

Erasmus Darwin Academy		
Job Description: Business Manager	Grade: 9	Date: March 2026
Hours of work:	37 hrs per week (Plus 10 Days)	
Line Manager:	Headteacher	
Based upon Job No:	S195 Business and Facilities Manager, S176 Bursar and Health & Safety Manager with Facilities Management	

School Purpose and Values

To work as a specialist under the direction of the Headteacher to contribute to the strategic planning, development and monitoring of support services within school, taking effective responsibility for finance, Health and Safety, and facilities management.

Support Financial Management

- Advise the Headteacher and Governors on policies affecting finance and business planning.
- Prepare annual estimates and monthly reports on income and expenditure, monitor accounts against budgets and report on the financial state of the school to the school governors.
- Provide financial management information to and directly advise the SLT.
- To advise the Headteacher and governors on planning the school's three-year budget planning process annually, including preparing the preliminary annual budget plans.
- Monitor all accounting procedures and resolve any problems, including the ordering, processing and authorisation of payment of all goods and services, the maintenance of an assets register, preparation of invoices, collection of fees and other dues, and recovery of bad debts.
- Assist with annual audits.
- To complete annual Benchmarking and prepare a report for Governors.
- To attend SLT and Governors meetings as required.
- Liaise with Central HR regarding payroll checking.
- Oversee all Academy expenses and processes associated with this.

Support to Other Staff:

Line Management

Line Management responsibilities:

- To line manage Facilities and Services Associate Staff Department Leads e.g. Catering and Premises.
- To line manage the Academy Finance Team.
- To support the Headteacher in any directed activities as outlined by the Headteacher

Support Organisational Management:

Facilities Management

- Oversee the school premises, including school housekeeping, repairs and maintenance, development of buildings and the provision of furnishing.
- Make recommendations to the Headteacher and governors on the spending of repairs and capital budgets, according to an agreed development plan wherever possible and once authorised, oversee the spending of these funds, consulting heads of department to ensure that both repairs and improvements are fit for educational purpose.
- Liaise with contractors in connection with major building works proposed for the school including quotations and/or site visits.
- To monitor and manage the school's contracts and to assist the Headteacher in tendering for new contracts.
- Undertake risk assessments
- Oversee the management of academy lettings arrangements.

Administrative & HR Management

- Manage all administrative systems and functions.
- Manage Marketing of the Academy and Academy Services e.g. Lettings.
- Maintain and update the Risk Register and Business Continuity Plan.
- Uptake safer recruitment training for leading interview panels.
- Mail merge annual pay statements using academy budget spreadsheet.
- Check payroll reports monthly and approve any changes.
- Approve contract changes for staff on payroll and ensure budget is updated to reflect changes monthly.
- Provide quality assurance checks for internal HR changes as appropriate.

Health and Safety

- To write the School Health and Safety Policy for approval by the Governors.
- To continuously monitor and review the Health and Safety policy.
- To assist with the writing and updating of other school policies containing a Health and Safety element.
- To analyse accident reports within school and prepare reports for SLT/Governors.
- To advise staff on Health and Safety matters as required.
- To provide/arrange staff Health and Safety training as required. e.g. use of fire extinguishers, use of ladders, manual handling etc.
- To prepare and issue bi-annual safety audit to all departments in school. To analyse the audit results and prepare reports for SLT and Health and Safety Committee
- To act as Fire Officer, organising risk assessment and fire drills.
- To organise a team of fire marshals to cover all areas of school buildings.
- To liaise with Health and Safety Consultants.
- To liaise with Emergency Services.
- Prepare risk assessments as required.
- To provide/arrange for annual PAT testing of electrical equipment in school.
- Attend LA Health & Safety briefings and report to Headteacher.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation

Person Specification

Criteria	Measured By
<p>Experience</p> <ul style="list-style-type: none"> • Several years' experience working in a business environment at a management level. • Demonstrable experience of schools' financial management. • Experience of Health and Safety compliance. 	AF/I
<p>Qualifications/Training</p> <ul style="list-style-type: none"> • Degree in Business and Administration, NCSL Diploma in School Business Management, or equivalent qualification, or experience in relevant discipline. 	AF/I
<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Full working knowledge of relevant polices/codes of practice/ legislation. • Ability to interpret advice/statute and to devise policy/practice in the light of these. • Detailed working knowledge of health and safety policies and practice. • Detailed working knowledge of educational visits policies and practice. • Robust understanding of facilities management issues and solutions. • Ability to manage a multi-disciplinary team effectively. • Ability to relate well to children and adults. • Ability to persuade, motivate, negotiate and influence. • Excellent communication skills. • Excellent organising, planning and prioritising skills. • Methodical with a good attention to detail. 	AF/I
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Identifies the service needs of the pupils, parents, the community and other stakeholders by proactively gathering feedback to ensures own service delivers the diverse needs of its customers and encourage social inclusion • Ensures main strategic priorities are translated into clear objectives and practical actions, ensuring resources and activities of teams are aligned for day to day strategic priorities • Helps others to find value for money ways to continuously improve the service • Anticipates the need for change and proactively introduces systems to ease and support transition • Maintains a clear sense of purpose and direction during periods of change by proactively consulting when planning change and supporting others through the change process • Creates a sense of self belief, energy and pride in others about what the school are setting out to achieve • Plans communication effectively and acts as a role model in providing open, honest communication • Ensures team are focused on the contribution they must make • Handles sensitive issues constructively to resolve conflict • Manages demanding workloads and meet commitments • Ensures the team receives sufficient resources and backing to deliver against objectives 	AF/I

<ul style="list-style-type: none"> • Manages performance robustly within an inclusive working environment that values everyone's contribution, coaches others in developing and maintaining effective relationships and team working • Overcomes obstacles to achieve teams objectives • Takes considered risks using initiative and flexibility to deliver • Creates opportunities for self and others to acquire and apply new skills by involving individuals in setting appropriate personal development objectives and providing agreed development opportunities, supports others by coaching and mentoring • Promotes a culture of trust, where honest and constructive feedback is sought • Ensures people grow and develop by allowing teams and individuals to be creative in how they work, highlighting, celebrating and rewarding success • Develops and nurtures networks within and outside the organisation 	
--	--

AF = Assessed at Application Form I = Assessed at Interview T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.

Primitas Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As such this post is subject to a 'disclosure' check under the Rehabilitation of Offenders Act 1974 and satisfactory Enhanced DBS check, Online Search and references.

Further details regarding this check are available from schools or by visiting www.gov.uk/government/organisations/disclosure-and-barring-service. A copy of the school's Safeguarding Policy can be found on our website. You will also be required to provide proof of eligibility to work in the UK, evidence of your qualifications and suitable references