



## Holtspur School Job Description

**Job Title:** School Business Manager

**Grade:** Bucks Pay Range 5-7, permanent

**Working pattern:** Monday to Friday 8.30am to 4.30pm plus INSET days + three weeks in the school holiday (to be negotiated).

**Reporting To:** Headteacher

**Closing date:** 19th June 2026

**The School Business Manager (SBM) is a senior leader responsible for the strategic management and day to day operation of the school's business functions including finance, HR administration, office leadership, premises, compliance, data protection and health & safety. The SBM provides senior-level advice to the Headteacher and governing board so that resourcing decisions are clearly linked to school priorities and pupil outcomes, enabling other leaders to focus on teaching and learning.**

### Main purpose

- Lead and manage the school's business functions to ensure short- and long-term financial sustainability and operational efficiency.
- Provide senior-level operational and strategic advice to the Headteacher and governors so resourcing decisions support the school development plan and improve outcomes for pupils.
- Ensure robust systems, policies and procedures are in place and maintained across finance, HR, premises, data and compliance.

### Key responsibilities

#### 1. Leadership & strategy

- Under the direction of the Headteacher, lead financial and operational strategy to secure the school's sustainability and compliance with local authority and statutory requirements.
- Translate the school development plan into resource decisions, implement change, and put business policies and procedures in place.
- Implement, review and communicate business policies; monitor effectiveness and staff compliance.
- Day to day line management of administrative and premises staff.

- Keep under review business systems and technology; recommend and implement improvements that strengthen processes, data security and staff wellbeing.
- Lead school marketing and reputation activity (website, signage, social media) and oversee lettings and income opportunities.

## **2. Finance management, budget planning & monitoring**

- In partnership with the Headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds.
- Support the Headteacher to make strategic, long term decisions by providing timely financial information on specific scenarios.
- Monitor the budget throughout the year and advise the Headteacher where revisions are required.
- Oversee school accounts on a day to day basis, ensuring invoices are paid promptly, money owed is collected and clear records are kept.
- Ensure compliance with financial reporting requirements and audit readiness.
- Prepare and submit statutory returns and the Schools Financial Value Standard (SFVS).
- Oversee procurement, tendering and contract management to secure value for money; maintain a contract's register and undertake supplier benchmarking.
- Apply for grants in line with identified needs of the school.
- Manage the school's lettings offer.
- Liaise with external finance services, auditors and local authority finance teams and address audit recommendations.

## **3. Human resources & personnel administration**

- Manage HR administration including safer recruitment, onboarding, contract management, DBS and pre-employment checks, personnel records and the Single Central Record (SCR).
- Monitor and report on staff absence; liaise with payroll and pensions providers and coordinate payroll submissions and queries.
- Maintain staff training records and ensure statutory training (safeguarding, first aid, safer recruitment, H&S) is recorded.
- Provide routine HR advice to the Headteacher and escalate complex personnel matters to HR advisers as required.
- Support formal HR processes in partnership with the HR provider.
- Manage the school's payroll provision with the payroll provider.

## **4. Office leadership, data & communications**

- Line manage administrative staff and support their performance and development.
- Lead the front office to provide a professional, welcoming service that reflects the school's values and supports pupils, families and visitors.
- Oversee pupil records, the management information system (MIS), admissions, transfers and statutory data returns (e.g. census); ensure accuracy and timely submission.
- Oversee and manage communication systems: school inbox, telephone standards, newsletters and website content in cooperation with the Headteacher/SLT.
- Ensure GDPR and data protection requirements are met; support the Data Protection Officer, maintain record retention schedules and manage information sharing agreements.

## **5. Estates, health & safety, and premises**

- With the Headteacher and premises team, supervise the Health and Safety of the school site.
- Oversee and manage safe, compliant site management including statutory checks, planned maintenance, contractors, asset register and site logbooks.
- Maintain the health & safety policy and risk register; organise H&S training, fire drills and emergency planning.
- Manage lettings, contractor procurement and on site works; ensure appropriate insurance and contractor risk checks/induction.
- Support capital/project planning with costed options, procurement input and project monitoring.
- Line manage site staff and meet routinely with the Site Controller to ensure premises are managed safely and effectively.

## **6. Compliance, governance & assurance**

- Manage the school's compliance with statutory obligations, and advise others on the relevant, legal, regulatory and ethical requirements.
- Ensure all business management policies are updated in accordance with the policy review schedule.
- Support the governing board by preparing accessible financial information for meetings and helping governors fulfil their responsibilities for financial oversight.
- Maintain and monitor the school risk register and compliance activity; ensure policy review schedules are met in line with the policy review schedule and staff are made aware of changes.
- Lead internal control work and support external/internal audits and follow up on recommendations.

## **7. Safeguarding & wider contribution**

- Ensure business systems and HR practice support the school's safeguarding duties and safer recruitment requirements.
- Promote confidentiality, professional conduct and the school's vision and values in all interactions.
- Act as a senior leader supporting whole school culture, staff attendance improvement initiatives and staff wellbeing provision.
- Undertake other duties appropriate to the role as required by the Headteacher.

## **Other duties & responsibilities**

- Set a positive example to pupils in personal conduct and professional standards.
- Attend staff meetings, training and the annual performance management review; maintain a professional portfolio of evidence.
- Maintain confidentiality of school information at all times.
- Keep mandatory training (safeguarding, first aid where applicable, health & safety) up to date.
- Undertake any other duties of a similar level and responsibility as required by the Headteacher.
- Attendance at Full Governing Board meetings (half termly)

## **Safeguarding & employment checks**

- The postholder is required to safeguard and promote the welfare of children and young people and must follow the school's safeguarding policies and staff code of conduct.
- An Enhanced DBS check is required for this role (regulated activity). Employment is conditional on satisfactory references, pre-employment checks and an online pre appointment search as part of due diligence.

## **Notes**

\*\* The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Description Reviewed: May 2026

Signed:

Dated: