



# SCHOOL BUSINESS MANAGER JOB DESCRIPTION

## SCHOOL BUSINESS MANAGER

**Responsible to:** Headteacher

**Line Management:** Administration Team, Site Team

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## About the Role

As a key member of the leadership team, the **School Business Manager** plays a vital role in ensuring the effective financial, operational, and administrative management of the school. This position is responsible for strategic planning, resource allocation, and ensuring that the school operates efficiently to support high-quality teaching and learning. The successful candidate will be a proactive leader who drives innovation, ensures compliance, and fosters a collaborative and inclusive school environment.

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## Key Responsibilities

### Leadership & Strategy

- Work closely with the Headteacher, staff, and governing body to set the strategic direction of the school.
- Contribute to the development of the **School Improvement Plan**, ensuring a sustainable long-term financial and resource strategy.
- Oversee and strategically manage all **physical resources, support services, and business operations** to align with school priorities.
- Lead change initiatives across support teams to drive continuous improvement.
- Ensure policies reflect **national best practices, legal requirements, and local authority guidelines**.
- Promote **innovation, technology, and AI** to enhance efficiency and effectiveness.
- Ensure school planning considers the diversity, culture, and values of the school community.

### Finance & Resource Management

- Manage the school budget with the Headteacher, ensuring it is **balanced, realistic, and provides value for money**.
- Prepare and submit financial reports to the **governing board**.
- Monitor budgets, provide financial forecasts, and advise on adjustments.
- Oversee day-to-day **financial operations**, including banking, invoicing, and payroll.
- Lead fundraising and income generation strategies, including **grants and lettings management**.
- Oversee procurement, ensuring compliance, cost-effectiveness, and best value.



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## Site & Infrastructure Management

- Lead **asset management** and plan improvement works.
- Oversee major **capital projects** to ensure timely and cost-effective delivery.
- Strategically assess resource and facility usage to enhance efficiency.
- Ensure maintenance, facilities, and health & safety concerns are addressed promptly.
- Lead initiatives related to **climate action and sustainability**.

## Health & Safety & Compliance

- Ensure compliance with **health & safety regulations**, providing staff training where necessary.
- Oversee statutory requirements, regulatory compliance, and school-wide risk management.
- Maintain and update all policies in accordance with the **policy review schedule**.

## Human Resources

- Oversee **HR administration**, including recruitment, contracts, and performance management.
- Work with external HR providers to ensure compliance with **employment law and best practices**.
- Review staffing structures to ensure **financial efficiency and effective deployment**.

## Administration & Data Protection

- Ensure all school records comply with **data protection and information security regulations**.
  - Provide administrative support to the **Headteacher and Governing Board**.
  - Support the **Data Protection Officer** in ensuring GDPR compliance.
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## Key Qualities & Skills

The ideal candidate will:

- Be **strategic, proactive, and solutions-focused**.
  - Have strong **financial acumen and experience in budget management**.
  - Demonstrate **leadership skills**, with the ability to inspire and develop teams.
  - Be highly **organized and detail-oriented**.
  - Have a strong commitment to **safeguarding, equality, and inclusion**.
  - Be adept at **problem-solving and decision-making** in a dynamic school environment.
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### Additional Information

- The School Business Manager will be expected to adhere to all **safeguarding and equal opportunity policies**.
  - This role requires confidentiality and strict adherence to **data protection guidelines**.
  - Duties may be adjusted based on the needs of the school, as directed by the **Headteacher**.
  - The Business Manager will carry out duties in accordance with the **Institute of School Business Leaders' (ISBL) professional standards**.
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