

# School Business Manager JOB PROFILE

# School Business Manager

<b>Reports to:</b>	Vice Principal – Business
<b>Works closely with:</b>	Headteacher, Senior Leadership Team, Facilities Team, Admin Team & External Providers including Trust colleagues
<b>Hours:</b>	Full time, full year (or term-time + negotiated weeks)
<b>Grade:</b>	PO1/PO2

## Purpose of the Job

The School Business Manager ensures that all non-teaching operations run smoothly, efficiently and in full compliance with statutory and organisational requirements. The role provides coordinated leadership across finance, HR administration, workforce processes, office and administrative functions, premises compliance, health and safety, ICT operational systems and wider business support to enable the effective functioning of the school.

## Main Duties and Responsibilities

### Finance (Operational)

- Oversee day-to-day financial operations, including purchase orders, invoicing, reconciliation processes and petty cash.
- Produce accurate financial reports that support monitoring, decision-making and budget management.
- Provide routine spending updates to budget holders and advise on purchasing procedures.
- Ensure procurement follows financial procedures, securing quotes and achieving best value.
- Lead the negotiation, monitoring and review of operational contracts (cleaning, catering, ICT services, reprographics).
- Identify opportunities for additional income and prepare funding bids or grant applications.
- Monitor income streams including nursery, lettings, parental payments and grant income.
- Prepare documentation for year-end processes and audits.
- Maintain effective and compliant use of the school's finance systems.

### HR Administration

- Lead recruitment administration, including preparing adverts, coordinating selection processes, managing pre-employment checks and producing appointment documentation.

- Maintain accurate and confidential staff records, payroll notifications, absence information and mandatory training logs.
- Liaise with HR and payroll services to ensure contracts, pay adjustments and absence reporting are accurate and timely.
- Maintain and monitor the Single Central Record in line with statutory safeguarding requirements.
- Support induction processes to ensure new staff understand school systems, expectations and procedures.
- Respond to staff queries regarding pay, leave and internal processes.

### **Staff Sickness Absence Management**

- Lead return-to-work meetings for all staff following periods of absence.
- Lead attendance management meetings in line with policy.
- Monitor absence patterns, triggers and required management actions.
- Produce attendance reports for school leaders and maintain all related documentation.
- Coordinate welfare support, occupational health referrals and follow-up processes.
- Engage in professional development to build capacity for future HR casework responsibilities.

### **Office and Administration Leadership**

- Lead the school's administrative function, ensuring systems are well-organised, efficient and customer-focused.
- Line-manage the admin team, overseeing workload planning, performance management, wellbeing and training.
- Ensure clear, professional communication with families, staff, visitors and external agencies.
- Oversee statutory returns including school census, workforce census and other DfE submissions.
- Ensure compliance with GDPR and all data handling requirements.
- Oversee the production of letters, newsletters, publications and internal communication systems.

### **Premises and Health & Safety**

- Provide day-to-day operational leadership of the premises team, overseeing workloads, task allocation and performance standards to ensure the estate is safe, clean and well-maintained.
- Ensure accurate and up-to-date records of statutory checks, servicing schedules and risk assessments, including maintenance of systems such as Every.
- Ensure statutory health and safety requirements, emergency procedures and compliance documentation are in place and consistently implemented.
- Support the implementation of the school's Health & Safety Policy, ensuring staff understand and follow all relevant procedures.
- Oversee risk management processes, ensuring actions and assessments are reviewed and completed promptly.

- Contribute to the planning and coordination of maintenance projects, monitoring budgets and ensuring works are delivered safely and efficiently.

### **Lunchtime Leadership – Main Hall**

- Lead the operational running of the main hall during lunchtime, ensuring the space is safe, calm and well-organised.
- Coordinate and direct lunchtime staff, ensuring roles are clear and supervision is consistent and effective.
- Oversee the health and safety of pupils and staff during the lunchtime period, addressing any concerns promptly and ensuring procedures are followed.
- Maintain a positive and orderly environment where children enjoy their lunchtime experience, supporting behaviour expectations and promoting positive interactions.
- Liaise with the Senior Leadership Team where patterns, issues or improvements are identified relating to the lunchtime provision.

### **ICT Administrative Systems**

- Act as system lead for the school's MIS (Arbor) and associated platforms, ensuring high-quality data and accurate information that supports attendance, safeguarding, assessment and behaviour processes.
- Lead the production and submission of statutory data returns (school census, workforce census and other Trust/DfE requirements).
- Liaise with ICT support services to ensure issues are resolved promptly and updates are implemented.
- Ensure digital and administrative systems are secure, efficient and compliant.
- Promote effective use of digital tools across staff teams to improve workflow and communication.

