

**Job Description:****Start Date:** 01 SEPTEMBER 2025**Post Title:****Apprentice School Business Manager****Pay Scale:** S01**Responsible to:**

The Headteacher and the Governing Board

Hours:

22.5h plus 5 days

Monday	Tuesday	Wednesday	Thursday	Friday
		7.45am – 11.30	7.45am – 11.30	7.45am – 11.30
		12-3.45pm	12-3.45pm	12-3.45pm
		7h 30m	7h 30m	7h 30m

This job description outlines the main duties of a **School Business Manager** at **Middleton St Mary's CE (VC) Primary School**.

Special Conditions: This post is subject to a higher-level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Purpose of the role:

To lead and manage all non-teaching activity, support services and resources in order to develop the infrastructure and working / learning environment to ensure excellent teaching and learning. The School Business Manager is responsible for the financial resource management, Administration Management, Facility and Property Management, Health and Safety Management of the School.

Responsibilities:**Finance**

- To ensure the school makes the best possible use of resources through effective forward planning; working with the leadership team and advisor to the Governing Body on the non-teaching activity of the school.
- Improve and develop financial statements, forecasts and best value procedures
- Advise and lead on policies and procedures that ensure safer working practice is embedded across the school
- Responsibility for compliance with financial regulations ensuring the integrity of the school's financial management and the smooth operation of the day to day financial operations; ensuring the school has appropriate financial policies, systems and reporting in place and that income and expenditure is managed accordingly
- Effective monitoring and processing of all financial transactions including ordering of supplies and services, payment of invoices, coding of expenditure and reconciliation
- Assisting with the procurement of contractors
- Preparation and maintenance of reports, records and accounts as are required by the Headteacher and Governing Body
- Use the agreed budget to actively monitor and control performance to achieve value for money
- Responsible for seeking professional advice on insurance and advising the Governors on the appropriate insurances for school. Implementing the insurances required and handling any claims arising
- Ensure all policies and practice adhere to the legal financial regulations.

Personnel

- Responsible for the liaising with the HR and payroll service for the school in relation to employment issues
- Responsible for the personnel administration including the accurate completion of documents relating to staff employment including starters and leavers, timesheets and maintenance of confidential staff records
- Record all absences through Arbor and My People and provide reports which support the Headteacher to monitor absence
- Work with the Headteacher to ensure the effective induction of new staff

- Manage staff contracts and recruitment administration

Administration Management

- Responsible for co-ordinating and overseeing routine maintenance work with the site manager, ensuring any works carried out follow the relevant risk assessments and safer working practice policies and procedure
- Ensure the safe operation of school premises, including managing emergency, fire safety and health and safety procedures
- Manage the school inventory and implement risk management and loss prevention strategies in the school to reduce insurance costs.
- To manage the administrative function of the school including the administrative ICT facilities, school reception, records and telephones, dealing with correspondence and arranging and servicing meetings.
- Responsible for the systems and general management of the school's administrative and financial computer system, the implementation of appropriate Management Information Systems and the computerisation of the administration, accounting and records system.
- To provide for the preparation and production of all school records and publications.
- Ensure accurate records are maintained including pupil records and admissions, and oversee attendance records
- Responsible for obtaining the necessary licenses and permissions and ensuring their relevance and timeliness
- Managing Whole School Administration, Management Information Systems and IT
- Prepare information for publications and returns for the DfES, LEA and other agencies and stakeholders within the statutory guidelines (including statutory data, Census and other returns)
- Oversee and quality assure all administration across the school
- Responsible for ensuring all practice adheres to data protection laws
- Assist SENCO with accurate Arbor data
- To attend Governing Body Meetings and report on items relating to the role
- To oversee the promotion of school, including the production of school publications, upkeep of the website and advertising
- Work with the Headteacher and Senior Leadership Team to maintain and develop links with other schools and settings

General

- To organise own workload and that of others with minimum supervision, ensuring priorities are identified and deadlines met.
- To participate in appraisal, training and development activities as necessary to ensure up to date knowledge and skills
- To work with the Data Protection Officer and the Headteacher to ensure the school complies with data protection legislation.
- Contribute to the overall ethos, work, and aims of the school by attending relevant meetings, training days/events as requested
- Be aware of and assist in the development and comply with school and Leeds City Council policies and procedures e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding and promoting the standards and equal opportunities of the school and Leeds City Council
- Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures and making sure the individual/s involved understand it is unacceptable.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications:

Level 4 Diploma in School Business Management or equivalent qualification.

Arrangements for Review

This job description will be reviewed yearly by a member of the Senior Leadership Team and the post holder in relation to the Appraisal Cycle and the school's agreed procedure. It may be reviewed on other occasions by the agreement of both parties as a voluntary activity.

Signature of Post Holder

Date

Signature of Headteacher

Date 01.07.2025



Middleton St Mary's CE (VC) Primary School

PERSON SPECIFICATION – APPRENTICE SCHOOL BUSINESS MANAGER



SALARY: C1:12-17 **Hours:** Term Time Only: 37 hours per week, plus 5 additional days **Start date:** 01 September 2023

Information relating to the post:

- **Closing date for applications: 04.07.2023 @ 9AM**
- **Interviews: Friday 7th July 2023**
- All sections of the application form should be filled in appropriately and returned to the **Headteacher – Naomi Wood** head@msmleeds.co.uk
- The school is committed to the protection and safeguarding of all children and young people. The successful applicant will be subject to a Disclosure and Barring Record Check (Enhanced Disclosure) from the Criminal Records Bureau before the appointment is confirmed.

Attributes	Essential	Desirable	How Identified
Qualifications & Training	<ul style="list-style-type: none">• Educated to degree level or with equivalent experience• Evidence of continuous professional development	<ul style="list-style-type: none">• Certificate in School Business Management or equivalent• Member of the Institute of Business Leadership	Application
Experience	<ul style="list-style-type: none">• Substantial experience of managing strategic financial plans• Experience of budget management, financial reporting and procurement• Experience of managing teams• Experience of contract negotiation and monitoring• Experience of HR structure, procedures and regulations	<ul style="list-style-type: none">• Experience of supporting an organisation working with children with complex needs• Experience of using Arbor• Experience of using FMS Leeds.• Experience of managing within an office environment	Application Interview
Skills, Knowledge and Competencies	<ul style="list-style-type: none">• Ability to deliver services and systems to ensure effective school management• Thorough knowledge of administrative systems• High level of written and oral communication skills• Ability to use ICT effectively in the administration and management of the school• Ability to work as part of a team as well as on own initiative as required• Ability to prioritise conflicting requirements• High level organisational skills. Ability to deliver assigned tasks/projects on time• Ability to establish good relationships with governors, staff, pupils, parents, the church and other agencies supporting the school• Commitment to safeguarding and the well-being of children	<ul style="list-style-type: none">• Knowledge of procedures and regulations relevant to leading a support function	Application Interview

	<ul style="list-style-type: none"> • Understanding of Child Protection and Safeguarding issues • Ability to deliver value for money 		
Personal Qualities	<ul style="list-style-type: none"> • Able to work flexible hours to cover the peaks of work volume over busy periods • Full support for the aims, values and ethos of the school • Excellent inter-personal skills • Ability to multitask and work under regular pressure without direct guidance from the Headteacher to deliver agreed objectives • Vision, energy, creativity and imagination • High level of personal motivation • Enthusiasm, perceptiveness and a commitment to fairness • Demonstrate sound judgement and decisiveness • Open and honest approach • Observe confidentiality at all times • Commitment to develop own skills and those of others • Ability to work independently as a team leader and as a team member • Prepared to challenge poor practice • High degree of accuracy 		Application References Interview
Leadership & Management Skills	<ul style="list-style-type: none"> • Smart professional appearance • Ability to lead and motivate teams to deliver, often under pressure of deadlines • Ability to lead and manage change • Respect for professionalism of others • Ability to plan, prioritise and also react • Ability to find effective solutions to problems and challenges, and to develop and implement programmes to deliver those solutions to deadlines and on budget • Manage the Health & Safety of the school 		Application References Interview
Circumstances	<ul style="list-style-type: none"> • In sympathy with the aims of this Church of England Voluntary Controlled School. 	<ul style="list-style-type: none"> • A practising member of the Church of England 	Application References Interview

June 2023