

Job Description

Alma Primary School Business Manager

SALARY: Alma scale L34- L44 - currently £42,777 - £52,816. *Salary will be dependent on experience and qualifications and may be negotiable for an exceptional candidate.*

CONTRACT: Full-time position for 36 hours pw. 44 weeks p.a. (TT +4), initially for 1 year

REPORTS TO: Headteacher

PURPOSE OF POST

Our School Business Manager is a key member of the Alma School Leadership Team, responsible for the strategic leadership and operational management of the school's business and financial functions, as well as overseeing the administrative aspects of the school.

In addition to the traditional SBM role, the postholder acts as the school's senior administrator and Chief Financial Officer, ensuring:

- Robust financial governance
- Compliance with the Academy Trust Handbook and public sector financial standards
- Effective internal controls, risk management, and financial sustainability

The role enables the Headteacher, Leadership Team and governors to focus on delivering high-quality teaching and learning, supported by strong business leadership.

MAIN DUTIES

1. Leadership, Strategy and Governance

- Contribute to the strategic leadership and development of the school as a member of SLT
- Work with the Headteacher to develop and deliver the School Development Plan and long-term priorities
- Provide professional advice to the Headteacher and governing body on finance, risk, HR, and operations
- Support governors in fulfilling their financial oversight responsibilities
- Attend and report to the Finance/Resources (and where applicable Audit/Risk) Committee
- Ensure decisions are informed by accurate financial and operational data
- Promote a culture of accountability, transparency, and value for money
- Model integrity, professionalism, and confidentiality in all aspects of the role

2. Financial Leadership, Planning and Management

- Lead financial strategy to ensure long-term sustainability of the school
- Prepare and manage:
 - Annual budget
 - Three-year financial forecast
- Monitor, forecast and report on financial performance, identifying risks and mitigation strategies
- Prepare and present monthly management accounts, ensuring these are reviewed at every board/finance committee meeting and shared with Governors each month
- Ensure effective financial controls and budget monitoring systems are in place
- Oversee day-to-day financial operations, including payroll approval and reconciliation

- Manage the school's banking arrangements and oversee cash flow planning to ensure the school can meet its liabilities as they fall due
- Maintain the fixed asset register
- Ensure all expenditure represents value for money and aligns with school priorities
- Identify and implement cost-saving and efficiency measures

3. Financial Governance, Compliance and Assurance (CFO Functions)

- Act as the school's Chief Financial Officer, ensuring compliance with Academy Trust Handbook, Funding agreements and Principles of Managing Public Money
- Advise the Headteacher and governors on regularity, propriety, and value for money
- Ensure a robust framework of financial internal controls is in place
- Oversee preparation of financial returns and statutory submissions, including submission of the Companies House annual confirmation statement
- Lead on financial compliance, ensuring adherence to the Alma Scheme of Financial Delegation
- Maintain the register of business interests for governors, and relevant staff, and ensure declarations are completed, reviewed annually, and published
- Support the annual auditing of the school and preparation of statutory accounts, liaising with external auditors, and ensuring accounts are filed with Companies House and the DfE within the required timeframes
- Coordinate responses to audit findings and implement recommendations
- Ensure appropriate arrangements for internal scrutiny / internal audit
- Act as company secretary, ensuring governance changes are filed with the DfE's Get Information About Schools (GIAS) and Companies house
- Maintain financial procedures and policies

4. Risk Management and Internal Scrutiny

- Lead the development and maintenance of the school's risk management framework
- Maintain a strategic risk register, including financial and operational risks
- Report risks regularly to SLT and governors
- Ensure adequate internal scrutiny arrangements are in place (proportionate to school size)
- Promote strong internal controls and fraud prevention measures
- Ensure whistleblowing procedures are in place and understood

5. Human Resources Management

- Lead all HR functions in line with employment law and best practice
- Oversee:
 - Recruitment and safer recruitment compliance
 - Induction and onboarding processes
 - Contracts, variations, and staff records
- Ensure all employment checks (DBS, references, right to work) are completed
- Advise on HR policies, disciplinary, grievance, and capability matters
- Support workforce planning aligned to budget and school priorities
- Oversee performance management processes (teaching and support staff) with SLT
- Promote staff wellbeing and a positive working culture
- Ensure payroll changes are accurate and compliant (including pensions and HMRC)

6. Administration and Information Management

- Lead and manage all administrative functions, including the line management of office staff, ensuring high standards of service delivery
- Maintain efficient systems and processes
- Oversee:
 - Management Information Systems (MIS)
 - Financial and HR systems
 - Data accuracy and reporting
- Oversee and manage the annual admissions process, along with in-year admissions
- Ensure statutory returns (e.g. census) are completed accurately and on time
- Support organisation of trips and educational visits (administrative oversight)
- Maintain business continuity and disaster recovery plans

7. Premises, Health & Safety and Operations

- Oversee management of the school site and facilities
- Line manage site staff (e.g. caretaker)
- Ensure compliance with health and safety legislation
- Lead on:
 - Risk assessments
 - Emergency planning
 - Premises compliance and inspections
- Manage maintenance, servicing, and capital works
- Oversee site security and safeguarding arrangements
- Ensure effective delivery of cleaning, catering, and site services

