

Job description: School Business Manager

Leighton Middle School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: CBGF

Hours: 37 hours per week

Contract type: full time, permanent

Reporting to: Head Teacher

Responsible for: Site team, Administration & Finance team.

Main purpose

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance, administration and premises strategy & management.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

Duties and responsibilities

Leadership and strategy

- › Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment, appraisal and professional development
- › Lead on all financial matters in school and liaise with the Headteacher, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals
- › The School Business Manager is responsible for budget management in consultation with the Headteacher.
- › Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
- › Take all decisions in line with the vision and values of the school, and encourage others to do the same
- › Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents/carers
- › Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing

- › Oversee IT Management of the school which is led by the HOD Computing and IT team.
- › To provide strategic oversight to the administration team, site team, reception team, Finance and H&S officer
- › As a member of the senior leadership team (SLT), attend all SLT meetings and report to governors where appropriate

Financial management and fundraising

- › To lead and manage the school's budget in consultation with the Headteacher and ensure it is balanced, realistic, and represents an effective use of public funds
- › Submit the budget to the governing board
- › Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- › Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- › Comply with financial reporting requirements and submit statutory returns
- › Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept
- › Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- › Find and apply for grants
- › Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- › Manage the school's lettings offer
- › Be responsible for seeking advice on insurance. Ensure adequate insurance is in place and deal with any claims that arise.
- › Ensure the Financial handbook is implemented and principles of best value are applied.
- › Ensure the effective and efficient operation of the finance department, delegating tasks to finance/office staff where appropriate

Human resources

- › Manage the school's payroll provision with the payroll provider
- › Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law and school policies
- › Advise on HR issues within school and liaise with the external HR provider
- › Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
- › To assist the induction of all new staff
- › To take full responsibility for all amendments to staff contracts.
- › To lead and manage the Single Central Record ensuring it is up to date and accurate
- › Responsible for staff absence, recording and managing absence procedures.
- › Liaise with the Headteacher on personnel issues.
- › Manage the DBS process and all recruitment process are completed for all staff, volunteers and governors.

Health and safety

- › With premises team, supervise the maintenance of the school site
- › To lead on Health and Safety and line manage the Health and Safety Officer.

- › Manage the school's compliance with health and safety regulations, policy and put in place processes and procedures to ensure the safety of all in the school
- › Oversee the H&S officer to ensure health and safety training is in place for all staff.

Compliance

- › Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- › Oversee the tracking of all school policies and ensure they are updated in accordance with the policy review schedule
- › Monitor and update the risk register and Business Continuity Plan

Administration

- › Keep records in accordance with the school's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times
- › Provide administrative support for the headteacher and governing body
- › Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
- › Manage and oversee the effective implementation and liaison with all internal and external contracts. E.g Catering, Afterschool Club, Grounds maintenance.
- › To liaise with the computing team to fully manage the procurement, audit, maintenance and stock of all the school's ICT infrastructure, hardware and software
- › Oversee the annual school census

Premises Management

- › Line manage the site team.
- › Develop work specification and manage service contracts
- › Work with CBC as a maintained school to ensure health and safety, capital works and general maintenance and repairs is scheduled and compliant and complete to an adequate standard.
- › To work with the site team to ensure compliance and safety checks are completed as per guidance and policy.

General

- › To support the wider aspirations of the school
- › To ensure professional confidentiality
- › Participate in training and performance development as required
- › Attend and participate in regular meeting and whole school events

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> ➤ A degree, or other relevant qualification – ideally in accountancy, business management or a related discipline ➤ A school business management qualification E.g Level 4 diploma for school business managers (Desirable) ➤ Health and Safety training E.g. IOSH (or to complete training)
Experience	<ul style="list-style-type: none"> ➤ Successful leadership and management experience in a school, or in a relevant field outside education ➤ Involvement in school self-evaluation and improvement planning ➤ Line management experience ➤ Contributing to staff development ➤ Working with children or young people ➤ Experience of Human Resources including payroll, HR procedures, appraisal, recruitment and absence management procedures. (desirable) ➤ Experience of working with financial management systems, Health and Safety, premises management and data protection (desirable)
Skills and knowledge	<ul style="list-style-type: none"> ➤ Expert knowledge of financial management including financial procedures, budget management, financial control and resource planning. ➤ Excellent attention to detail ➤ Previous use of Arbor (MIS) and Access or other financial management packages ➤ Effective communication and interpersonal skills ➤ Ability to communicate a vision and inspire others ➤ Ability to build effective working relationships with staff and other stakeholders ➤ Understanding of data protection and confidentiality ➤ Knowledge of application of Health and Safety in a school setting (desirable) ➤ Knowledge of key issues in relation to contract management, procurement and risk assessments
Personal qualities	<ul style="list-style-type: none"> ➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: February 2026

Next review date:

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____