regulations, ensuring transparency and best value
- Identify and secure additional funding streams (grants, bids, partnerships)
- Provide clear financial reporting and analysis to SLT and Governors

Estates and Facilities Management

- Oversee all aspects of site, premises and facilities management including lettings
- Ensure compliance with health & safety legislation and statutory inspections
- Act as the Health & Safety Coordinator and Fire Safety Lead
- Manage capital projects, maintenance programmes and asset management
- Implement sustainability initiatives (energy efficiency, carbon reduction where possible)
- Oversee site security, safeguarding infrastructure and emergency planning

IT and Network Management (Whole-School)

- Provide strategic oversight of the school's IT infrastructure, including networks, servers, cloud services and end-user devices
- Ensure reliable, secure and efficient operation of the school network to support teaching, learning and administration
- Oversee IT support services (internal or outsourced), including service performance and value for money
- Lead on cyber security, including compliance with DfE standards and implementation of appropriate controls (e.g. access management, backups, incident response)
- Plan and manage IT refresh cycles, infrastructure upgrades and digital investment
- Support development of digital strategy aligned to teaching and learning priorities
- Ensure staff are supported in the effective use of technology through training and system improvements
- Maintain disaster recovery and data backup systems to ensure business continuity

Digital and Information Management

- Contribute on the effective use of technology to support teaching, learning and operations
- Ensure compliance with UK GDPR and data protection legislation
- Oversee data integrity, cyber security and information governance
- Manage and develop MIS systems and reporting tools
- Promote efficient digital workflows and data-led decision making

Contracts and Procurement

- Lead on tendering and contract management processes
- Ensure all contracts deliver value for money and meet compliance standards
- Monitor service level agreements and supplier performance
- Maintain robust contract records and review cycles

Risk and Compliance

- Ensure the school meets all statutory requirements for health & safety
- Maintain and monitor risk registers and internal controls
- Lead on business continuity and disaster recovery planning

Stakeholder Engagement

- Maintain and build professional relationships with external stakeholders
- Work collaboratively with SLT, Governors, staff, parents/carers, Local Authority/Trust and external partners
- Promote the school within the wider community and develop partnerships
- Support income generation opportunities through community use of facilities

General Responsibilities

- Attend SLT, Governor and committee meetings as required
- Uphold the school's vision, ethos and values
- Maintain confidentiality and professionalism at all times
- Keep knowledge up to date through CPD and sector development

Personal Specification

Qualifications

Essential:

- Degree or relevant professional qualification

Desirable:

- School Business Management qualification (Level 4–7 SBM equivalent)
- Accountancy (CCAB)

Knowledge and Experience

- Financial management in an educational or public sector setting
- Procurement and contract management
- Health & safety and estates management
- IT infrastructure, networks and digital systems in a school environment
- Data protection (UK GDPR) and information governance
- Use of MIS, finance systems
- Project management and organisational change
- Understanding of safeguarding requirements (KCSIE)

Skills and Attributes

- Strategic thinking and leadership
- Strong analytical and financial planning skills
- Excellent communication and influencing skills
- Ability to manage change and drive improvement
- High level of digital competence
- Effective team leadership and people management
- Ability to handle complex and confidential matters with discretion

Personal Qualities

- Commitment to safeguarding, equality, diversity and inclusion
- Resilient, adaptable and solutions-focused
- High integrity and professionalism
- Commitment to continuous professional development

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post, and it should be noted that the post-holder is expected to carry out such duties as may reasonably be required by the Headteacher from time to time