



SCHOOL BUSINESS MANAGER JOB DESCRIPTION



Purpose of the Role

The School Business Manager (SBM) is a senior leader responsible for the strategic leadership and management of the school's business, financial, and operational functions.

Working as a core member of the Senior Leadership Team (SLT), the SBM ensures that all systems, resources, and services are efficient, compliant, and aligned with the school's educational priorities. The SBM leads and develops a high-performing support team, establishing clear delegation, accountability, and capacity across all operational areas.

Operating Model

The SBM operates at a strategic level, ensuring that all business and operational functions are delivered effectively through strong systems, clear delegation, and capable staff.

The SBM is not expected to undertake all operational tasks but retains accountability for service quality, compliance, and continuity. Where necessary, the SBM will provide targeted operational support during periods of staff absence, organisational change, or increased demand.

Strategic Leadership & Management

- Provide strategic leadership for all business and operational functions
- Contribute as a full member of the Senior Leadership Team
- Align business strategy with the school development and improvement plans
- Develop and implement efficient, compliant systems across all operational areas
- Lead and manage support staff teams, ensuring:
 - Clear delegation of responsibilities
 - High standards of performance and accountability
 - Sufficient capacity to deliver services independently
- Establish a culture of ownership and continuous improvement across support services
- Lead and manage organisational change in line with school priorities

Finance & Resource Management

- Lead strategic financial planning, including multi-year budget forecasting
- Take accountability for the school's budget position, including monitoring, reporting, and outturn
- Provide expert financial advice to the Headteacher and Governors
- Ensure robust financial systems, controls, and compliance
- Oversee budget monitoring, ensuring timely and accurate reporting
- Lead on procurement and contract management, ensuring value for money and compliance with regulations
- Manage tendering processes and supplier performance
- Ensure effective use of resources to support educational outcomes

People & Team Management

- Directly line manage administrative, premises, and midday staff
- Set clear objectives and performance expectations
- Monitor performance and address underperformance appropriately
- Ensure effective delegation across all operational functions
- Develop staff skills and capacity to reduce reliance on the SBM for routine tasks
- Promote a professional, accountable, and collaborative team culture

Staff Attendance & Absence Management

- Lead and manage staff attendance
- Ensure absence is managed effectively, fairly, and in line with school and Trust policies

- Monitor attendance patterns and take timely action where concerns arise
- Conduct and oversee return-to-work meetings following periods of absence
- Address short-term and persistent absence through appropriate processes, including support plans and formal procedures where required
- Maintain accurate records of absence and ensure appropriate reporting to senior leaders
- Work proactively to promote staff wellbeing and reduce absence levels
- Liaise with external agencies where appropriate (e.g. occupational health) to support staff and manage cases effectively

Operations, Estates & Health & Safety

- Provide strategic oversight of estates, facilities, and health & safety
- Lead estates planning, including condition monitoring and capital projects where required
- Ensure compliance with all health & safety legislation and risk management processes
- Oversee service contracts and site-related functions
- Ensure systems are in place to monitor compliance, performance, and risk

Systems, Compliance & Governance

- Ensure the accuracy, compliance, and regular audit of safeguarding records, including the Single Central Record (SCR)
- Ensure effective administrative and management information systems are in place and used strategically
- Maintain compliance with GDPR, data protection, and all statutory requirements
- Ensure completion of statutory returns (e.g. census, audits)
- Provide high-quality reporting and analysis to SLT and Governors
- Support governance through accurate and timely information

Leadership & Engagement

- Attend and contribute to Senior Leadership Team meetings as a core member
- Attend Trust Business Manager meetings and relevant Governor meetings
- Translate strategic decisions into effective operational delivery
- Support school improvement through strong organisational leadership

Confidentiality

Maintain the highest standards of confidentiality at all times in relation to school, staff, and pupil information.

Safeguarding & Equal Opportunities

Embark Federation is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment.

This post is exempt under the Rehabilitation of Offenders Act 1974 and requires an enhanced DBS check. Embark Federation is an equal opportunities employer and welcomes applications from all sections of the community.