Meridian Primary School

**Federation of Meridian Primary School and Robert Owen Nursery School**

Robert Owen Nursery School

**Job Description - School Business Manager (SBM)**

**Main Purpose of the Role**

The School Business Manager (SBM) is a member of the Senior Leadership Team (SLT) across both schools and is responsible for the strategic leadership and operational management of all business functions. This includes finance, human resources, premises, health and safety, compliance, and administration.

Working in partnership with the Executive Headteacher and Heads of School, the SBM will contribute to the development of ambitious strategic objectives and ensure effective implementation of policies and systems that support high-quality teaching and learning.
The SBM will ensure both schools operate safely, efficiently, and in full compliance with statutory and regulatory requirements, while promoting the schools' ethos and values in all aspects of their work.

The postholder is required to safeguard and promote the welfare of children in line with school policies and statutory guidance, including *Keeping Children Safe in Education (KCSIE)*.

**Key Responsibilities**

**1. Leadership and Strategic Management**

- Contribute to strategic leadership as a member of the SLT, attending meetings and reporting to governors as required
- Lead on the planning, development, and implementation of business functions in line with the school improvement plan
- Advise the Executive Headteacher and Governing Body on financial, HR, premises, and compliance matters
- Implement school-wide policies and ensure they are effectively communicated and embedded
- Promote and model the vision, values, and ethos of the schools
- Lead on long-term resource planning to ensure effective and efficient deployment of staff and resources
- Monitor developments in technology and implement improvements to enhance operational efficiency, teaching, learning, and staff wellbeing

**2. Financial Management and Fundraising**

- Lead on all financial strategy, planning, and management across both schools
- Prepare, submit, and monitor annual budgets, ensuring they are balanced, realistic, and aligned with strategic priorities
- Provide regular financial reports, forecasts, and advice to the SLT and Governing Body
- Ensure compliance with financial regulations, audit requirements, and the School Financial Value Standard (SFVS)
- Oversee all financial operations, including:
    - Payroll reconciliation
    - Ordering and procurement
    - Invoicing and income collection
    - Bank account management and reconciliations
- Lead on procurement processes, including tendering, contract negotiation, and supplier management to ensure value for money
- Develop and implement fundraising and income generation strategies, including grant applications
- Develop and manage school lettings and income streams
- Recommend and implement charging and remissions policies
- Ensure effective debt management and financial controls

**3. Human Resources and Personnel Management**

- Line manage administrative and premises staff, including induction, appraisal, and professional development
- Responsible for recruitment processes, ensuring full compliance with safer recruitment requirements in accordance with the DfE 'Keeping Children Safe in Education' including:
    - Comprehensive pre-employment checks (e.g. references, DBS, barred list, medical, online checks)
    - Checks on other individuals and company representatives on site including students, extra-curricular coaches, contractors etc.
- Maintain up to date and accurate staff records and the Single Central Register
- Manage staff absence monitoring and implement absence procedures in collaboration with the Heads of School
- Oversee payroll provision and liaise with payroll and HR providers
- Ensure HR policies (e.g. appraisal, disciplinary, grievance) are implemented in line with employment law
- Advise leadership on HR matters and staffing structures to ensure efficiency and effectiveness

**4. Premises, Health & Safety and Facilities Management**

- Oversee the maintenance, security, and development of both school sites
- Act as Health & Safety Lead, ensuring compliance with all regulations and maintaining accurate records
- Conduct and monitor risk assessments and maintain the risk register
- Liaise with contractors and external agencies to maintain safe and effective learning environments
- Organise health and safety training for staff
- Manage school lettings and external use of facilities
- Maintain and monitor asset registers

- Ensure safeguarding procedures relating to site access are robust

**5. Compliance and Governance**

- Ensure full compliance with statutory, legal, and regulatory requirements
- Support the Executive Headteacher and Governing Body with policy development, implementation, and review cycles
- Prepare and submit statutory returns, including census data, within required deadlines
- Ensure adherence to financial, HR, GDPR, and health & safety regulations
- Act as, or support, the Data Protection Officer in ensuring compliance with UK data protection legislation
- Attend and contribute to Governing Body meetings and support governance processes

**6. Administration and Operations**

- Oversee the efficient running of all administrative systems and processes
- Manage school admissions, pupil data, and ensure both schools maintain strong pupil numbers
- Oversee the maintenance and transfer of confidential pupil records
- Ensure effective IT systems, infrastructure, and contracts are in place
- Lead on marketing and communications strategies, including website and parent engagement
- Maintain accurate record-keeping in line with data protection and retention policies

**Safeguarding**

- Promote and safeguard the welfare of children and young people at all times
- Ensure all systems and procedures comply with safeguarding requirements and statutory guidance

**Additional Duties**

- Undertake any other duties appropriate to the level and nature of the role, as directed by the Executive Headteacher and/or Heads of School

**General Note**

This job description outlines the main duties and responsibilities of the role. It is not intended to be an exhaustive list, and the postholder may be required to undertake additional duties consistent with the role.