

SCHOOL BUSINESS MANAGER

Pay Grade	M1
Responsible to	Headteacher
Hours	37 hours per week
Weeks per year	Term time only (up to 3 days' time in lieu can be taken during term time, with the approval of the Headteacher)

PURPOSE OF THE ROLE

The School Business Manager (SBM) is a member of the Executive Leadership Team (ELT) and provides strategic leadership and operational management across all business functions of the school.

The SBM is responsible for ensuring effective financial management, people management, estates and facilities management, health and safety, information governance, digital systems, compliance, procurement and operational services. The postholder will work closely with the Headteacher and Governing Board to ensure that resources are deployed effectively to support educational priorities and deliver the best possible outcomes for pupils.

The SBM will lead on business planning, risk management and organisational sustainability, ensuring that the school operates efficiently, remains compliant with statutory requirements and achieves value for money in all areas of its operation.

KEY ACCOUNTABILITIES

The School Business Manager will:

- Contribute to the strategic leadership and development of the school as a member of ELT.
- Advise the Headteacher and Governing Board on financial, operational, legal and regulatory matters.
- Ensure robust financial planning, budget management and resource allocation.
- Lead and develop support services to ensure effective and efficient school operations.
- Ensure compliance with all statutory, regulatory and contractual obligations.
- Lead organisational risk management and business continuity planning.
- Promote continuous improvement, innovation and value for money.
- Develop positive relationships with governors, staff, pupils, families, local authority services and external partners.

STRATEGIC LEADERSHIP

- Contribute to the development, implementation and monitoring of the School Development Plan.
- Support strategic decision making through the provision of timely and accurate financial and operational information.

- Advise leaders and governors on the financial and operational implications of educational and legislative developments.
- Develop and maintain a three-year financial and resource plan aligned with school priorities.
- Lead organisational risk management processes and maintain the school risk register.
- Develop and implement business continuity and critical incident plans.
- Identify opportunities for operational improvement, innovation and digital transformation.
- Ensure effective governance systems and internal controls are in place.

FINANCIAL MANAGEMENT

- Lead all aspects of the school's financial management in accordance with the Scheme for Financing Schools, local authority requirements and school financial regulations.
- Prepare, monitor and review annual and multi-year budgets.
- Produce regular management accounts and budget monitoring reports for SLT and governors.
- Advise on the financial implications of strategic decisions and staffing changes.
- Ensure accurate financial forecasting and cash flow management.
- Oversee purchasing, ordering, payments and income collection.
- Monitor expenditure and ensure best value is achieved.
- Manage school bank accounts and reconciliations.
- Maintain effective financial controls and audit trails.
- Coordinate internal and external audits and implement recommendations.
- Ensure compliance with the Schools Financial Value Standard (SFVS).
- Maintain and monitor the school's asset register.
- Identify opportunities for income generation and external funding.
- Lead on grant management and funding claims.
- Manage capital projects and capital funding allocations.

PROCUREMENT AND CONTRACT MANAGEMENT

- Lead procurement, tendering and contract management activities.
- Ensure compliance with procurement regulations and school procedures.
- Develop and maintain a register of contracts and service level agreements.
- Monitor contractor performance and service delivery.
- Secure value for money and identify efficiency savings.
- Negotiate contractual arrangements on behalf of the school.
- Ensure all contracts are reviewed and renewed appropriately.

HUMAN RESOURCES AND WORKFORCE MANAGEMENT

- Lead operational HR functions and advise leaders on employment matters.
- Coordinate recruitment, onboarding and safer recruitment processes.
- Ensure compliance with employment legislation and safer recruitment requirements.
- Maintain accurate personnel records.
- Oversee payroll liaison and contractual changes.
- Ensure the Single Central Record is maintained accurately and reviewed regularly.
- Support workforce planning and organisational development.
- Monitor staff absence and support attendance processes.

- Advise on pay, pensions, contracts, maternity, sickness and employment procedures.
- Coordinate performance management administration where required.
- Ensure staffing structures remain financially sustainable.

