Bishop Wilkinson
Catholic Education Trust

St Michael's
Catholic Primary School

St John Boste
Catholic Primary School

Job Description

Post Title: Dual School Business Manager
Salary: Grade J/K, SCP 31 - 35
Reports To: Headteacher / Chief Operating Officer

Job Purpose

To provide operational management of all business functions across designated school sites, ensuring the effective, efficient and compliant delivery of non-teaching services including finance, human resources, estates, administration and compliance.

The postholder will work closely with Headteachers and the Trust to support strategic leadership, school improvement priorities, ensuring the sustainable use of resources, high-quality support services, and consistent operational standards across schools.

The postholder will divide their working time between the designated school sites.

Main Duties and Responsibilities

Strategic Leadership and Management

- Provide strategic leadership for all business functions across schools, ensuring alignment with Trust priorities and each school's improvement plan.
- Contribute as a member of senior leadership teams to organisational planning, resource deployment, and continuous improvement.
- Promote high standards of business management, ensuring the effective, efficient and sustainable use of resources.
- Lead, motivate and support staff within areas of responsibility, setting clear expectations and maintaining high standards of performance and conduct.

Operational Management

- Lead and manage all non-teaching services, including finance, HR, estates, IT, compliance and administration, ensuring high-quality, consistent service delivery across sites.
- Establish, implement and continuously review systems, processes and reporting mechanisms to support effective decision-making and operational efficiency.
- Ensure consistency of practice across schools while identifying opportunities for shared working and service improvement.

Financial Management

- Lead on budget planning, monitoring and forecasting for schools, ensuring robust financial controls and value for money.

- Work closely with Cluster Finance Managers and the Trust to meet financial deadlines and reporting requirements.
- Ensure all financial systems and transactions comply with Trust procedures and statutory requirements.
- Identify opportunities for income generation, grants and funding and maximise the effective use of school resources.
- Review school cash flow and ensure effective procedures are in place for the management and recovery of parent and other school debts.

Human Resources

- Lead on HR processes across schools, including recruitment, organisational structure, absence management and employee relations.
- Line manage and develop administrative and support staff, supporting performance management and professional development.
- Ensure compliance with employment legislation, Trust policies and safer recruitment practices, including maintenance of the Single Central Record.
- Oversee the accuracy, completeness and regular audits of the Single Central Record across all school sites, ensuring timely follow-up of any discrepancies and compliance with safeguarding and statutory requirements.
- Monitor staff attendance, leave and workforce planning to ensure effective staffing arrangements.
- Compile and maintain a staff training matrix across designated school sites, identifying training requirements and arranging continuing professional development opportunities where appropriate.

Estates, Facilities and Health & Safety

- Oversee the management and maintenance of school sites, ensuring compliance with health and safety legislation and Trust requirements.
- Work in partnership with Trust Estates/Facilities teams to support premises development, maintenance planning and statutory compliance.
- Ensure effective arrangements are in place for site safety, emergency procedures and risk management.

Governance, Compliance and Administration

- Ensure schools meet all statutory, regulatory and Trust compliance requirements, including safeguarding, data protection and information governance.
- Oversee the efficient administration of schools, providing leadership to administrative teams and ensuring high-quality service delivery.
- Maintain and review policies and procedures in line with Trust schedules and statutory requirements.
- Support governance processes, including attending meetings and providing reports where required.

Partnership and Trust Working

- Work collaboratively with Headteachers, Trust central teams and external partners to deliver operational priorities.
- Work closely with the Trust Catering Controller to monitor the quality and service standards of school meal provision, and oversee the administration and recovery of school meal debts.
- Liaise effectively with the Trust's Central Essential Services teams, ensuring strong communication and alignment.
- Share best practice across schools and contribute positively to wider Trust development and improvement.

Marketing and Communication

- Lead the development and implementation of marketing and communication strategies across designated schools.
- Ensure school websites, digital platforms and promotional materials are accurate, consistent, and compliant.
- Oversee branding and marketing activity, including events, publications and social media, ensuring alignment with Trust standards.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

September 2026