



Sheffield South East Trust

JOB DESCRIPTION

Sheffield South East Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL	Wybourn Community Primary & Nursery School
POST TITLE	School Manager
GRADE	7
RESPONSIBLE TO	Headteacher, SSET CFO, Trust Business Advisor
RESPONSIBLE FOR	Admin Staff & Buildings Supervisors
HOLIDAY AND SICKNESS COVER	Admin Staff
PURPOSE OF JOB	<p>Organise and supervise administrative systems within the school.</p> <p>Contribute to the planning, development and monitoring of support services.</p> <p>Management of support staff, including coordination and delegation of relevant activities.</p>
RELEVANT QUALIFICATIONS AND EXPERIENCE	<p>NVQ level 4 or equivalent qualification, or other relevant work-based experience</p> <p>Excellent numeracy/literacy skills</p>

JOB DESCRIPTION FOR POST OF:- SCHOOL MANAGER

SPECIFIC DUTIES AND RESPONSIBILITIES

The person appointed will be expected to carry out the responsibilities listed below in conjunction with other people as appropriate, in a manner that is in keeping with the school's aims and ethos by promoting and developing a culture to ensure diversity within the school community is recognised by actively promoting anti racist and anti-oppressive practice.

MAIN DUTIES

Finance

1. Take a lead role in planning, monitoring and evaluation of budget
2. Manage financial administration procedures
3. Be responsible for the management of expenditure within an agreed budget
4. Be responsible for the selection and management of resources, including management of a budget and regular audit of resources
5. Manage the administration of payroll systems including liaison with the provider.
6. Take a lead role in procurement and securing sponsorship/funding

Organisation

7. Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies
8. Line Management responsibilities where appropriate:
9. Manage support staff as appropriate
 - a. Liaise between managers/teaching staff and support staff
 - b. Hold regular team meetings with managed staff
 - c. Undertake recruitment/induction/appraisal/training/mentoring for other staff

Administration

10. Take lead role in the development and maintenance of record/information systems
11. Provide detailed analysis and evaluation of data/ and produce detailed reports/information as required
12. Produce, and respond to, complex correspondence
13. Provide organisational and complex advisory personal support to other staff
14. Provide organisational and complex advisory support to the Governing Body
15. Manage complex administrative procedures
16. Be responsible for completion and submission of complex forms, returns etc., including those to outside agencies e.g. DfE

Resources

17. Take a lead role in the recruitment of support staff and in managing associated employment procedures
18. Provide advice and guidance to staff and others on complex issues
19. Undertake research and obtain information to inform decisions
20. Manage service contracts
21. Manage school licences and insurance
22. Take a lead role in marketing and promoting the school
23. Manage facilities including premises, lettings and associated income, building and projects etc.
24. Health & Safety management

RESPONSIBILITIES

1. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and ensure equal opportunities for all
3. Contribute to the overall ethos/work/aims of the school
4. Develop constructive relationships and communicate with other agencies/professionals
5. Share expertise and skills with others
6. Participate in training and other learning activities and performance development as required
7. Recognise own strengths and areas of expertise and use these to advise and support others

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield South East Trust's Policies (and/or Policies adopted by the School Governing Body), and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE: Feb 2026

Person Specification (School Manager)

All candidates should demonstrate how well their qualifications and experience, personal qualities, skills, professional knowledge & understanding and knowledge of safeguarding meet the requirements of the person specification.

Qualifications and experience		R	A	G
Candidates should have:				
1	Experience of working within an administrative environment			
2	NVQ Level 4 or equivalent qualification/experience			
3	CSBM/DSBM (desirable but not essential)			
4	Finance or Accounting Qualification (desirable but not essential)			
5	Safer Recruitment Training (desirable but not essential)			

Personal qualities		R	A	G
Candidates should have:				
1	A desire to make a difference to the lives of young people			
2	Resilience, energy, enthusiasm and creativity			
3	Ability to work as part of a team (to include teachers, support staff, Governors and other schools in the trust.			
4	Ability to work under pressure, meet deadlines, work flexibly and calmly and be able to reflect on processes and outcomes			
5	Supportive of the ethos of the school			

Personal skills		R	A	G
Candidates should have:				
1	Be self-motivated and use own initiative			
2	Interpersonal skills – ability to relate to children and adults and build positive relationships with all members of the school community			
3	Ability to deal sensitively with people and resolve conflicts			
4	Willingness for self-development			
5	A professional attitude			
6	Willingness and ability to be flexible			
7	Customer focused approach to service delivery			

Organisational skills		R	A	G
Candidates should have:				
1	Ability to plan and determine work methods			
2	Professional customer relationships			
3	Teamwork skills			
4	Evidence of problem analysis and the ability to summarise findings			
5	Ability to accurately work to deadlines			
6	Excellent organisation, planning and analytical skills, with a meticulous attention to detail			
7	Willingness to work outside standard hours as the work dictates (meetings etc)			

Skills		R	A	G
Candidates should have:				
1	Personnel/HR management experience			
2	Excellent communication skills			
3	Excellent Microsoft Office skills			
4	Ability to use financial packages (HCSS)			
5	Willingness and capability to be flexible when needed (eg Ofsted, project deadlines etc)			
6	Excellent interpersonal and organisational skills			
7	Ability to maintain confidentiality			
8	Ability to identify own training and willingness to undertake necessary training			
9	Ability to work under pressure, prioritise and meet deadlines			
10	Excellent listening skills			
11	Ability to consult and share decision making with Senior Leadership Team and colleagues			
12	Professional, approachable, courteous and able to present a positive image of the school			

Professional knowledge and understanding		R	A	G
Candidates should have:				
1	Knowledge and understanding of how to interpret numerical/statistical data			
2	Knowledge and understanding of relevant legislation (e.g. data protection, health & safety, HR and equal opportunities)			
3	Fluency in the use of IT based management information systems and Microsoft systems			
4	Good organisation and proven administrative abilities			
5	Good understanding of financial procedures and processes			

Safeguarding		R	A	G
Candidates should have:				
1	Knowledge of best practice and procedures in school for safeguarding children and young people			