

# School Business Manager



## Job Description

*Barlby Bridge School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender assignment, pregnancy, maternity, age, disability, marriage or civil partnership.*

**Post Title:** School Business Manager

**Grade:** Grade JK

**Actual Salary:** £25,586.13 – £28,678.43

**Full-Time Equivalent (FTE):** £37,035.00 – £41,511.00 (*pay award pending*)

**Responsible to:** Headteacher

**Staff Managed:** Admin Team, Kitchen Team, Midday Supervisors

**Job Family:** 3

### Working Hours

This is a part-time position, working **7 hours per day** from **8:30 am to 4:30 pm**, with a **one-hour unpaid lunch break**. The role is for **four days per week: Monday, Tuesday, Wednesday, and Friday**.

The working pattern is **41 weeks per year**, which includes:

- **Term time**
- **Teacher training days**
- **Two additional weeks** during school closure periods

*Please note: The exact working days and hours are negotiable for the right candidate.*

### Purpose of the Role

To provide high-level support to the Headteacher and Governors in the day-to-day management of the school's budget, administration, and site. The School Business Manager will lead on financial planning and resource management, personnel matters, and the effective coordination of key contracts such as catering, cleaning and caretaking.

The post holder will also play a pivotal role in the strategic development of the school's administrative systems and financial sustainability, ensuring the school operates efficiently and effectively at all times.

## Key Responsibilities

### Operational Management

- Provide detailed information and analysis to support school planning and improvement.
- Lead in the preparation and forecasting of the school budget, aligned with strategic priorities.
- Continuously review and analyse financial data to ensure cost efficiency.
- Support the Headteacher in the development and control of the school's financial planning, income generation, and contract coordination.
- Oversee the development and implementation of administrative and financial systems.
- Ensure the timely submission of statutory returns and financial reports.

### Communication

- Maintain strong working relationships with staff, pupils, external partners, and contractors.
- Ensure effective internal communication, particularly with support staff.

### Resource Management

- Lead and manage a small team of support staff, providing training, supervision and performance management where required.
- Identify and address staff development needs.
- Implement HR policies and procedures in collaboration with senior leaders.
- Attend SLT meetings, staff meetings and professional development days.
- Support the Headteacher in overseeing the school site, including maintenance, development, and lettings for income generation.
- Make delegated financial decisions in consultation with the Headteacher.
- Advise the Headteacher on all budgetary matters and help monitor school finances.

### Strategic Management

- Identify and explore new funding opportunities.
- Ensure compliance with Financial Management Standards.
- Optimise use of financial and physical resources through effective planning.
- Contribute to the development and implementation of school policies relevant to the role.

### Systems and Information

- Monitor and contribute to the effective use of school technologies and administrative systems.
- Maintain accurate records and data management systems in accordance with school policy.

### Safeguarding

- Be fully aware of data protection and confidentiality requirements as they apply to the role.
- Promote and safeguard the welfare of children and young people in line with the school's Child Protection Policy.

### Health and Safety

- Be familiar with and act upon all health and safety responsibilities as an employee and manager.
- Lead in the school's risk management processes and ensure a safe working environment.

**Equalities**

- Ensure the school's services reflect the aims of the Equality Policy and respond to the diverse needs of the school community.
- Demonstrate a personal commitment to equality and inclusion.

**Customer Service**

- Provide a high standard of service, showing respect for the diversity and needs of all pupils, families, and stakeholders.
- Work proactively to keep vulnerable people safe from harm or mistreatment.
- Understand the boundaries of your role and responsibilities and uphold professional standards at all times.

**Flexibility**

- The nature of the role requires flexibility in response to the changing demands of the school environment.
  - Responsibilities may be reviewed and adjusted as needed, following consultation, and in line with the grading of the post.
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**Additional Information**

Barlby Bridge School is committed to safeguarding and promoting the welfare of all pupils and young people. All staff are expected to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references.

Training will be provided at induction and throughout employment, in line with the requirements of the role.