WOKINGHAM BOROUGH COUNCIL

Loddon Primary School
Working together to realise the potential in everyone.

WOKINGHAM BOROUGH COUNCIL
JOB DESCRIPTION

Job Title: School Business Manager	**Job Ref:**
School: Loddon Primary	**Salary: £35,235 - 38,626**
Reports To: Headteacher	
Grade: Grade 7	
Employment Status: Permanent	
Hours of Work: Full time – 37 Hours per week term time plus INSET days.	
Job Purpose: • The school business manager (SBM) is responsible for managing the strategy and operation of the business functions and additional non-teaching operations across the school. • They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.	
Departmental/Team Purpose: The purpose of the school is to meet the educational needs of children and young people within the local community.	
Organisation Chart: Show the structure two levels above and two levels below in the Division or Section – example boxes and lines have been supplied below: Headteacher **School Business Manager** Administration team and site team	

Scope	
Financial Accountabilities	NONE
Budgets directly controlled (please state if this has been delegated to the post-holder)	
Budgets monitored on day-to-day basis:	All cost centres
Staff Responsibilities	YES
Number of employees managed/supervised:	
Number of FTE (Full Time Equivalents) employees managed/supervised:	3-4
Management of Physical Assets	NONE
Nature of physical assets directly controlled, (e.g. children's home):	
Details of service contracts managed	

Summary of Main Contacts.

- Pupils
- Teachers
- Parents
- Governors
- Other school staff
- Other professionals
- LEA

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:

- providing a safe environment for children and young people to learn in
- identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Main Tasks/Accountabilities
This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required:

Main leadership accountabilities

1. To model and promote the values, ethos, vision and policies of the school ensuring the pursuit of high standards for all pupils including those with additional needs.
2. To provide knowledge and guidance around non-teaching functions in order to achieve best outcomes for school.
3. To keep up to date on local and national developments in order to ensure school policies and processes are as required as well as to advise senior leaders and school governors.
4. To attend meetings of the Governors' such as the Finance Committee and Environment Committee to report and advise on financial, site and other school business matters.
5. Contribute to strategic planning and policies in relation to buildings, finance and staffing.
6. To work flexibly as part of the wider school community and its organisations such as the PTA and governing body which will include attendance at after school events (as appropriate) in the school's annual calendar.

Administration management

1. Manage the school administrative function including pupil records such as attendance photocopying, admissions, wrap around in FSU, reception and telephone. Ensure that records are kept in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times.
2. Manage and monitor all accounting procedures and resolve any problems including: Ordering, processing and payments for all goods and services, the operation of all bank accounts, maintaining an asset register in partnership with IT technician, preparing invoices and collection of income.
3. Provide leadership and guidance for administrative staff (excluding the Head teacher's PA) and site controller. This includes responsibility for their recruitment, appraisal and training.

Financial Management

1. Plan and prepare, for approval by Head teacher and governors, annual estimates of income and expenditure and budgets including 1- and 3-year budget projections. Monitor accounts against budgets. Prepare regular management accounts for budget holders and report on financial state of the school to the Governors.
2. To develop and maintain sound financial systems and controls in line with the requirements of FMSIS, including the principles of best value.
3. Manage end of year procedures for the school budget, prepare the school fund accounts annually for auditing and complete budget monitoring returns for the local authority.

4. Prepare financial appraisals for particular projects, use financial management information (especially benchmarking tools) to identify areas of relative spend, assess trends and directly advise the Leadership Team and Governors accordingly.
5. Prepare all financial returns for the DFE and LA within statutory guidelines.
Health and Safety Management
1. To assist the Headteacher with the formulation and implementation of the School Safety policy to comply with the Health and safety at work and other legislation.
2. Act as the School Health and Safety Co-ordinator. Ensure regular review of school risk assessments. Advise the governing body and senior leaders, teaching staff on matters in relation to Health and Safety, Premises and Site development.
Other duties
1. To input all pay data onto the payroll system and liaise with the payroll provider on all matters relating to payment of staff. Deal with any staff queries relating to pay, pensions, contracts, procedures, claims etc.
2. To be responsible for the arrangements for school facilities including catering and bookings for school facilities, e.g. lettings.
3. To assist the Headteacher/Site manager with the formulation and implementation of the school's Health and Safety policy, risk assessments and safety procedures.
4. Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the post holder need to know in order to be able to carry out the role to the level required.

- A Level/A2 English and Mathematics or equivalent - essential
- NVQ level 4 or equivalent - desirable
- Certificate/Diploma/Advanced Diploma of School Business Management – desirable

- Good knowledge of spreadsheets and word processing packages - essential
- Knowledge of SIMS financial and Personnel packages – desirable
- Knowledge of Local Government procedures - desirable
- Knowledge of Payroll/Pension provision – desirable
- Training in Health and Safety – desirable

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Proficient in the use of ICT and financial accounting
- Excellent task management skills both for self and others – ability to meet tight externally and internally set deadlines
- Highly proficient in both verbal and written communication
- Positive people management skills
- Able to work under pressure in a busy environment
- Able to work independently and also as part of a team
- Able to positively influence others to achieve their best
- Tact, diplomacy, confidentiality and sensitivity are paramount to this post
- Ability to provide strategic financial/policy advice to other Senior Leaders

Experience:

- Significant experience of preparing budgets, budget monitoring information and final accounts - essential
- Experience of working in a financial capacity in local authority/public service or another large organisation - essential
- Previous work in schools/educational setting - desirable
- Experience of Human Resources management, public relations, customer service or project management - desirable
- Successful experience of supporting others through coaching and mentoring – desirable

Personal Qualities:

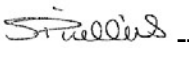
- Approachable, friendly and empathetic
- A positive and professional attitude
- An excellent communicator
- A sense of responsibility
- Ability to work under pressure, prioritise effectively and meet deadlines
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding equality
- Embraces change well

Special Factors:

- To work flexibly, as part of the wider school community and its organisations such as the PTA and governing body, which will include after school events (as appropriate) in the school's annual calendar.
- Hold current driving licence for banking purposes.
- Responsibility for first aid if required.

Note: This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Duties will inevitably develop as the work of the school changes to meet the needs of our school community and our aim for continuous improvement. Employees should therefore expect periodic variations to job descriptions. The school, in consultation with employees, reserves this right.

Signature of Post Holder---------- Date ----------

Signature of Head Teacher--------  ---------- Date June 2025