

Benchill Primary School



Recruitment Pack:

School Business Manager

Permanent Contract

All Year Round

Level 3: Grade 10

Range: £50,788- £52, 805 per annum

Start Date: 1st September 2025



Headteacher's Welcome:



Dear Prospective Candidate,

Welcome to Benchill Primary School, where we are dedicated to creating a nurturing and dynamic environment that inspires both pupils and staff to reach their full potential. We are thrilled that you are considering joining our team, where your skills and passion for education can truly make a difference. At Benchill Primary School, we pride ourselves on fostering a collaborative and inclusive community that values innovation, diversity and excellence in teaching and learning. As you explore the opportunity to become part of our school, we encourage you to share your unique experiences and ideas that align with our mission to empower every pupil. We look forward to learning more about you and how you can contribute to our vibrant community. We are looking to appoint a candidate with a strong financial acumen and a sound understanding of school finance, someone who has proven abilities and skills to play a key strategic role in the allocation of our school's financial resources. If this sounds like you, we would welcome your application. Thank you for considering Benchill Primary School as the next step in your professional journey.

Warm regards,

Steven Rooney

Headteacher



About the role:



As our School Business Manager, you will be a key member of the team, working closely with the Headteacher to ensure the effective and strategic management of the school's finances, HR, premises, and administrative functions.

Key responsibilities include:

- Leading on financial planning, budget management, financial reporting and income identification and generation
- Managing HR processes and ensuring compliance
- Overseeing the smooth operation of the school, including management of the Admin and Premises teams
- Supporting premises management and project planning, health and safety, risk assessments, and emergency planning
- Driving operational efficiencies and securing best value across services and contracts
- Contributing to strategic decision-making at senior leadership level

What We're Looking For:

We're looking for a qualified and experienced School Business Manager, ideally with experience in a larger school setting. You'll be strategic, organised, and a strong communicator. You will be able to lead teams, manage competing priorities, and ensure our resources are used to their full potential in support of our pupils' education.

Manchester City Council

Job Description

Business Support Manager Level 3

Administration and Organisation Support, Schools

Grade 10

The post holder will report to the head teacher. Apart from other colleagues the main contacts of the job are the head teacher, teaching staff, other support staff, pupils, parents, governors, LA and outside agencies

Main Purpose of the job

1. To be responsible for the development, management, operation and delivery of support services within a large School with a multi-disciplinary support structure.
2. To take a lead role, in consultation with the Head Teacher, in developing, continuously improving the school's business and support functions (including a significant role with ICT) to meet the needs and aspirations of the pupils, staff and governors alike.
3. To be responsible for the financial planning, forecasting and expenditure of a multi-million pound School support budget.
4. To manage all business and support functions for a federation of Schools if required.
5. To have overall management responsibility for all School support staff including faculty staff such as Technicians and Teaching Assistants.
6. To work collaboratively with all staff and parents in order to support pupil well being and to promote the five outcomes of Every Child Matters

Organisation

1. To lead the direction of all School support functions of a large school with a multi-disciplinary support structure
2. To be responsible for the creation and implementation of recruitment, induction, performance management, training and mentoring systems for all support staff.
3. To develop detailed performance arrangements for all support staff and monitor staff performance against objectives set, taking the lead role in the development of training programmes / learning opportunities.
4. To be a member of the school's Senior Management Team
5. To lead on the development of School policies and supporting procedures and practices setting up a framework to ensure the smooth operation and timely delivery of all School Support functions in consultation with the operational needs of the school

Administration

1. To lead and develop an effective research and intelligence function providing analysis and evaluation of data and detailed reports and information.
2. To be responsible for the content and submission of relevant information to the Senior Management Team, the Governing Body and outside agencies

3. To commission appropriate Payroll systems and be responsible for their effective operation and development.
4. To respond independently to complex correspondence and produce complex and confidential reports and information as required
5. To ensure accuracy and confidentiality of information produced relating to the management and administration of the school
6. To oversee the administration of a high volume of pupil admissions