8. Procurement and Contract Management

- Lead procurement processes in line with financial regulations
- Negotiate and manage contracts (e.g. catering, ICT, cleaning, utilities)
- Ensure all procurement achieves value for money
- Monitor contractor performance and compliance
- Ensure appropriate tendering processes are followed where required

9. Compliance, Safeguarding and Data Protection

- Ensure compliance with all statutory, legal, and regulatory requirements
- Maintain and monitor policy review systems, tracking all school policies and ensure that appropriate staff and governors update policies in a timely manner
- Support Data Protection Officer with GDPR compliance
- Ensure safeguarding requirements are embedded in all business operations
- Ensure all contractors and third-party providers meet safeguarding standards
- Maintain accurate compliance records for audit and inspection
- Act in accordance with *Keeping Children Safe in Education*
- Promote and safeguard the welfare of all pupils
- Ensure systems and services prioritise pupil safety

10. Income Generation and Community Engagement

- Develop and implement income generation strategies, including:
 - Grant funding applications
 - Lettings and facility hire
 - Wraparound provision
 - Extended services inc. school clubs
- Build partnerships with external agencies and stakeholders
- Contribute to community events and the wider life of the school
- Promote the school's services and reputation

11. ICT and Systems Oversight

- Oversee ICT systems supporting administration and finance
- Ensure systems are secure, efficient, and compliant
- Work with providers to maintain infrastructure and services
- Identify opportunities to improve efficiency through digital solutions
- Ensure the school's cyber security arrangements comply with DfE requirements, and that cyber incidents are reported in accordance with DfE guidance

12. General Responsibilities

- Participate in appraisal and professional development
- Support the school's compliance with DfE sustainability expectations, including oversight of a climate action plan and any named sustainability lead arrangements
- Maintain up-to-date knowledge of relevant legislation and guidance
- Undertake duties commensurate with the role
- Provide high-level support to the Headteacher in the effective running of the school
- Carry out other such duties as are required to support the Headteacher in the efficient and effective running of the school.

NOTES

This job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title as the school evolves.

This job description will be reviewed annually in consultation with the Headteacher and Governors according to the changing needs of the school as outlined in the School Improvement Plan.

Person Specification

Alma Primary School Business Manager

To be evidenced through application form, references, interviews and tasks

FACTORS	ESSENTIAL	DESIRABLE
<i>Personal Qualities & attitudes</i>	<ul style="list-style-type: none"> • Adaptable and flexible approach • Full agreement with the school's ethos, including the principal of a Jewish school open to children of other faiths and none • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Well-organised; able to set targets and meet deadlines • Commitment to safeguarding and equality of opportunity irrespective of ability, gender, ethnic or social background • Commitment to maintaining confidentiality at all times 	<ul style="list-style-type: none"> • Reliable and efficient. • Able to respond to challenge • Good communication skills – able to relate to people at all levels • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Ability to work under pressure and prioritise effectively • Ability to problem-solve and create innovative solutions • Embraces change well • Deals with difficult situations effectively
<i>Qualifications and training</i>	<ul style="list-style-type: none"> • A recognised professional accountancy or business qualification (e.g. ACCA, CIMA, CIPFA, ACA, AAT Level 4 or above, ISBL/CIPFA Level 6 Diploma) or substantial equivalent experience in a senior financial leadership role, with a commitment to maintaining CPD in line with ATH requirements. • An appropriate qualification for a School Business Manager (e.g. Level 4 Diploma for School Business Managers) 	<ul style="list-style-type: none"> • Full membership of a recognised professional body (ICAEW, ACCA, CIMA, CIPFA, or ISBL) and active participation in school business professional networks. • Health and Safety training • DSL training • Safer recruitment training • Experience as a school business manager in an academy of free school • Recent professional development
<i>Skills and abilities</i>	<ul style="list-style-type: none"> • Ability to analyse data • Possess excellent technical / ICT skills with a sound knowledge of software packages, such as Microsoft • Ability to manage a school budget • Ability to balance multiple responsibilities 	<ul style="list-style-type: none"> • Ability to produce clear, accurate written reports on financial and operational matters for governors, trustees, and senior leaders • Ability to present financial information to a variety of audiences.
<i>Knowledge and experience</i>	<ul style="list-style-type: none"> • Understanding of the regulatory and compliance framework for academy trusts, including the Academy Trust Handbook, Academies Accounts Direction, and free school funding requirements. • Expert knowledge of financial management • Excellent attention to detail • Involvement in school self-evaluation and improvement planning • Line management experience 	<ul style="list-style-type: none"> • School Business Management experience in an academy trust or free school • Experience of working with payroll, pensions and budgeting software • Experience of contributing to staff development • Working with children or young people • Familiarity with working in a Jewish organisation

Long-listed candidates may be required to complete tasks including literacy and numeracy activities, prior to interview. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and is subject to an enhanced Disclosure and Barring Service check. The school reserves the right to require the successful candidate to undertake a medical examination prior to a contract of employment being issued.