



Saffron Green Primary School Job Description – Trainee School Business Manager

Job details

Grade: H7 – 8 dependent on experience

Contract type: Full-time/Permanent

Reporting to: Headteacher

School Ethos

The school's aims to provide a rich and varied learning experience within a caring atmosphere, where everyone feels happy and secure. In all the undertakings, the ethos of the school should remain central.

Main Purpose:

- To lead and oversee the school's administrative and finance functions, ensuring they operate efficiently and effectively.
- The post-holder will also undertake any additional reasonable duties assigned by the Headteacher from time to time.

Please note this is a training position. The responsibilities outlined represent the full scope of the role once training has been successfully completed.

General Responsibilities:

- **Office Management** – oversee the effective coordination of people, processes and administrative systems within the school office.
- **Finance and Accounting** - to ensure the efficient and accurate management of the school's finance and accounting systems, reporting to the Headteacher and Governing Body.
- **HR and Payroll** – to ensure strategic and efficient management of the school's HR systems and policies.
- **Premises and Estate Management** – to oversee people and system management of the premises team; to ensure the schools assets are maintained, developed and used for the good of the school and the local community.
- **Health and Safety** – to ensure a health and safety compliant environment.
- **Safeguarding** – to ensure the school complies with the requirements of Keeping Children Safe in Education.

Office Management:

- Develop and maintain systems of communication within the school and with wider stakeholders.
- Liaise with staff, parents and carers, pupils and external agencies.
- Oversee the management of stocks of supplies and consumables.
- Line-manage and oversee the work of the administrative and premises staff, ensuring that they carry out their responsibilities efficiently.
- Plan, develop, organise and monitor admin and support systems and procedures.
- Use the school's MIS (Management Information System).



- Undertake analysis and interpretation of data, producing reports.
- Provide support, advice and guidance on administrative issues.
- Contribute to the marketing and promotion of the School.
- Attend Senior Leadership Team and Governing Board meetings as required.

Finance and Accounting:

- Be responsible for all accounting procedures ranging from routine transactional tasks to more strategic planning, procedures and management.
- Full reconciliation at least once per month.
- Ensure adherence to and provide advice on external financial regulations.
- Have an oversight of all matters relating to the school's finances including cash flow, month end procedures – including VAT, income and expenditure, monitoring and reporting the school budget.
- Manage annual Service Level Agreements considering their compliance to contractual conditions and recommending changes to the Headteacher if necessary.
- Actively look to increase revenue and opportunities for cost savings.
- Apply for and actively seek additional grants.

Human Resources and Payroll:

- Ensure pay and rewards are accurate.
- Manage the administration processes and procedures to support the recruitment, performance management, staff wellbeing and retention of staff ensuring up to date practises are in place.
- Issue all contracts of employment and changes to employment terms.
- Regularly check that the school payroll (nominal roll) is correct and matches the employment records of employees and the database records.

Premises and Estate Management:

- Line management of the school caretaker.
- Ensure the necessary contracts, licences and insurances required are in place e.g. sickness insurance, buildings insurance, data protection.
- Monitor service contracts, licenses and insurances
- Coordinate the purchase, repair and maintenance of furniture and fittings.
- Manage improvement projects or refurbishments; obtain tenders, liaise with project managers, architects and building contractors.
- Manage lettings and the use of the premises for the use of outside organisations and the local community and to generate income for the school.

Health and Safety:

- Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues, including to the Health and Safety Governor.
- Ensure the annual health and safety review, including fire risk assessment is up to date.

This job description sets out the duties of the post at the time of creation. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected without changing the general character of the duties of the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.



Personal Specification - Trainee School Business Manager

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on how well the candidate meets the requirements of the person specification in the job application.

Experience & Training

Essential

- Experience of working in an administrative environment.
- Experience of financial administration (e.g. processing invoices, reconciliations, budgeting support).
- Experience of handling confidential and sensitive information appropriately.
- Experience of using IT systems for record keeping and reporting.
- Willingness to undertake and successfully complete a relevant School Business Management/Finance/Business Administration apprenticeship qualification.
- Commitment to continued professional development.

Desirable

- Experience of working in a school or educational setting.
- Experience of supporting HR processes such as recruitment administration or payroll checking.
- Experience of line management or supervising others.
- Experience of premises, contract and facilities administration.
- NVQ Level 4 (or equivalent) in Business and Administration.
- Evidence of relevant training in finance, HR, health and safety or safeguarding.

Knowledge & Understanding

Essential

- Understanding of financial processes and the importance of accurate record keeping.
- Familiarity with Management Information Systems (MIS) used in schools such as Arbor.
- Awareness of health and safety responsibilities within a workplace.
- Understanding of the importance of safeguarding and child protection in schools.
- Knowledge of effective administrative systems and office procedures.

Desirable

- Knowledge of school funding and budgeting processes.
- Knowledge of financial regulations and compliance requirements.
- Some experience of budget monitoring and account reconciliation.
- Experience of producing standard financial reports.
- Awareness of employment processes and the importance of safer recruitment.
- Awareness of Keeping Children Safe in Education requirements.



Skills & Abilities

Essential

- Strong organisational skills with the ability to prioritise workload and meet deadlines.
- Good numeracy skills with attention to detail and accuracy.
- Ability to analyse and interpret data and produce clear reports.
- Effective written and verbal communication skills.
- Ability to build positive relationships with staff, pupils, parents, governors and external agencies.
- Competent IT skills ICT packages including Excel including financial management systems.
- Ability to maintain confidentiality and exercise discretion at all times.
- Problem solving skills and the ability to use initiative appropriately.
- Ability to work both independently and as part of a team.

Desirable

- Ability to contribute to strategic planning and school improvement.
- Ability to identify opportunities for income generation and cost savings.
- Confidence in presenting information to senior Leaders and governors.
- Basic project management skills.

Leadership & Management Potential

Essential

- Willingness to develop leadership and line management skills.
- Ability to support and motivate administrative and premises staff.
- Capacity to contribute positively to senior leadership team and governing board discussions (when required).

Desirable

- Experience of supervising staff or coordinating team activities.
- Ability to manage contracts and external service providers effectively.

Personal Qualities

Essential

- High level of integrity and professionalism.
- Commitment to safeguarding and promoting the welfare of children and young people.
- Proactive, flexible and adaptable approach to work.
- Commitment to equality, diversity and inclusion.
- Resilient and able to work under pressure.
- Enthusiastic and motivated to learn and develop within the role.