



School Business Manager

Application Pack

January 2026



Breathing life into learning... To be the best we can be...



About Leechpool Primary School

Leechpool Primary School is a large, friendly, vibrant school for children from 4 to 11 years old, situated in north-east Horsham. There are two classes in each year group, with no class having more than 30 pupils. We also have a 30 place nursery within the school grounds which is open 5 days a week.



At Leechpool, we are dedicated to creating a vibrant, inclusive, and nurturing environment where every child feels valued, empowered, and ready to thrive. Through a high-quality, innovative curriculum, we inspire curiosity, creativity, and a lifelong love of learning.

We believe in the power of collaboration and the strength of our learning community, guided by the 6 Rs—**Respect, Responsibility, Resourcefulness, Resilience, Reflection, and Risk-taking**—which shape our approach to growth and success. We set high expectations for ourselves and others, embracing a growth mindset where perseverance and resilience pave the way for progress.



Central to our vision is **wellbeing**—we foster an environment where children feel safe, supported, and empowered to be their best selves. We promote empathy, kindness, and emotional resilience, enabling children to develop essential life skills that prepare them not just for the next year group or secondary school, but for adulthood and the challenges of a diverse and evolving world.



School Business Manager

Full Time (37 hours a week)

NJC Grade 10 – 11 Salary: £39,862 – £47,181 – Depending on experience

Required for February 2026 - a highly capable person with financial and business experience.

We are looking to appoint a motivated and proactive professional who works well as part of a team. This role is crucial in the planning, monitoring and development of finance, personnel, administrative, premises and health and safety management within school.

The School Business Manager will work closely with the Headteacher, Governors, SLT and Local Authority to ensure the provision of efficient and effective services throughout the school.

The successful candidate will be a strategic thinker, who leads by example – setting high standards for themselves and others. The School Business Manager reports directly to the Headteacher and Governing Body.

Full training will be given to the successful applicant in all aspects of the work to be undertaken.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will be subject to satisfactory reference checks and Disclosure and Barring Service clearance.

Only an application made on the correct form will be considered.

Closing Date for applications – Thursday 22 January 2026 – 12 noon

Interviews will be held week commencing Monday 26 January 2026

Applications are to be returned to sbm@leechpool.w-sussex.sch.uk



Job Description

Leads & Manages: School Office, Finance Administration, Site Manager and Cleaning staff, Technicians, non-classroom support staff

Job Title: School Business Manager

Work Location: Leechpool Primary School

Reports To: Head Teacher

Grade and Salary Range: Grade 10 to Grade 11 depending on qualifications and experience

Hours: 37 per week

Job Purpose

1. To work as part of the Senior Leadership Team, as the school's leading support staff professional, to assist the Head Teacher and Governing Body to ensure that the school meets its educational aims.
2. To be responsible for providing professional leadership and management of school non classroom support staff to ensure that their work leads to improved standards of learning and achievement in the school.
3. To be responsible for managing specific areas of school work including: Financial Resources; School Administration systems; Communication, Information and ICT; Human Resources; Facility & Property; Health & Safety.

General Duties

Leadership & Strategy

1. Attend Senior Management/Leadership Team, and Governing Body meetings as required.
2. Negotiate and influence strategic decision making within the school's Senior Management/ Leadership Team to ensure school priorities are met.
3. In the absence of the Head/Assistant Head Teacher, take delegated responsibility for Financial and administrative decisions.
4. Plan and manage change in accordance with the school development/strategic plan.
5. Support to Senior Lunchtime Supervisor



Financial Resource Management

1. Through discussion of financial planning with the Senior Team and Governors, prepare a balanced annual budget designed to address identified School priorities and meet School learning objectives
2. Through regular and detailed budget monitoring, ensure that financial performance is controlled so that: the School achieves value for money; the causes of significant variance are identified and prompt corrective action is taken; revisions to the budget (modelled and costed) are proposed in response to significant or unforeseen developments
3. Provide budget information and reports as required
4. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
5. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets i.e. 3 year budget.
6. Identify additional finance opportunities to fund the school's proposed activities, including taking responsibility for income generation through lettings, grant applications and other activities
7. Manage and oversee external providers on site ensuring financial and contractual compliance.
8. Select types of investments which are appropriate for the school, taking account of risks, views of stakeholders and identify possible and suitable providers in order to maximise return.
9. Through analysis of School improvement priorities, provide fully costed proposals and recommendations designed to ensure best value development of educational provision.
10. Research and negotiate formal finance agreements with suitable third-party providers, ensuring that costs, service quality, timescales and legal requirements are met and provide value for money for the School. Providing a plan to show how agreements are repaid at a low risk to the school.
11. Monitor the implementation and effectiveness of all service level agreements and contractual arrangements
12. To ensure effective financial systems are in place for the ordering, processing and payment of all goods and services in line with SFVS.
13. To take the lead in the tendering and monitoring of externally contracted services.
14. Take on an active role in LEAF (our fundraising and events body) to maximise opportunities for fundraising and ensure monies are use in a way that benefits the children at Leechpool.



Administration Management

1. Manage the whole school administrative function and lead all non-classroom support staff.
2. Manage and review regularly the procurement processes, service level agreements and contract management.
3. Design and maintain administrative systems to deliver outcomes that meet and support the school's aims.
4. Establish and use effective methods to evaluate and improve administrative systems to maximise efficiency and avoid duplication.
5. Take a lead role in establishing internal channels of communication to ensure that all School staff have access to relevant information, and external channels of communication to ensure that all School staff are able to share relevant information with parents and other professionals.
6. Use benchmark systems and information to ensure that the School is operating efficiently and assess trends and external initiatives, making appropriate recommendations, to ensure that School systems are kept up to date
7. Prepare information as required to enable the Headteacher to report on statutory requirements.
8. Be part of the team that oversee the strategic and operational management of the nursery and after-school club.

Management Information Systems & IT

1. By working closely with, and following guidance from, relevant professional staff (e.g. Assistant Head, curriculum), maintain a strategic plan for the development of ICT, (curriculum and administration), within the School
2. Keep up to date with developments in IT to ensure informed decision making on future requirements
3. Ensure that school IT policies and practices reflect legal requirements, including Data Protection for secure use of technology across the school – see GDPR
4. Establish systems to monitor and report on the performance and security of technology within the school.
5. Ensure resources, support and training are provided to enable work colleagues to make the best use of available IT including teaching, learning and assessment systems
6. Ensure contingency plans are in place in the case of technology failure
7. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied



8. Working with IT provider to ensure smooth running.
9. Recruit and manage an IT Apprentice. Closely working with college staff

Human Resource Management

1. Collaborate with Local Authority HR staff to manage payroll services for all school staff including the management of pension schemes and associated services.
2. Ensure the school's equality policy is maintained to meet legal requirements and is implemented and clearly communicated to all staff in school
3. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and redundancy policies and procedures comply with legal and regulatory requirements
4. Be responsible for the recruitment, performance management, appraisal and development for non-classroom support staff. Assisting in recruitment of all staff.
5. Be familiar with all relevant legal, regulatory, ethical and social requirements with regard to employment, public sector working and education settings.
6. Monitor the way policies and procedures are implemented across the School, evaluate their effectiveness in ensuring consistent practice, and provide recommendations for improvement where necessary.
7. Responsible for keeping staff and pupil data updated in Bromcom and other systems. Submitting Census details when required.
8. Order and book training as required, keeping records of all training.
9. Induct all new staff and those on work experience, to ensure they work safely and understand what is required of them in a school setting with regards to H&S, safeguarding and confidentiality.
10. Using School strategic priorities and development objectives provide detailed costed modelling of future workforce requirements, including the identification of the skills, knowledge, understanding and experience required to undertake existing and future planned activities.

Facility & Property Management

1. Contribute to the formulation and implementation of a strategic plan for the School buildings and grounds that meets School priorities and learning objectives.
2. Ensure that the School site is maintained so that it functions efficiently and safely for the delivery of educational provision.



3. Put policies and procedures in place to ensure that all buildings, grounds and maintenance work undertaken by both School staff and external contractors is completed to the highest quality and within H&S standards.
4. Ensure that agreements reached with external contractors provide excellent value for money and sufficient protection for the School to only accept the highest quality work.
5. Ensure that all contracts to deliver utilities, site services and equipment, are fit for purpose, and that continuity of service is maintained.
6. Ensure that the site and grounds are maintained to a high standard, ensuring that there is a safe and stimulating environment for learning to take place
7. Ensure ancillary services e.g. cleaning, are monitored and managed effectively
8. Manage the letting of school premises to external organisations, for the development of the extended services and local community requirements.
9. Seek professional advice on insurance and advise the Leadership Team on appropriate insurances for the school and implement and manage such schemes accordingly.
10. Liaise with catering provider to ensure the highest standards of service are provided by the on-site kitchen staff team.
11. Manage works carried out during school holidays.
12. Liaise with cleaning contract to ensure high standards are kept.

Health & Safety

1. Act as the School's Health & Safety Co-ordinator. Ensure the Health & Safety policy is kept up dated and implemented, is clearly communicated and available to all people, and is subject to review and evaluation at regular intervals or as situations change, including reporting to senior staff and governors, and
2. Act as the school's Fire Officer, ensuring that all legal requirements for fire safety are met. Plan, instigate and maintain records of fire practices and alarm tests.
3. Ensure systems are in place to enable the identification and risk assessment of hazards, including the implementation of any remedial measures as required.
4. Ensure that levels of security within the School are consistent with the ethos of the school



5. Oversee the adherence to statutory obligations for pupils with special educational needs, ensuring that financial and supporting agency services are adequate for their diverse needs.

GDPR

1. Take on the role of Data Protection Officer.



Person Specification

Qualifications and experience	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Academic qualifications to appropriate standard. 	<ul style="list-style-type: none"> Financial qualification – AAT or equivalent qualification, OR Human Resources or School Business Manager specific qualification, i.e. DSBM, CSBM, ADSBM
Training	<ul style="list-style-type: none"> Evidence of Continuing Professional Development 	<ul style="list-style-type: none"> Member of National Association of School Business Management or other professional association
Experience	<ul style="list-style-type: none"> Accounting experience including experience of computer accounting packages Management of the following areas: financial planning, budgets and budget setting, financial reporting, procurement and fixed assets, change projects, HR, 	<ul style="list-style-type: none"> Managing within an educational environment
Knowledge and skills	<ul style="list-style-type: none"> Excellent numerical skills and a keen eye for detail Able to deliver services and systems applicable for effective school management Able to deliver value for money initiatives Able to project manage schemes A team player with the ability to lead projects and individuals Evidence of high level competency in the use of a range of IT packages (Word and Excel essential) 	<ul style="list-style-type: none"> Knowledge of Bromcom accounting package and HCSS budgeting package Understanding of promoting positive relationships with the wider school community Strategic management including cash flow management



<p>Motivation and expectations</p>	<ul style="list-style-type: none">• Highly developed interpersonal and communication skills• Flexibility• Ability to work under pressure and meet tight deadlines• Able to work alongside and inspire a highly motivated staff team.• Able to work independently, using initiative• Desire and determination to learn and improve personal effectiveness• Enthusiastic and energetic personality and the ability to work through challenging situations	<ul style="list-style-type: none">• Staff management, including motivation, coaching and mentoring skills
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