INFORMATION GOVERNANCE, GDPR AND CYBER SECURITY

- Lead operational compliance with UK GDPR and Data Protection legislation.
- Act as the school's lead officer for information governance matters.
- Manage Subject Access Requests (SARs), Freedom of Information (FOI) requests and other information requests.
- Maintain robust records management and data retention processes.
- Work closely with the school's Data Protection Officer (DPO).
- Ensure compliance with data protection policies and procedures.
- Lead cyber security awareness and compliance initiatives.
- Oversee information security risk assessments.
- Ensure appropriate arrangements for data backup, disaster recovery and business resilience.
- Coordinate responses to data breaches and cyber incidents.
- Promote a culture of data security and information governance across the school.

DIGITAL STRATEGY AND TECHNOLOGY

- Lead the development and implementation of the school's digital strategy.
- Ensure technology supports teaching, learning and business operations.
- Manage external IT support providers and technology contracts.
- Monitor ICT performance and service standards.
- Ensure compliance with cyber security requirements and best practice.
- Oversee management information systems and business applications.
- Support the effective use of education technology across the school.
- Evaluate emerging technologies, including artificial intelligence, ensuring safe and appropriate implementation.
- Ensure technology investments deliver value for money.

ESTATES, FACILITIES AND PROPERTY MANAGEMENT

- Lead the strategic management of school premises and facilities.
- Develop and maintain the School Asset Management Plan.
- Manage planned maintenance and improvement programmes.
- Oversee capital projects and premises developments.
- Ensure statutory inspections and testing are completed.
- Manage utilities and site services effectively.
- Line manage site and premises staff.
- Ensure safe and secure operation of the school estate.
- Monitor cleaning, catering and facilities contracts.
- Maintain effective arrangements for security and site access.

HEALTH, SAFETY AND RISK MANAGEMENT

- Lead on all aspects of health and safety management.
- Ensure compliance with health and safety legislation and local authority requirements.

- Maintain the school's health and safety management system.
- Coordinate audits, inspections and compliance reviews.
- Ensure risk assessments are completed and reviewed regularly.
- Oversee fire safety procedures and emergency planning.
- Ensure accident reporting and investigation procedures are followed.
- Promote a positive health and safety culture throughout the school.
- Support safeguarding by ensuring a safe physical environment for pupils and staff.

DATA, CENSUS AND MANAGEMENT INFORMATION

- Ensure accurate maintenance of pupil and staff records.
- Oversee statutory returns including School Census and Workforce Census.
- Support SLT with management information and performance data.
- Maintain effective information management systems.
- Ensure information is accurate, accessible and secure.
- Implement robust record retention and archiving procedures.

COMPLIANCE AND GOVERNANCE

- Ensure compliance with statutory and regulatory requirements.
- Support governors in fulfilling their financial and compliance responsibilities.
- Prepare reports and papers for governors and committees as required.
- Maintain oversight of policy review schedules and compliance monitoring.
- Ensure statutory website requirements are met.
- Maintain the school's risk register.
- Ensure insurance arrangements remain appropriate and effective.
- Monitor changes in legislation and advise school leaders accordingly.

WRAPAROUND CARE AND EXTENDED SERVICES

- Oversee the financial and operational performance of wraparound provision.
- Ensure breakfast club and after school provision operate safely, efficiently and sustainably.
- Monitor budgets, staffing and occupancy levels.
- Support the development of extended services and community use of facilities.
- Manage school lettings and community partnerships where applicable.

COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT

- Develop effective relationships with pupils, families, staff, governors and external agencies.
- Support communication strategies that promote the school positively.
- Oversee school business communications where appropriate.
- Contribute to school marketing, admissions promotion and community engagement activities.
- Maintain effective partnerships with local authority officers, contractors and external services.

GENERAL RESPONSIBILITIES

The postholder will:

- Safeguard and promote the welfare of children and young people.
- Support and promote equality, diversity and inclusion.
- Maintain confidentiality and professional standards at all times.
- Participate in professional development and training.
- Undertake any other duties commensurate with the grade and responsibilities of the post as reasonably directed by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake all relevant safeguarding checks, including an enhanced Disclosure and Barring Service (DBS) check.

Leadership structure

Headteacher			
Business Manager			
Admin Team	Catering Manager	Site Manager	Wraparound Care team
Senior Administrator and Attendance Officer Admin Assistant	Kitchen Team MSA Team	Assistant Caretaker	After School Club and Breakfast Club Assistants

Line Management Responsibility

Business Manager			
Admin Team	Catering Manager	Site Manager	Wraparound Care team

I confirm my acceptance to the job description above:

Signed:

Name:

Date: