

School Business Manager Job Description

1. Core Information

- Job Title: School Business Manager (SBM)
- Accountable to: Headteacher
- Working Hours: 36 hours per week, Term Time Only (Plus five days to be agreed outside of term time).
- Grade: RBK Scale H (Points 33-38)
- Direct Reports: 5 staff (Admin and Premises Teams)

2. Job Purpose

To act as the school's leading support staff professional and an integral member of the Senior Leadership Team (SLT), ensuring the effective, strategic, and efficient management of the school's non-educational resources to meet its educational aims and development plans.

The SBM is responsible for the strategic direction and day-to-day operation of Finance, Administration, IT & Data, Human Resources, Premises & Facilities, and Health & Safety.

3. Key Areas of Responsibility

A. Strategic Leadership & Management

- Advise the Headteacher and Governing Body on all aspects of financial, premises, and HR management, offering specialist advice at SLT and Governor meetings (including the Business Impact Committee).
- Negotiate and influence strategic decision-making within the SLT and contribute to the planning and management of change in line with the School Development Plan.
- Lead, manage, and appraise the Admin and Premises staff (5 staff), enhancing their effectiveness and ensuring outstanding support for the school.
- Promote the highest standards of business ethos and ensure statutory and regulatory compliance across all support functions.

B. Financial Resource Management

- Oversee all school financial operations, including payroll, procurement, invoicing, and budget management, ensuring robust internal control systems.
- Lead on all major procurement and tendering processes (e.g., catering, cleaning, IT support) to secure compliance and optimal value for money (VFM).
- Prepare and present appropriate budget plans, monitoring reports, and financial forecasts for the SLT and Governing Body, advising on the financial feasibility of projects.
- Manage income generation, including school lettings and fundraising initiatives, and oversee the efficient management of the voluntary funds.
- Ensure the school meets all statutory financial requirements, including preparing returns (DfE, LA) and complying with Schools Financial Value Standard (SFVS).

C. Human Resource (HR) Management

- Manage the payroll service and pension schemes for all staff.

- Lead on all personnel and operational HR issues in conjunction with the Headteacher, seeking external expertise as necessary.
- Ensure all recruitment, appraisal, grievance, and disciplinary policies and procedures comply with legal requirements, including safer recruitment practices.
- Maintain all confidential staff records and personnel files, including managing the completion of all new starter paperwork and pre-employment checks.

D. Premises, Facilities, and Health & Safety Management

- Oversee all aspects of premises management, liaising closely with the Premises Manager to ensure regular maintenance, repair, and optimal standards of cleanliness and hygiene.
- Act as the school's Health & Safety Lead and Fire Officer, responsible for the management of the Health & Safety policy, implementation, and reporting.
- Ensure all necessary risk assessments are rigorously undertaken, reviewed, and implemented across the site.
- Manage all major external contracts (e.g., catering, cleaning), monitoring Service Level Agreements (SLAs) and leading performance review meetings.
- Administer lettings applications and manage administrative duties related to capital projects.

E. Administration, Data, and ICT Management

- Manage the school's administrative function, designing and maintaining efficient systems that align with the school's strategic aims.
- Oversee the use of the school's administrative and financial systems, including Access Education and Budgets FMIS and Arbor the main MIS (Management Information System).
- Act as the school's internal Data Protection Lead (DPL), ensuring all data protection policies, procedures, and training are compliant with current legislation (e.g., GDPR), and liaising with the external DPO.
- Manage the admissions process (Nursery, Reception, In-Year transfers) in line with policy.
- Oversee the school's main communication channels (website, social media) and key school publications, ensuring accuracy and compliance.

F. Safeguarding

- Manage the school's Single Central Record (SCR), ensuring all required checks and records for staff, volunteers, and visitors are up-to-date and compliant with Safer Recruitment guidelines.
- Liaise with the Designated Safeguarding Lead (DSL) team to ensure a comprehensive safeguarding training log is maintained for all staff and Governors.
- Ensure all safeguarding policies and procedures are correctly documented and readily available in the school premises and on the school website.