

School Business Manager - Job Description

The school is a standalone academy and follows national pay and conditions

Job Purpose

To provide strategic leadership of the school's business functions, ensuring effective financial management, operational efficiency and statutory compliance. Working closely with the Headteacher and Governing Board, the School Business Manager will provide professional advice to support informed decision-making, maximise resources and ensure the long-term financial sustainability of the school.

The postholder will lead the school's finance, administration and business operations and fulfil the roles of Chief Financial Officer and Company Secretary for the Trust, ensuring that business functions support the school's vision, values and strategic priorities.

Key Responsibilities

Strategic Contribution

- Contribute as a member of the Senior Leadership Team, providing strategic business expertise to support the school's ongoing development.
- Advise the Headteacher and Governing Board on financial planning, organisational risk and business management.
- Align financial planning and business decisions with the School Improvement Plan and the school's strategic priorities.
- Promote continuous improvement, efficiency and value for money across all business functions.
- Develop and maintain effective business systems and processes that support the efficient day-to-day running of the school.

Financial Management

- Lead the preparation of the annual budget and support longer-term financial planning.
- Monitor income and expenditure, providing accurate forecasting and regular financial reports to the Headteacher and Governing Board.
- Ensure compliance with the Academy Trust Handbook and all relevant Department for Education financial requirements.
- Prepare and submit statutory financial returns, funding claims and other financial submissions.
- Fulfil the statutory responsibilities of Chief Financial Officer for the Trust.
- Coordinate the year-end financial process, working with external auditors and accountants.
- Lead procurement activity, contract management and value-for-money initiatives.
- Identify opportunities to maximise income, secure additional funding and improve financial efficiency.
- Maintain accurate financial records, including asset management, banking arrangements and financial policies.

HR and Personnel

- Act as the school's lead contact for HR administration, working closely with the school's external HR provider to ensure employment matters are managed effectively and in accordance with current legislation.
- Support the Headteacher with workforce planning, recruitment, staffing structures and employment matters.

- Work alongside the Office Manager to ensure the effective leadership, organisation and development of the administrative team.
- Work alongside the Deputy Headteacher/Designated Safeguarding Lead to ensure the Single Central Record remains accurate, compliant and meets statutory requirements.
- Oversee payroll administration, staffing establishment changes and personnel records, ensuring confidentiality and accuracy at all times.

Governance and Compliance

- Fulfil the role of Company Secretary for the Trust.
- Support the Governing Board and its committees through the preparation of financial reports, business information and professional advice.
- Ensure statutory returns and business compliance requirements are completed accurately and within required timescales.
- Maintain and review financial and business policies to ensure they remain compliant and reflect best practice.
- Support the Headteacher in ensuring the school meets its responsibilities under data protection legislation, working alongside the Data & IT Officer and the school's external Data Protection Officer.
- Contribute to the identification, monitoring and management of organisational and financial risk.

Business Operations

- Oversee contracts relating to business services and support functions, ensuring effective procurement and contract performance.
- Ensure the effective operation and continuous improvement of the school's financial and business management systems.
- Work alongside the Site Manager to ensure statutory premises compliance is effectively monitored, including health and safety and estates-related responsibilities.
- Support the Headteacher in ensuring the efficient operation of the school's administrative functions and business services.
- Contribute to the planning and implementation of operational improvements that enhance the effectiveness of the school.

General Responsibilities

- Demonstrate a commitment to safeguarding and promoting the welfare of children and young people.
- Maintain confidentiality and comply with all relevant legislation, policies and procedures.
- Participate in appropriate professional development to maintain and enhance professional knowledge and skills.
- Undertake such other duties, commensurate with the grade of the post, as may reasonably be required by the Headteacher or Governing Board.

An ENHANCED DBS check is required for this post.