



**WILLIAM FARR**

C of E Comprehensive School

# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB ROLE: Assistant School Business Manager

**Reports to: School Business Manager**

**Grade: 8**

### JOB DESCRIPTION

#### **Overall Responsibilities:**

To provide high-quality operational and strategic support to the School Business Manager (SBM) in the leadership and management of the school's business functions.

The Assistant Business Manager will play a key role in ensuring that Financial, Administrative, HR, IT, Health & Safety, Estates, and compliance services are delivered efficiently, effectively, and in line with statutory requirements.

The role contributes directly to the school's ability to deliver outstanding educational outcomes through robust resource management, continuous improvement, and professional business support.

#### **Key Responsibilities and Duties**

##### **Financial Management & Value for Money**

- Support the SBM in the development, planning, and monitoring of the school's annual and multi-year budgets
- Produce and analyse monthly management accounts, budget monitoring reports, identifying trends, risks, and opportunities
- Assist in forecasting, scenario planning, and financial modelling to inform decision-making
- Ensure all financial transactions are processed accurately, promptly, and in line with financial regulations
- Monitor income streams and expenditure to ensure effective use of resources and value for money
- Support preparation of statutory returns, audit requirements, and year-end processes
- Contribute to the development and implementation of financial procedures and internal controls
- Assist with procurement activities, including tendering, contract negotiation, and supplier management
- Ensure compliance with the requirements of the Academy Trust Handbook and maintain robust financial governance, internal controls, and accountability in the stewardship of public funds

## **Operational Leadership & Business Systems**

- Lead and continuously improve administrative and operational systems across the school
- Identify opportunities to streamline processes, reduce duplication, and improve efficiency through digital solutions
- Ensure effective use of MIS, finance, and business systems to support data-driven decision making
- Develop, implement, and maintain robust policies, procedures, and workflows
- Ensure compliance with GDPR and data protection legislation
- Oversee records management, ensuring accuracy, security, and accessibility of data

## **Human Resources & Workforce Support**

- Support delivery of HR functions including recruitment, onboarding, contracts, and payroll
- Ensure accurate maintenance of staff records and compliance with safer recruitment practices
- Ensure policies are reviewed and updated in accordance with legislation
- Assist in workforce planning, staff deployment, and organisational structure reviews
- Line manage designated support staff, setting clear expectations and supporting performance development
- Support absence management processes and HR casework as required
- Contribute to staff wellbeing initiatives and the development of a positive workplace culture

## **Estates, Facilities & Health & Safety**

- Support the operational management of the school site, ensuring it is safe, secure, and well-maintained
- Assist in planning the delivery of maintenance, compliance, and capital works programmes
- Ensure statutory compliance in areas such as fire safety, asbestos, water hygiene, and electrical testing
- Coordinate risk assessments, health & safety audits, and monitoring systems
- Work with contractors and external providers to ensure quality, compliance, and value for money
- Support emergency planning and business continuity arrangements

## **Strategic Development & School Improvement**

- Contribute to the development and delivery of the School Development/Improvement Plan
- Provide high-quality data, analysis, and reports to inform leadership and governance decisions

- Support the identification and implementation of efficiency savings and income generation opportunities
- Assist in managing school lettings and commercial activities
- Deputise for the SBM where appropriate, including attending meetings and leading on specific projects
- Contribute to long-term planning across all support function areas
- Contribute to the school's long-term strategic vision, including supporting the exploration and development of opportunities to expand into a Multi-Academy Trust (MAT) or collaborative partnership model

### **Governance & Compliance**

- Support the SBM in ensuring the school meets all statutory, regulatory, and audit requirements
- Prepare reports and documentation for trustees, committees, and external stakeholders
- Support the school in meeting statutory, regulatory, and inspection requirements, including those of the Ofsted, DfE, SIAMs and HMRC
- Ensure policies are systematically reviewed and updated in line with current legislation, statutory guidance, and the expectations of Ofsted and the Academy Trust Handbook
- Contribute to internal and external scrutiny processes and continuous improvement activities
- Maintain up-to-date knowledge of relevant legislation, policies, and sector developments

### **Stakeholder Engagement & Service Delivery**

- Provide a professional, responsive, and customer-focused service to staff, pupils, parents, and external partners
- Build effective working relationships across the school and wider community
- Communicate clearly and effectively on business and operational matters
- Promote a culture of collaboration, accountability, and high standards

### **General Responsibilities**

- Uphold and promote the school's values, ethos, and commitment to an inclusivity
- Ensure safeguarding and child protection procedures are followed at all times
- Maintain confidentiality and handle sensitive information with discretion
- Participate in training, professional development, and performance management
- Undertake any other duties commensurate with the grade and responsibilities of the role

### **General**

Undertake any other duties as reasonably requested by the School Business Manager in support of the school's operational and strategic objectives.

Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Carry out all duties regarding the school's policies and codes of conduct.

Participating in training and other learning activities as required and to participate in appraisal and professional development.

Set high expectations of conduct, whilst acting as a good role model for others.

## PERSON SPECIFICATION

Qualifications & Professional Development			
	Essential	Desirable	Assessment
Recognised accounting qualification (e.g. AAT Level 4 or equivalent/higher)	✓		
Evidence of continued professional development	✓		
Strong commitment to ongoing learning and professional growth	✓		
Part-qualified or qualified (ACCA, CIMA, CIPFA or equivalent)		✓	
Relevant qualification in HR, business management or leadership		✓	
Experience			
Experience working in a finance and/or business operations role with responsibility for budgets and financial processes	✓		
Experience budget planning, monitoring, and forecasting	✓		
Experience of applying financial controls and ensuring compliance in the use of public funds	✓		
Experience of using financial systems and producing accurate financial reports	✓		
Experience of working with administrative systems and improving processes	✓		
Experience of working in a complex organisational environment with multiple stakeholders	✓		
Experience within an education setting (school or academy)		✓	
Experience of procurement, contract management, or supplier negotiation		✓	
Experience of supporting audits or external scrutiny processes		✓	
Experience of line management or supervising staff		✓	
Experience of Access Finance		✓	
Knowledge			
Strong understanding of financial management principles, controls, and accountability	✓		
Understanding of compliance requirements relating to public funds	✓		
Knowledge of relevant legislation including data protection (GDPR) and employment practices	✓		

Awareness of governance and accountability frameworks	✓		
Knowledge of the Academy Trust Handbook and associated financial regulations		✓	
Understanding of academy funding and compliance		✓	
Awareness of Ofsted frameworks and expectations		✓	
Knowledge of employment law and pay and conditions specific to teachers and support staff		✓	
Knowledge of health & safety and estates compliance requirements in an education setting		✓	
<b>Skills</b>			
Excellent financial and numerical skills with a high level of accuracy and attention to detail	✓		
Strong analytical skills with the ability to interpret complex data and present clear, actionable insights	✓		
Highly organised with the ability to prioritise, plan, and manage competing demands	✓		
Strong IT skills including finance systems and Microsoft 365 (particularly Excel)	✓		
Effective communication skills, both written and verbal, with the ability to engage a wide range of stakeholders	✓		
Ability to develop, implement, and improve systems and processes	✓		
Ability to maintain confidentiality and handle sensitive information with discretion	✓		
Advanced Excel/data analysis skills		✓	
Ability to produce high-quality reports for senior leaders and trustees		✓	
Project management skills		✓	
<b>Leadership &amp; Behaviours</b>			
Proactive, solutions-focused, and able to work independently with initiative	✓		
Strong interpersonal skills with the ability to build effective working relationships	✓		
Ability to influence, challenge, and support decision-making at an operational level	✓		
Commitment to high standards, accountability, and continuous improvement	✓		
Resilient and able to work effectively under pressure and to tight deadlines	✓		
High level of integrity and professionalism in managing public funds	✓		

Willingness and capability to deputise for the School Business Manager	✓		
Experience of leading teams or managing staff performance		✓	
Ability to contribute to strategic planning and organisational development		✓	
<b>Personal Qualities</b>			
Ability to multitask whilst maintaining a calm disposition	✓		
Flexible, adaptable and proactive	✓		
Responsive to change	✓		
Strong sense of ownership and accountability	✓		
Collaborative and team-oriented approach	✓		
Commitment to equality, diversity, and inclusion	✓		
Commitment to safeguarding and promoting the welfare of children	✓		