

School Business Manager



Job title:	School Business Manager
School:	Hobbayne Primary School
Line manager:	Headteacher & Governing Board
Supervisory responsibility:	Line management of staff including finance, administration, site staff, wrap around care staff. Conduct the performance management and development of direct reports.
Ealing GLPC Grade:	11(dependent on experience)
Hours:	Part-time – 21 hours per week (3 days), flexible working 40 weeks per year (one week during school holidays.)

This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.

Essential Requirements

Education and Experience

1. To have a certificate in School Business Management (CSBM) or a relevant professional qualification in financial management/HR. (Essentials)
2. Experience at Senior Level in Education or in Financial Management with a track record of delivering strategic goals. (Essential)
3. Knowledge of appropriate financial, monitoring and management information systems. (Essential)
4. To be educated to degree level or equivalent (Desirable).
5. Leading and managing staff (Desirable)

Knowledge, Skills and Abilities

6. Ability to demonstrate excellent finance and accounting skills
7. Ability to develop and manage a variety of administrative systems.
8. Have a knowledge of SIMS FMS6 or similar packages
9. Ability to generate income
10. An understanding of funding systems and DfE guidance.
11. Ability to design, create and maintain an accurate and up to date MIS.
12. Ability to manipulate and disseminate data effectively to the whole school community.
13. Experience in producing reports and advising the Head Teacher, Core team and Governors on findings of reviews, research and audits.

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14. Have a knowledge of site maintenance and development and appropriate knowledge of Health and Safety requirements.
15. An understanding of risk assessment techniques.
16. Ability to represent the school on or off site and an understanding of the importance of the school within the community.
17. Ability to demonstrate a working knowledge of HR and Employment Law.
18. To have the ability to plan strategically and be an efficient project manager.
19. Ability to demonstrate proficient ICT skills (Google, Microsoft, Word, Excel etc.)
20. Ability to use initiative and have well developed, incisive, analytical and problem-solving skills.
21. Ability to monitor and evaluate procedures effectively.
22. Ability to manage staff and contractors at all levels.
23. An understanding of the principles of KCSIE 2026 and a commitment to ensuring the health, safety and wellbeing of all the children and staff at Hobayne Primary School.

Personal Qualities

24. To have excellent communication skills, both written and oral.
25. To be well organised and have good interpersonal skills.
26. To be reliable, honest, trustworthy, discrete and capable of handling confidential information and maintaining confidentiality and be able to resolve conflict with equanimity.
27. To be confident leader. And be able to work as part of a team or independently.
28. To be hard working and emotionally resilient, able to work under pressure, able to prioritise and flexible working to deadlines
29. To be able to understand and be committed to equal opportunities for all members of the school community.
30. To have a willingness to participate in further training and CPD.
31. Motivated to work with children and young adults.

The school is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. Any other of employment is subject to a satisfactory 'Enhanced with a Barred List Check' through the Disclosure and Barring Service.

In line with KCSIE and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

Prepared by:	_____	Date	____/____/____
Agreed by:	_____	Date	____/____/____