Arnhem Wharf
Primary School

JOB DESCRIPTION	
Post title:	School Business Manager
Reporting to:	Headteacher
Salary/Grade:	Scale P06
Working Time:	Term Time + 4 weeks
Responsible For:	Finance and Resources Officer Pupil Services and Admissions Officer HR and Staff Operations Officer Data and Digital Communications Coordinator School Premises Team consisting of 2 posts: Premises Manager & Premises Assistant Cleaning Team
	PURPOSE OF THE JOB As a member of the Senior Leadership Team, provide advice on all aspects of management in relation to non-teaching business administration. Take responsibility for Finance, Human Resources, Administration, Governance, ICT and Facilities Management and all matters within the management of the school which are supportive of, but do not involve, the teaching and learning function. Plan and manage change in accordance with the School Improvement Plan. Develop administrative procedures for the school and to be responsible for maintaining and operating agreed procedures in order to ensure that all legal requirements are met. Investigate additional funding streams and grants.
	Finance Advise the Headteacher on all financial matters and report on the financial feasibility of particular projects including the financial impact of transition from four form entry to eventual three form entry. Oversee all operational and strategic finance activity. Be responsible for the preparation of appropriate budget plans to support the School Improvement Plan and the development of strategies to address changes in funding. Prepare regular expenditure and income accounts for presentation to the Headteacher and Governing Body, budget monitors and forecasts for Governors and management accounts for budget holders. Attend meetings of the Governing Body, preparing reports on all financial matters for the Headteacher and Governors. To make recommendations relating to budgetary control and the implementation of any improvements. Maximise income generation, by identifying additional funding streams with local and national businesses, charitable organisations and grant awarding bodies. Manage and support the application process of fundraising bids.

	Contribute to the measurement, analysis and review of school performance including benchmarking information against other similar schools. Be responsible for monitoring and updating the school's financial procedures and policies and the Governing Body's Scheme of Delegation. Be responsible for the school's accounting procedures and to have oversight in all matters relating to the administration of school finances, including: • The ordering, processing and payment for all goods and services provided to the school. • The operation of all bank accounts, ensuring that a full reconciliation is undertaken every month. • Preparation of year-end accounts ready for external audit and presentation to Governors. • Ensuring maintenance of the inventory of assets and compliance with procedures for the disposal of redundant equipment/assets. • Preparation of invoices and collection of fees and other dues, including the recovery of bad debts. • The use of the school's I.T. finances systems to keep financial records. • Cash handling. Manage the contract tendering process including the preparation and development of contract and service specifications, and ensuring that contractual arrangements are monitored. Responsibility for seeking professional advice on insurance for the whole school. Implementing the approved insurance, and handling any claims that arise. Develop and manage effective procurement practice to ensure value for money, undertaking best value review, to include: • All service level agreements. • Facilities and premises contracts. • To identify, plan and monitor the use of curriculum and administrative consumables.
	Human Resources Responsible for general personnel matters in consultation with the Head Teacher, personnel provider and local authority e.g. dealing with staff queries about salaries, expenses, sickness and maternity procedures, etc. Oversee all operational and strategic human resources activity. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements. Ensure that use is made of specialist expertise in relation to HR issues and that all HR related policies and procedures comply with legal and regulatory requirements to advise the Headteacher and Governors in all assessment of salaries, expenses, sickness and maternity procedures, redundancy and matters of dismissal. Manage and monitor payments of salaries by the school's payroll agency, check payroll reports and ensure all pay costs are appropriate and budget areas are correctly charged.

	Maintain staff records, ensuring that documentation and data are kept confidential. Monitor staff absence and ensure accurate records kept and management information system updated. To be responsible together with the Head Teacher for carrying out recruitment procedures in line with Safeguarding Children and Safer Recruitment in Education. To oversee the maintenance of the DBS single central record for the school and ensure that all personnel are checked at the appropriate time. Line manage administrative and staff; providing leadership and guidance; including responsibility for their recruitment, performance management and professional development. Line manage the School Premises Manager.
	Administration Management Responsible for developing administrative procedures for the school and maintaining and operating agreed procedures in order to ensure that all legal requirements are met. Plan, lead and implement change across own areas of responsibility. Lead and manage the administrative function for the school. Oversee the preparation and production of all school records and publications. Responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate management information systems, and to act as Systems Manager. Manage the submission for the records and returns required by the DFE and LA including census, SWF census Oversee the management of pupil records, both paper and electronic, ensuring the confidentiality of information. Manage pupil assessment data to enable tracking of pupil attainment and progress.
	Governance Support the Headteacher in preparing reports for Governing Body Attend all relevant Governors' meetings and advise Governors where appropriate. In particular, contribute to finance, personnel, health and safety and building and maintenance. Ensure all school policies are kept under review as per the policy review schedule and prepare policies to be taken to Governing Body meeting Liaise with Governing Body clerk as required
	Facilities and Premises Management and Health and Safety To be responsible for the management of the premises to ensure that buildings, grounds and facilities are developed and maintained to the highest standard.

