

# School Business Manager

## Job Description & Person Specification



### RENAISSANCE EDUCATION

Specialist Therapeutic Schools



**Approved by:** Jayson Rawlings

**Last reviewed on:** September 2025

**Next review due by:** September 2026

**Title:** School Business Manager

**Salary Scale:** SPS 21-30 (£42,640 - £52,000)

**Hours/Basis:** Full-time – 40 hours per week/ 52 weeks

**Reporting to:**  
Headteacher

### **Purpose & Objective**

The successful candidate will demonstrate professionalism, resilience under pressure, and the ability to meet tight deadlines. They will be adept at multitasking and managing a diverse workload, with strong prioritisation skills in a dynamic environment. Proficiency in ICT, literacy, and communication is essential.

As School Business Manager (SBM), they will lead the strategic planning and operational management of the school's business functions, including finance, health and safety, human resources, compliance, and administration. They will provide expert guidance and implement daily support systems that ensure the school runs efficiently, enabling the leadership team to focus on delivering high-quality teaching and learning.

### **Duties and responsibilities**

#### **Leadership and strategy**

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- Under the direction of the headteacher, 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
- Implement school-wide changes in agreement with the governing board and 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
- As a member of the senior leadership team, attend all leadership team meetings and report to governors where appropriate

#### **Financial Management and Fundraising**

- Work in partnership with the Headteacher to manage the school's budget, ensuring it is balanced, realistic, and aligned with strategic priorities.
- Prepare and submit the termly reports to the governing board, providing clear rationale and financial forecasting.
- Monitor budget performance throughout the year, advising the Headteacher on necessary adjustments and ensuring effective use of public funds.
- Ensure compliance with financial reporting requirements and submit statutory returns accurately and on time.

- Oversee the day-to-day management of school funds, ensuring prompt banking, payment of invoices through the central purchasing team, collection of income, and maintenance of accurate financial records.
- Identify and apply for relevant grants to support school initiatives and capital projects.
- Collaborate with the central purchasing team on procurement activities, ensuring due diligence, value for money, and compliance with trust-wide procurement policies.
- Manage the school's lettings programme, ensuring it contributes positively to the school's income and community engagement.
- Supervise the finance admin within the school, delegating tasks appropriately to ensure efficient and effective financial operations.

#### **Human resources**

- Support the school's payroll provision and HR provision with the central HR team
- 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 central HR team
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

#### **Extended Health and Safety Responsibilities**

- Conduct regular site inspections and risk assessments to identify potential hazards and ensure timely resolution.
- Maintain and update the school's health and safety policy, ensuring it reflects current legislation and best practice.
- Liaise with external contractors and service providers to ensure compliance with health and safety standards during site works or maintenance.
- Ensure appropriate emergency procedures are in place, including fire drills, lockdown protocols, and first aid provision.
- Maintain accurate records of incidents, accidents, and near misses, and report them in line with statutory requirements.
- Ensure all staff are aware of their responsibilities under health and safety legislation and school policy.
- Oversee the provision and maintenance of safety equipment, signage, and protective gear where necessary.
- Support the development of a culture of safety across the school, encouraging staff and students to report concerns and engage in safe practices.
- Provide regular updates to the central board.

#### **Compliance and Administration Responsibilities**

- Ensure the school remains fully compliant with all statutory obligations, providing guidance to staff on relevant legal, regulatory, and ethical requirements.
- Maintain oversight of all school policies, ensuring timely updates in line with the established policy review schedule.
- Regularly review and update the school's risk register to reflect current and emerging risks.
- Maintain accurate records in accordance with the school's retention schedule and data protection legislation, ensuring confidentiality and information security at all times.

## School Business Manager

- Provide high-level administrative support to the Headteacher and governing body, contributing to the smooth running of school operations.
- Act as the school's Data Protection Officer, overseeing compliance with data protection regulations and advising staff and stakeholders on best practices.

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g., Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- To report any safeguarding concerns to the DSL and/or DDSL and record on MyConcern.

### Other duties and responsibilities

All staff are expected to:

- Adhere to the school's safeguarding policies and procedures, ensuring the welfare of all students remains the highest priority.
- Actively promote and uphold the school's ethos and values.
- Support the daily operations of the school and comply with all established policies and procedures.
- Participate in and contribute to the school's extra-curricular activities.
- Play a proactive role in achieving the objectives outlined in the School Development Plan.
- Lead by example, consistently demonstrating and embodying the school's ethos.
- Carry out any other duties reasonably assigned by the Headteacher.

## REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder. It will be signed if agreement is reached.

## COMPLAINTS

If, following review and amendment, agreement is not reached, the appropriate procedures as adopted by the governing body/executive team should be used for the settling of any disputes.

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. All staff are required to report all safeguarding concerns to the DSL and record these on MyConcern in line with the schools Child Protection Policy.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

Business Managers are required to follow school policies and the staff code of conduct.

## School Business Manager

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Business Manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager.

# Person specification

## Method of Assessment (M.O.A.)

A.F. = Application Form; I = Interview; T = Test or Exercise;

C = Certificates

CRITERIA	QUALITIES	MOA
<b>Qualifications and training</b>	<p>A school Business Manager Qualification</p> <p>Possess sound skills in using Microsoft Office and other office equipment</p> <p>Good literacy and numeracy skills to Level 1 or 2</p> <p>Possess the ability the write routine letters, record information, handle/record cash, work with databases</p> <p>Ability to undertake straightforward calculations, maintain records and read/write messages and instructions</p>	A.F/I/C
<b>Experience, Skills and Knowledge</b>	<p>Expert knowledge of financial management</p> <p>Excellent attention to detail</p> <p>Effective communication and interpersonal skills</p> <p>Understanding of data protection and confidentiality</p> <p>Experience working in a school environment or other educational setting including with children with Autism and/or SEMH needs</p> <p>Experience of using database systems (desirable)</p> <p>Good interpersonal and communication skills</p> <p>Understanding of confidentiality and safeguarding arrangements</p> <p>Ability to work collaboratively</p> <p>Good organisational skills</p> <p>Ability to work efficiently and accurately under pressure</p>	AF/I/T
<b>Personal qualities</b>	<p>Enjoyment of working with children and commitment to the principle of inclusion</p> <p>Sensitivity and understanding, to help build good relationships with pupils, staff, and parents</p> <p>A commitment to promoting the ethos and values of the school</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding pupil's wellbeing and equality</p> <p>Resilient, positive, forward looking, and enthusiastic about making a difference</p>	AF/I

	<p>A team player with a 'can do' approach</p> <p>Acts with pace and urgency, enthusiastic and decisive An awareness, understanding and commitment to equal opportunities</p> <p>Capacity to inspire, motivate and challenge children and young people</p>	
<b>Training</b>	Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.	AF/I

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This role is subject to references and an enhanced DBS check.*

**Declaration**

I \_\_\_\_\_ (Insert Full Name) have received, reviewed, and fully understand the job description for the School Business Manager position.

I further understand that I am responsible for the satisfactory execution of the essential functions described there in under any and all conditions described.

Employee Name (Please print full name) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Dated \_\_\_\_\_

Headteacher/line manager \_\_\_\_\_ Dated \_\_\_\_\_