



AGORA
LEARNING
PARTNERSHIP

Agora Learning Partnership

School Business Manager

Grade: M1 Range 32-36

Main Purpose

The School Business Manager plays a vital role in supporting the smooth running of the school and The Acorn Centre, which is managed by the school. This role involves overseeing the planning, development, and delivery of the school's support functions and managing the school's finances. Working closely with the leadership team, the School Business Manager helps ensure that resources are used effectively to support high-quality education that reflects the school's vision and values.

Key Responsibilities

- Lead the management of the school's business and financial resources, including budget planning, monitoring, and reporting.
- Prepare financial forecasts, manage cash flow, and oversee accounting activities in line with regulations and best practice.
- Ensure compliance with financial policies, audits, and procurement procedures.
- Oversee the school's support functions such as administration, finance, HR, IT, and facilities management, including health and safety.
- Support the development and training of support staff, including line management responsibilities for a small team.
- Manage the school premises, lettings, and work with external contractors, including line management of premises staff.
- Coordinate health and safety compliance across the school site in collaboration with the leadership team.
- Provide financial data analysis and statutory reports to senior leaders, governors, and external agencies.
- Manage procurement processes alongside senior leaders, including monitoring contracts and insurance.
- Promote a safe environment for pupils, staff, and visitors by managing health and safety responsibilities.
- Collaborate with the Senior Leadership Team to support school improvement and long-term planning.

Additional Responsibilities May Include:

- Assisting with income generation and marketing activities.
- Providing advice and support on administrative matters to staff and governors.
- Liaising with staff, pupils, parents, carers, and external agencies.
- Managing the school administration team.
- Coordinating lettings and community use of school premises.
- Overseeing the purchase, repair, and maintenance of furniture and equipment.
- Managing payroll operations accurately.
- Contributing to discussions on school vision and resource sustainability.
- Supporting technology integration to improve operational efficiency and educational support.

Job Context

The School Business Manager is responsible for managing the school's business and administrative functions. The role involves operational management and responding to requests from senior and middle managers, parents, and central teams. The postholder will also ensure compliance with government and trustee requirements.

Knowledge, Skills & Abilities

- Experience in administrative and finance roles, preferably within education.
- Strong financial skills including budget management and compliance.
- Working towards or holding relevant qualifications such as the Certificate of School Business Management (CSBM) or equivalent.
- Knowledge of business and administration management across finance, procurement, HR, and facilities.
- Analytical skills for managing school resources and solving complex issues.
- Excellent communication skills to engage effectively with parents, staff, and external partners.
- Strong organisational skills with the ability to manage multiple priorities.
- Leadership and team management skills to support and develop staff.
- Understanding of statutory requirements including safeguarding, health and safety, data protection, and procurement.
- Problem-solving skills with a proactive approach to managing resources and challenges.
- Commitment to the school's vision, values, and a child-centred approach.

Supervision

The role involves contributing to policies and budget recommendations affecting the whole school. The School Business Manager will line-manage some support staff groups, including administration and facilities teams.

Challenges & Decision-Making

The role requires managing business and financial resources over the medium term, handling complex issues, and balancing competing priorities. It involves negotiation with suppliers and managing sensitive matters such as contracts and HR.

Dimensions

The postholder manages budgets, procurement, and income generation activities. They typically supervise up to six staff members and are responsible for monitoring the whole school budget in partnership with the Headteacher and finance team.

Physical Effort

The role involves normal physical effort, including sitting, walking, and carrying light loads.

Working Environment

Work is primarily office-based with occasional exposure to emotionally demanding situations.