### **Compliance, Governance & Reporting**

- Prepare clear operational reports for senior leaders and governors in areas including HR, finance, compliance, health & safety and operational priorities.
- Contribute operational updates at SLT meetings when required.
- Maintain high standards of confidentiality, professionalism and safeguarding.
- Ensure organisational policies, procedures and records comply with statutory and audit requirements.

### **Community, Lettings & Extended Services**

- Manage the administration and coordination of lettings, ensuring appropriate staffing, security and invoicing.
- Support administration for wrap-around care, including attendance, staffing coordination and monitoring of income/debt.
- Promote positive relationships with families, visitors and the wider community.

### **Professional Development**

- Participate actively in CPD and training required for the role.

- Engage in financial, HR, health & safety and data protection training as needed.
- Contribute to the development of operational systems that support school improvement.
- Work towards professional qualifications such as ISBL/NASBM Level 4 or AAT if appropriate.

#### **Health & Safety:**

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

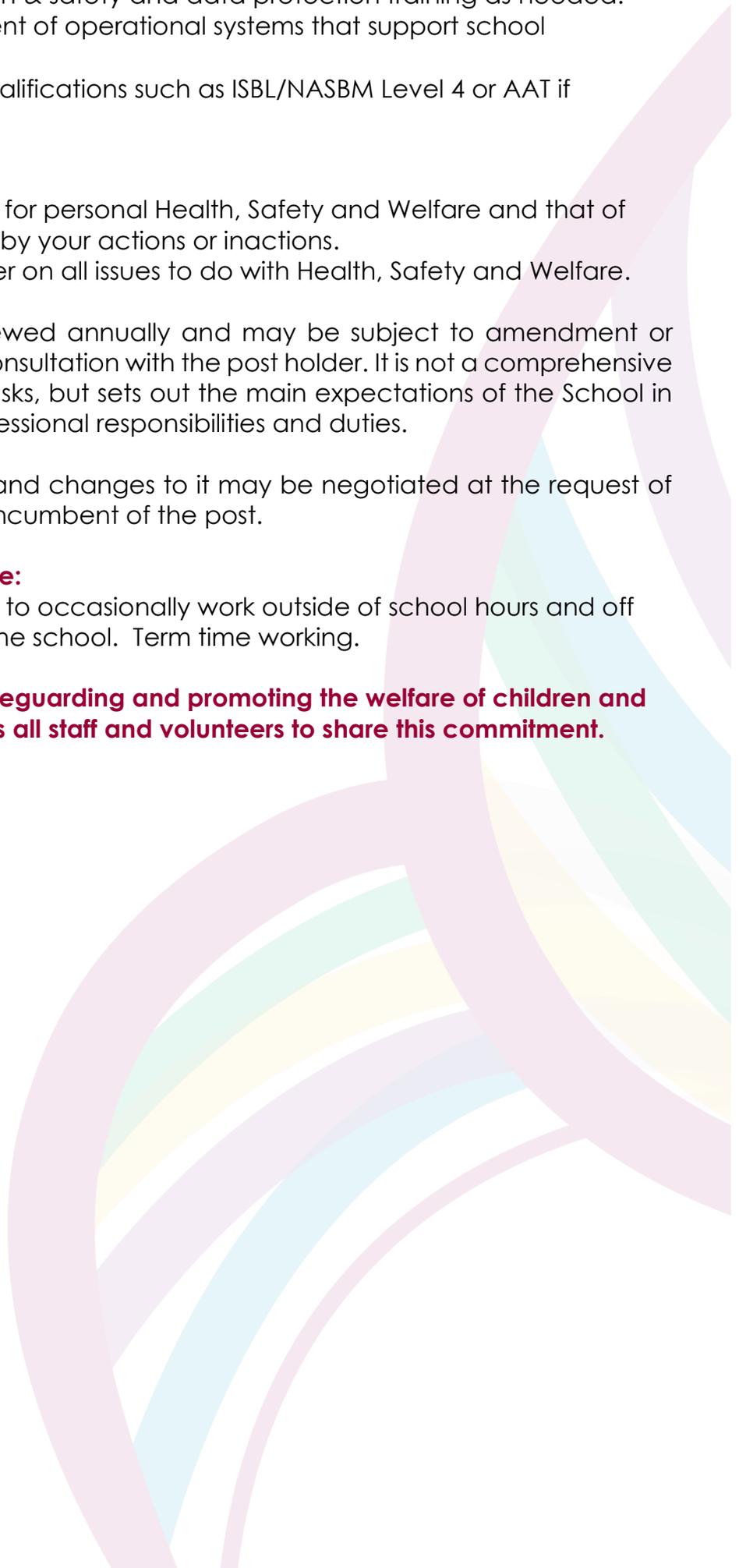
This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head teacher or the incumbent of the post.

