



Job Description - School Business Manager

Start Date – September 2026

Term time plus 2 weeks

Pay Scale: G10 – G11 (dependent on experience)

(FTE – £46,563 – £54,843)

Purpose of the Job

- To support the Headteacher in the financial running of the school through the maintenance of the school budget.
- To support the structure of the school by leading on practices related to human resources.
- To support and work with the Headteacher and all stakeholders to develop the strategic view and implement the vision and ethos to benefit the future of the school.

Duties and Responsibilities

Strategic

You will:

- Be responsible to the Headteacher as your line manager.
- Work alongside or report to Senior Leadership Team and the Governing Body as required.
- Work alongside the Clerk to co-ordinate and attend the Leadership & Management Committee and Full Governing Body meetings.
- Lead and manage the administration staff – including performance management for named employees.

With the Headteacher you will be responsible for:

- The financial implications of strategic planning to ensure that the school makes the best possible use of resources available.
- The majority of the disciplines of Finance, Administration, Human Resources, Income Generation and the financial aspects of the general training and staff development.
- Effective Risk Management, Health & Safety and the management of third party service contracts.
- Promoting and safeguarding the welfare of children and young people within the school.
- Relevant matters relating to Premises Management – jointly with the Premises Manager.

- Ensuring policies are kept up-to-date by maintain the register of these and contributing to the development of individual policies relating specific to the role of SBM.

Governance

- Act as the principal professional adviser to the Headteacher and Governing Body on finance, HR, premises, risk management and business operations.
- Prepare and present reports to the Governing Body and its committees, ensuring timely, accurate and strategic information is provided to support decision-making.
- Ensure the school complies with the Schools Financial Value Standard (SFVS), Academy Trust Handbook (where applicable) and all relevant financial regulations.
- Support the review, implementation and monitoring of school policies to ensure statutory compliance and best practice.
- Work closely with the Clerk to Governors to coordinate committee meetings and ensure actions are completed.

Financial Management

- To advise the Headteacher and Governors on matters of financial policy, preparing appraisals for particular projects and developing a long term financial strategy for the development of the school in the future.
- To prepare a 3-year budget plan using annual estimates for income and expenditure for approval by the Headteacher and Governors, closely monitoring budget / actual during the year.
- To use financial management information, including benchmarking tools, to identify areas of relative spend, assess trends and directly advise the Senior Leadership Team as appropriate.
- To be responsible for the management of the school accounting function in line with Harrow Council and DfE Financial Regulations to ensure efficient operation.
- To monitor all accounting procedures and resolve problems including:
 - Ordering, processing and payment for all goods and services received
 - Operation of all bank accounts, ensuring that a full reconciliation is undertaken at least once per month
 - Maintenance of the school inventory of major assets
 - Preparation of invoices and collection of fees taking legal action if appropriate to recover bad debts.
- To prepare the final accounts and liaise with auditors. To provide detailed management accounts for the Governors and the Headteacher at regular Leadership & Management Committee meetings, reporting any exceptional problems immediately.
- To prepare financial returns for the DfE, Harrow Council and any other central and local government agencies within statutory deadlines.
- To deal with the school rating assessment and VAT liabilities and advise on the financial implications of charitable status with respect to current and future legislation.
- Ensure prompt closure of VAT and monthly periods on the finance system.
- Manual production of VAT report to submit to the LA.
- Monthly reconciliation of bank accounts.
- To take a lead role in income generation and securing funds for the school. This includes lettings, statutory funding and charitable sources of funding.

- To be responsible for the administration of extra-curricular music tuition including documentation, scheduling and invoicing.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services and to organise the purchase of the school's energy supplies.
- Be responsible for ensuring that efficient and safe routines are maintained by all staff concerning collection, security, banking and petty cash.
- To be responsible for seeking professional advice on insurance and advising Governors on the appropriate insurances for the school. Implementing the approved insurances and handling any claims that may arise.
- Develop and implement procurement strategies that achieve best value for money while ensuring compliance with the school's Financial Regulations and procurement legislation.
- Maintain and monitor the school's contracts register and oversee contract renewals and tendering processes.
- Identify opportunities to generate additional income through grants, partnerships, lettings and other commercial opportunities.
- Monitor utility expenditure and identify opportunities to improve efficiency, sustainability and value for money.

Payroll

- To be responsible for all functions of payroll for all staff, including operation of the pension scheme and other deductions as appropriate - checking payroll charges monthly.
- To be responsible to reconcile payroll monthly and submit Trial Balance and reconciliation reports to the LA monthly.
- Process/manage/approve the monthly payroll.
- Deal with any other payroll related issue.

Human Resources

- To be responsible for the single central register for staff and volunteers which includes DBS details.
- To be responsible for general human resources matters:
 - The administration for the recruitment of staff, including induction e.g. advertisements, relevant documentation, DBS checks, verification of qualifications, references, banking details, right to work etc.
 - Arrange the issuing contracts of employment and ensuring their accuracy.
 - Giving advice to Governors on Human Resources matters and the implementation of relevant policies in the school.
 - To formulate, monitor and implement the school's safety policy to comply with the requirements of Health and Safety at Work Act and other legislation.
 - To maintain confidential staff records.
 - To line manage administration staff, identifying & addressing training & development needs.
 - Responsible for managing the Arbor MIS system ensuring staff records are accurate.
 - Monitor staff absence and prepare Headteacher forms for every staff sickness absence.
 - Process overtime payments and additional duty forms monthly.
 - To act as a 'bridge' to facilitate closer working relationships between teaching and support staff.

