



Job Title: School Business Manager Job Description (level 2)

Grade: 11
£39,939 to £42,699 (full time equivalent)

37 hours per week, 44 weeks per year

Post Number: AF 65

Workplace Designation: Ash Field Academy

Reports To: Principal

Responsible For: School Office Team, Premises team, and Catering Teams

**Key Relationships/
Liaison with:** Central Service Team, SLT

The School Business Manager provides leadership and operational oversight of all non-educational functions in school including administration, elements of HR, finance, procurement, site management, health and safety, and catering.

Job Purpose: The postholder line-manages support staff across administrative, premises, cleaning and catering functions and ensures compliant, efficient and effective business operations.

Occupational Standards: Professional Standards for School Business Management Tier 3

Main Duties and Responsibilities

Communication and Administration Leadership

- Maintain effective communication with staff, parents, local authority services, academy trust colleagues, contractors and users of school facilities.
- Review and improve administrative procedures to reflect updated regulations and guidance.
- Ensure administrative staff are competent, trained and supported.

Admissions and Pupil Information

- Liaise with local authority admissions and SEN services regarding pupil placements.
- Support SENCO with administrative processes for pupils with SEND.
- Promote and coordinate pupil placements including residential opportunities.

Procurement, Contracts and Best Value

- Manage procurement processes including tenders and quotes.
- Ensure best value and compliance with the Trust Scheme of Delegation.

Systems, Data and Record Keeping

- Maintain and update school information systems including upgrades and year-end processes.
- Manage electronic and paper records ensuring compliance with regulations.
- Produce, analyse and interpret complex data reports for leaders and other stakeholders.

Financial Management

- Work with Central Services to implement best practice financial procedures.
- Undertake financial operations including payroll, month-end, year-end, and bank processes.
- Support the GFO with financial planning and budget monitoring.
- Prepare financial reports for the Trust, auditors and government bodies.

Human Resources

- Ensure HR processes as delegated by the HR manager or Principal comply with Trust HR policies and statutory requirements.

Lettings

- Review lettings policy and ensure charges provide appropriate value for money.
- Ensure lettings documentation is compliant and protects school interests.

Health, Safety and Premises

- Ensure health and safety compliance, record keeping and risk assessment review.
- Coordinate maintenance, refurbishment and site development projects alongside the Site Manager.
- Line-manage premises team
- Oversee cleaning contract and catering contract to maintain safety and service standards.

Leadership and Meetings

- Attend management meetings, as required.
- Undertake duties reasonably requested and appropriate to the role.

Special Conditions

- Some work may be required outside of normal hours.
- Role requires attendance at training and meetings as identified by the principal.
- An enhanced DBS check is required for regulated activity.



Job Title: School Business Manager Person Specification

Grade: 11

Post Number:

	Essential	Desirable
<ul style="list-style-type: none"> • Level 2 Maths and English • Certificate in School Business Management or equivalent experience • Experience managing a busy office and multiple priorities • Experience with finance systems and budget management • Strong ICT, organisational and interpersonal skills • Commitment to confidentiality, safeguarding and equality • An understanding of finance within a specialist school 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