#### **Any Special Conditions of Service:**

No smoking policy. Requirement to occasionally work outside of school hours and off school premises as required by the school. Term time working.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



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## PERSON SPECIFICATION

You should be able to demonstrate that you meet the following criteria which are all Essential.  
E = Essential D = Desirable

<b>QUALIFICATIONS</b>	
GCSE level of education C or equivalent (to include English and Maths).	E
Relevant training or qualification in business administration, HR, finance, or management.	E
Commitment to continuous professional development.	E
MIDAS minibus qualification.	D
ISBL/NASBM Level 4 or equivalent SBM-related qualification.	D
Other qualifications or evidence of attendance at courses related to Safer Recruitment, H&S, First Aid, Fire Safety or GDPR qualification.	D
<b>SKILLS &amp; KNOWLEDGE</b>	
Strong ICT skills including Word, Excel, databases and management systems.	E
Knowledge of HR procedures including recruitment, payroll notifications and absence monitoring.	E
Knowledge and understanding of procurement and achieving best value.	
Knowledge of using databases/or similar to maintain and update records.	E
Knowledge and understanding of GDPR and safeguarding expectations (including SCR).	E
Knowledge of using a school management information systems such as Arbor, Every and Medical Tracker.	E
Possess strong communication skills, both written and verbal.	E
Possess a high attention to detail and accuracy.	E
Ability to analyse operational issues and propose effective, innovative solutions.	
Ability to lead, motivate and manage the performance of the facilities and business team.	
Ability to organise, prioritise and manage competing demands.	E
Ability to interpret and present information clearly.	E
Ability to form professional and productive relationships with a wide range of people e.g. children, parents/carers, colleagues and other professionals.	E
Ability to use technology effectively so can work efficiently by managing own emails, appointment calendar, team video calls and scanning/photocopying documents.	E
Ability to maintain and keep records up to date.	E
Understanding of contract management, procurement processes and value-for-money principles.	
Knowledge of school finance systems and audit requirements.	E
Knowledge of health and safety legislation, statutory checks and premises compliance requirements.	E

<b>EXPERIENCE</b>	
Background and work experience in finance, HR, or business administration.	E
Experience overseeing or coordinating the day to day work of a facilities and office administrative team.	E
Experience of working in a environment dealing with a range of multiple tasks, often which are unrelated e.g. handling a finance, estates management, data or customer service related task.	E
Experience working in isolation but also as part of a team.	E
Experience of communicating and working with a wide range of colleagues.	E
Experience handling confidential and sensitive information.	E
Experience working under pressure and meeting deadlines.	E
Experience monitoring compliance activities such as statutory checks, risk assessments or H&S procedures.	E
Experience supporting or leading Return to Work or attendance related processes.	E
Experience working in a school or educational setting.	D
Experience with MIS (e.g., Arbor/SIMS) and finance platforms.	D
Experience of working in premises or health & safety compliance related role.	D
Experience leading or supporting contract management or supplier relationships.	D
<b>PERSONAL ATTRIBUTES</b>	
A practical, solution-focused approach to managing a variety of operational challenges.	E
Confidence to make informed operational decisions in fast-moving situations.	E
Excellent time management and organizational skills.	E
High expectations of self and professional standards.	E
Professional, approachable and calm under pressure.	E
Reflective, solution focused and proactive.	E
Commitment to safeguarding and equality.	E
Strong interpersonal skills and the ability to build positive relationships.	E
High levels of integrity and confidentiality.	E
Flexibility, initiative and willingness to adapt.	E
Commitment to the ethos, values and community of the school.	E
<b>GENERAL</b>	
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council	E
Willing carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	E
Have an ongoing interest in own personal development and an openness to embrace new ideas and initiatives	E
Willingness to undertake further training if required	E
Car driver with business insurance and ability to access a car for work purposes	D
Willingness to undertake minibus driving training	D

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