

JOB DESCRIPTION

Assistant School Business Manager

Reporting to School Business Manager

Responsible for Facilities and administrative staff (where delegated), site contractors and service providers (day-to-day coordination)

Starting Salary **£35,281 -£39,557** per annum [TCES Salary Band 5]

Contract and hours Permanent, full-time, non-term time

Job purpose

The Assistant School Business Manager (ASBM) will support the School Business Manager in delivering efficient, compliant and effective operational management across two school sites. TCES North West London combines Nurture Primary (Key Stage 2) and Key Stage 3 based at Old Oak Common Lane; with Key Stage 4, Post-16 and an Outreach service based in Ealing Broadway.

Working closely with the School Business Manager, Headteacher and Senior Leadership Teams, the ASBM will play a key role in ensuring that both school sites are safe, well-maintained, appropriately resourced and compliant with statutory and Independent School Standards requirements.

The postholder will provide operational leadership for health and safety, facilities, estates, premises compliance and resource management, whilst supporting wider administrative and business functions as required. As the school expands to a second site, the ASBM will help ensure consistency of standards, systems and service delivery across both locations.

This role is expected to spend regular time working across both school sites.

Main duties and responsibilities

Leadership & Operational Support

Support the School Business Manager in the effective operational management of both school sites.

Assist in implementing organisational systems, processes and standards across the school.

Support the preparation of reports, audits and operational updates for the Senior Leadership Team.

Contribute to school development projects, including the opening, establishment and ongoing operation of additional school sites.

Deputise for the School Business Manager, where appropriate, within delegated authority.

Health & Safety, Compliance and Premises Management

Support the School Business Manager as the operational lead for Health and Safety across both sites.

Assist in ensuring compliance with health and safety legislation, Independent School Standards and organisational policies.

Maintain and regularly review risk assessments, site inspections and health and safety records.

Coordinate accident, incident and near-miss reporting and ensure actions are completed.

Assist in arranging and monitoring statutory inspections and compliance checks.

Support the management of fire safety arrangements, evacuation procedures and emergency planning.

Ensure appropriate numbers of Fire Marshals and First Aiders are maintained across both sites.

Monitor compliance actions arising from audits, inspections and risk assessments.

Support compliance with Independent School Standards and other relevant regulatory requirements.

Maintain evidence and records required for inspections, audits and compliance reviews.

Ensure premises compliance documentation remains accurate and up to date, including:

- Fire safety records
- Asbestos management records
- Water hygiene documentation
- Electrical testing records
- Gas safety certification
- Contractor compliance records
- Building maintenance documentation

Assist in ensuring the school remains "inspection ready" at all times.

Quality Assurance

Undertake regular site audits and compliance checks across both locations.

Monitor standards of cleanliness, presentation, maintenance and safety.

Produce reports identifying risks, actions and recommendations for improvement.

Track progress against premises and facilities action plans.

Facilities & Resource Management

Support the maintenance, security and day-to-day operation of both school sites.

Coordinate planned preventative maintenance programmes and reactive maintenance requests.

Monitor site condition and proactively identify repairs, improvements and compliance concerns.

Act as a key liaison for contractors, suppliers and service providers.

Ensure works are completed to agreed standards and within budget.

Assist in maintaining accurate maintenance records, servicing schedules and compliance documentation.

Support the management of access control, site security and visitor arrangements.

Contribute to estates improvement projects and space planning initiatives.

Support the procurement of resources, equipment and services across both sites.

Obtain quotations and ensure value for money is achieved.

Monitor stock levels of essential supplies and coordinate purchasing requirements.

Maintain accurate inventories and asset registers.

Assist in monitoring expenditure against delegated budgets.

Support furniture, equipment and classroom resource planning for both sites.

Administration Management

Manage the whole school administrative and support function and lead all administration and support staff.

Prepare information for publications and returns within statutory guidelines.

Ensure that the school is "Ofsted ready" at all times from an administration point of view, including premises and keeping evidence folders updated.

Ensure that the School-Level Annual School Census (SLASC) is completed.

Lead on the school complaints process, ensuring that timescales are adhered to.

Assist with the coordination of school operational systems and procedures.

Support administrative functions during periods of high demand.

Contribute to the preparation of returns, reports and statutory information.

Support the management of school records in accordance with GDPR requirements.

Assist with annual review and inspection preparation activities as required.

Ensure contingency plans are in place in the case of technology failure.

Support onboarding and induction arrangements for new staff, contractors and agency workers.

Ensure facilities-related compliance checks and site inductions are completed.

Maintain records relating to contractor access and visitor management.

Work collaboratively with HR, Finance and Central Services teams to support operational requirements.

Safeguarding

Promote and safeguard the welfare of children and young people.

Support safeguarding arrangements by ensuring premises and facilities systems contribute to a safe learning environment.

Ensure safeguarding considerations are embedded within contractor management and visitor procedures.

Undertake safeguarding training appropriate to the role.

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The post-holder is expected to observe and comply with all TCES policies and regulations, for example Code of Conduct, Safeguarding, Keeping Children Safe in Education, Health and Safety, TCES Values, Equality and Diversity etc.

PERSON SPECIFICATION

Education and Qualifications

Educated to A-Level standard or equivalent.

Relevant qualification in Business Administration, Facilities Management, Operations Management or similar, or equivalent practical experience.

Good standard of literacy and numeracy.

Desirable to hold a Level 4 School Business Management qualification, IOSH Managing Safely or equivalent Health and Safety qualification, Facilities Management qualification, or Fire Safety qualification or willingness to work towards one. (D)

Knowledge and Experience

Experience supporting facilities, estates, operations or business administration functions.

Experience managing contractors and external suppliers.

Experience maintaining compliance records and operational documentation.

Experience of Health and Safety procedures and risk assessments.

Advanced IT skills, including a good understanding of Management Information Systems.

Experience within a school, academy or education setting.

Understanding of special educational needs, neurodiversity and child development.

Experience supporting multi-site operations (D).

Knowledge of Independent School Standards (ISS) and Ofsted requirements (D).

Skills and Abilities

Hold very high expectations of yourself and others (behaviours etc), with the ability to reflect on own practice and to always seek self-improvement.

Excellent organisational skills with the ability to plan workloads and prioritise tasks, and high levels of attention to detail.

Good interpersonal skills, with experience in working in a multi-agency way, and the ability to develop constructive and appropriate relationships with staff, pupils and their families.

Strong written and verbal communication skills.

Ability to work independently whilst supporting wider organisational priorities.

Practical problem-solving skills and a proactive approach.

Experience of providing a calm response to difficult situations.

Resilient, committed, and a hard worker – able to keep going in the face of adversity and never giving up.

Other

Commitment to safeguarding and promoting the welfare of children and young people.

Able to promote and celebrate diversity and equal opportunities.

Commitment to TCES values.

Knowledge of the Independent School Standards and Ofsted Education Inspection Framework requirement (D).

D = Desirable **July 2026**