

Job Description

Post Title: School Business Manager

Responsible to: Headteacher

Location: Discovery Primary School

Salary Grade: PO2/PO3 - £42771 -£46968 (depending upon experience)

Contract Type: Full time Permanent.

Job Purpose

To lead and manage the school's financial, administrative, premises, and support services to ensure the effective and efficient operation of the school. The School Business Manager will contribute to strategic planning and support the Headteacher and Governors in delivering high-quality education.

Key Responsibilities

1. Strategic Leadership

- Contribute to the school's strategic development plan.
- Advise the Headteacher and Governing Body on financial and operational matters.
- Lead on business and support service improvements.
- Ensure compliance with statutory and regulatory requirements.

2. Financial Management

- Prepare and manage the school budget in line with the School Development Plan.
- Monitor income and expenditure, producing regular financial reports for governors.
- Ensure robust financial controls and value-for-money practices.
- Oversee payroll, procurement, contracts, and tendering processes.
- Manage audits and ensure compliance with financial regulations.

3. Human Resources

- Oversee recruitment, contracts, and safer recruitment procedures.
- Maintain staff records and ensure compliance with employment legislation.
- Advise senior leaders on HR policies and procedures.
- Manage absence monitoring and performance management administration.

4. Premises & Health and Safety

- Line manage site and premises staff.
- Ensure the school premises are safe, secure, and well maintained.
- Lead on health and safety compliance, risk assessments, and statutory checks.
- Oversee contracts for cleaning, catering, maintenance, and external providers.

5. Administration & Operations

- Manage administrative staff.
- Oversee admissions, pupil data management, and census returns.
- Ensure GDPR compliance and secure data management.
- Develop and maintain efficient administrative systems.

6. Governance

- Support the Governing Body with financial and operational reports.
 - Attend relevant governor meetings as required.
 - Ensure statutory reporting and policy reviews are completed on time.
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Person Specification

Essential Qualifications

- Degree-level qualification or relevant professional qualification (e.g., School Business Management, Accountancy, CIPFA, AAT, ILM).
- Evidence of continued professional development.

Essential Experience

- Financial management and budget planning experience.
- Experience managing staff and leading teams.
- Experience in procurement and contract management.
- Experience of HR processes and employment legislation.
- Experience working in an educational setting (preferred in a primary school).

Essential Knowledge

- Public sector financial regulations and procedures.
- Health and safety legislation.
- Safer recruitment requirements.
- Data protection (GDPR) regulations.
- School funding frameworks (e.g., local authority funding formula, academy funding agreements if applicable).

Essential Skills

- Strong financial analysis and reporting skills.
- Excellent organisational and time-management skills.
- Strong leadership and team management skills.
- High level of IT proficiency (e.g., MIS systems, financial software, MS Office).
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality and professional integrity.

Personal Attributes

- Strategic thinker with attention to detail.
 - Proactive and solution-focused.
 - Resilient and adaptable.
 - Collaborative and supportive team member.
 - Committed to safeguarding and promoting the welfare of children.
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Safeguarding Statement

Discovery Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check and satisfactory references.