- Ensure safer recruitment procedures are implemented in accordance with statutory guidance.
- Ensure the Single Central Record is maintained accurately and remains fully compliant at all times.
- Support employee wellbeing initiatives and contribute to the development of a positive organisational culture.

Administration

- To oversee the effective management of all school administration, including administrative systems, school reception, licences, communication systems and business support services.
- To oversee the management of the Front Office, ensuring a highly professional, efficient and welcoming experience for all visitors, parents and stakeholders.
- To lead the strategic development, implementation and management of the school's Management Information System (MIS), administrative systems and business technologies to improve operational efficiency.
- To be responsible for the management and continuous development of the school's administrative and financial ICT systems, ensuring they remain secure, effective and fit for purpose.
- To manage contracts and service level agreements with ICT providers, ensuring services are delivered effectively and provide value for money.
- To support the implementation of new digital systems and technologies that improve efficiency across the school.
- To ensure appropriate cyber security measures, data backup procedures, disaster recovery and business continuity arrangements are maintained.
- To ensure staff are aware of data protection, cyber security and information governance requirements and follow best practice.
- To be responsible for the completion and submission of statutory records, returns and census information required by the Department for Education, Local Authority and other agencies.
- To identify opportunities to secure additional funding, grants and commercial income through effective networking and partnership working.
- To design, develop, implement and regularly review school policies, procedures and delegated authorities relating to business management.
- To coordinate and deliver annual Health & Safety training and presentations for all staff.
- To ensure all school data is securely stored, backed up and retained in accordance with statutory requirements and the school's data retention policy.

Data Protection & Information Governance

- Act as the school's Data Protection Lead (or support the appointed Data Protection Officer) ensuring compliance with UK GDPR and the Data Protection Act 2018.
- Ensure appropriate systems are in place for data security, retention and disposal.
- Coordinate Subject Access Requests (SARs), Freedom of Information (FOI) requests and data breach reporting.
- Ensure Data Protection Impact Assessments (DPIAs) are completed where required.
- Deliver or coordinate annual GDPR and cyber security awareness training for staff.

- Liaise with the school's external Data Protection Officer and Information Governance advisers.

Compliance & Risk Management

- Maintain oversight of statutory compliance across all business functions including finance, HR, health and safety, safeguarding, premises and information governance.
- Develop, maintain and monitor the school's compliance calendar, ensuring all statutory inspections, servicing and reporting requirements are completed.
- Lead and coordinate internal and external audits and implement recommendations arising from audit findings.
- Maintain and regularly review the school's Business Continuity Plan and Critical Incident procedures.
- Ensure appropriate risk assessments are completed, reviewed and monitored across all operational areas.

Premises

- Work alongside the Premises Manager to develop and implement the school's estates strategy.
- Oversee planned preventative maintenance programmes and capital improvement projects.
- Ensure statutory testing, inspections and servicing are completed in accordance with legislation.
- Monitor utilities, sustainability initiatives and environmental performance to improve efficiency and reduce costs.
- Manage contracts relating to premises, maintenance and facilities management.

Catering

- Liaise with the Catering Manager on a weekly basis to discuss and remedy any issues that crop up.
- To determine the menu for the term in advance and ensure it is circulated to all staff and parents in a timely manner.
- To be responsible for the administration of hot school meals, including but not limited to debt collection on pupil accounts.
- Monitor spending and meal uptakes and provide reports when requested to the Headteacher and / or Governing Body.

Letting

- Lead and manage the school's lettings programme, maximising income while ensuring community use aligns with the school's priorities.
- Ensure all safeguarding, health and safety, insurance and compliance requirements are met for all lettings and external hirers.
- Manage lettings bookings, contracts, invoicing and income collection, ensuring accurate financial monitoring and reporting.
- Monitor the financial performance of lettings, identifying opportunities to maximise income and improve cost effectiveness.
- Develop and maintain positive relationships with external hirers, ensuring a high-quality service and compliance with the school's terms and conditions.

- Ensure all risk assessments, licences and statutory requirements relating to lettings are current and regularly reviewed.

Safeguarding

- Promote and safeguard the welfare of children and young people by ensuring safeguarding responsibilities are embedded across all business functions.
- Ensure contractors, visitors, volunteers and external providers comply with the school's safeguarding procedures.
- Support safeguarding audits and ensure statutory safeguarding requirements relating to recruitment and compliance are met.

Work Relationships / Other Responsibilities

- To be a member of the School Incident Management Team and the School Health & Safety Committee.
- To lead on business continuity planning, critical incident response and emergency planning arrangements, ensuring plans are regularly reviewed and tested.
- To develop constructive relationships and communicate effectively with governors, the Local Authority, contractors, external agencies, professional advisers and other stakeholders.
- To represent the school professionally when working with external agencies, contractors, local authority officers and professional organisations.
- To deliver presentations and reports to staff, governors and other stakeholders using appropriate software packages.
- To organise school functions and events as directed by the Headteacher.
- To participate in training opportunities, maintain continuous professional development and, where appropriate, membership of relevant professional bodies to ensure professional knowledge remains current.
- To promote equality, diversity and inclusion in all aspects of the role and ensure compliance with relevant legislation and school policies.
- To undertake any other duties commensurate with the grade and responsibilities of the post as reasonably requested by the Headteacher.