	Support the Governing Body and Headteacher in drawing up strategic plans for the development of the site and premises and make recommendations regarding works to be carried out. Develop Premises budgets, manage and monitor expenditure against them to support the School Improvement Plan. In conjunction with the Premises Manager: • Oversee schedules for maintenance and repair Manager and ensure their effective implementation. • Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services, e.g. building works, cleaning, pest and waste disposal. • Ensure that the school has an up-to-date asset register and arrange regular stock checks. Together with the Headteacher and the Leadership Team have responsibility for the safety and security of the site and all who use it including investigating breaches. Ensure sound health and safety policies and procedures in school and take a lead on health and safety in the school. Ensure the Health and Safety Policy is implemented at all times, and is subject to review and assessment at regular intervals or as situations change. Take responsibility for risk assessment for the school, including liaising with the relevant staff members for risk assessing matters of premises, curriculum, visits and individuals. Take responsibility for ensuring compliance with all statutory health and safety requirements and support with all external audits. In conjunction with the headteacher and premises manager, coordinate the arrangements for emergency evacuation. Ensure accurate records of damage, loss or vandalism are maintained and prepare appropriate insurance claims. Be fully conversant with health and safety and fire regulations, and ensure they are complied with, including ensuring all emergency, security and safety equipment is properly maintained and tested within the correct timeframe.
	ICT Management Ensure data systems in relation to pupil data are used efficiently and that statutory returns are completed on time. Manage the school's Administration network and identify enhancements required. Implement all upgrades to the Administration network and ensure backup for data. Ensure that all administrative staff are adequately trained in the Financial and administrative ICT software. Keep abreast of Data Protection legislation and develop policy and procedures to ensure the school operates within GDPR legislation.

	Manage the data and administration systems in schools ensuring compliance with statutory regulations and deadlines. Ensure contingency plans are in place in the case of technology failure. Be the Designated Data Controller and liaise with DPO for GDPR related issues, audits, FOI, SAR and data breaches.
	Other Responsibilities Ensure all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy. Participate in and represent the school within the local network of Finance and Business Managers. Assist the school by promoting and maintaining good relationships with pupils, staff, governors, parents, and external agencies in order to promote the objectives of the school. Provide hospitality and refreshments for visitors and parents if necessary. Deal with front line enquiries from parents/carers, pupils, staff and members of the public. Any other duties as directed by the Headteacher or Senior Team and relevant to the post and to undertake additional duties and responsibilities that may arise from time to time, commensurate with the scope and grade of the post. To be able to adapt to the continuing changes and priorities of school.
	Professional Characteristics Commitment to the well-being and progress of all pupils in school Commitment to excellent inclusive practice. Trustworthy and reliable A clear understanding of confidentiality Willingness to work as part of a team for a common aim and understanding that flexibility is key to successful outcomes Flexibility and creativity in problem solving Use of initiative and excellent time management/prioritisation skills Ability to undertake work in variety of advanced tasks requiring detailed knowledge and skills in specialist areas
	Equal Opportunities/ Safeguarding Statement To ensure equality of opportunity for all and to oppose strongly any form of discrimination. Arnhem Wharf Primary School is committed to safeguarding and promoting the welfare of all children and expects all members of staff to share this commitment.
	Organisational Details Take part in the corporate life of the school, such as attending special events and celebrations Participate in the performance management process.

	Performance Measures Performance management assessment will be based on the responsibilities listed above and judgements will be made against these as part of the schools performance management cycle.

The above description was agreed on 27 March 2026. It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual performance process.

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Signed by (postholder)