Resources

1. In consultation with the head teacher and the Board of Governors, to be responsible for the preparation of the school's annual revenue budget for submission to the governing body and the monitoring and evaluation.
2. To be responsible for securing Local Authority approval to spend devolved formula capital on approved capital projects
3. To be responsible for the effective management of financial administration procedures, including responsibility for compliance with financial regulations
4. To be responsible for the appropriate recruitment and deployment of all School support staff, including Teaching Assistants.
5. To be responsible for the provision of specialist advice and guidance to the Senior Management Team and the Governing Body etc, on national and local guidelines, policy and statute etc
6. To interpret matters of policy, procedures and statute to ensure the school's compliance and initiate appropriate actions that arise as a result
7. To provide organisational and complex advisory personal support to other staff
8. To manage procurement and be responsible for securing relevant sponsorship and partnership arrangements adding value and financial benefits to the School.
9. To identify the need and be responsible for securing appropriate licences and insurance, developing effective strategies to minimise risk and maximise value to the School.
10. To be responsible for devising effective marketing and promotion strategies for the school, including organisation of events and open days
11. To be responsible for the management of facilities including use of major building premises and associated income, and major building works and projects, for example, new development
12. To develop work specifications and manage service contracts with private providers, including Local Authority Service Level Agreements
13. To lead the development of Health & Safety plans within the school, ensuring that emergency and contingency plans are in place and that any risks / issues are mitigated.

Responsibilities

1. To comply and assist with the development of policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise
2. To be aware of and support difference and to ensure equal opportunities for all
3. To contribute to the development and implementation of the overall ethos, work and aims of the school
4. To develop constructive relationships and communicate with other agencies and professionals
5. To participate in training and other learning activities and performance development as required

6. To recognise your own strengths and areas of expertise and use these to advise and support others

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves unachievable, job redesign will be fully considered.

Manchester City Council
Person Specification
Business Support Manager Level 3

Experience

Have considerable experience of working in a business environment at a management level

Excellent team working and leadership skills

Qualifications/Training

Possession of Diploma of Schools Business Management qualification (DSBM) or willingness to work towards with support of the School

Possess excellent numeracy and literacy skills

Knowledge/Skills

Have a full knowledge and understanding of the legislative framework of schools and education

Ability to interpret advice and statutes and to devise policy and practices in light of these

Excellent analytical skills to understand, interpret and utilise statistical data and management information

Excellent communication and negotiation skills

Ability to manage a multi-disciplinary team and demonstrable evidence of effective staff management, motivation and development, including the establishment of a positive performance culture delivering continuous school improvement

Demonstrable ability to plan and deal with competing priorities to ensure the changing and developing needs of the school are met

Experience of resource and financial management, formulating budgets, rigorous monitoring and control procedures

A broad understanding of the value and use of new technologies in improving and modernising working processes

Ability to relate well to children and adults

Have the ability to persuade, motivate, negotiate and influence others

Have the ability to self-evaluate learning needs and actively seek learning opportunities

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.

Self motivation and personal drive to complete tasks to the required timescales and quality standards.

The flexibility to adapt to changing workloads demands and new school challenges.

Personal commitment to ensure that services are equally accessible and appropriate to meet the diverse needs of the service users.

Personal commitment to continuous self-development.

Personal commitment to continuous school improvement.

Personal commitment to the school's professional standards, including dress code as appropriate.

Be willing to consent to apply for an enhanced disclosure to a DBS check.

Application Details:



School Business Manager

Permanent Contract:

Salary Range: £50,788- £52, 805 per annum

Applicants are welcome to visit the school prior to applying. School visits will take place on:

Monday 30th June at 9.15am

To book a school visit please contact Steven Rooney, Headteacher:

head@benchill.manchester.sch.uk

or call: 0161 998 3075

To apply for this post, please complete an application form and email it to:

recruitment@benchill.manchester.sch.uk

Deadline for applications:

Monday 7th July 2025 at 9am

Interview Day:

Monday 14th July 2025

