

School Business Manager

Post	School Business Manager
Contract Type	Permanent
Grade	Grade P01 – P03 (Depending on experience)
Hours	Full Time, a minimum of 20 hours per week, 52 weeks, Monday-Friday
Reporting to	Headteacher
Location	New Beverley Community School, Bismarck Drive, LS11 6TB
Commencement date	April 1 st , 2025 or as soon as possible before that date
Closing date	Monday 24 th February 2025 at 9am
Shortlisting date	Monday 24 th February 2025
Interviews	Monday 3 rd March 2025

Job Advert: School Business Manager

Salary: Competitive, based on experience

About Us:

New Beverley Community School is a vibrant and inclusive school located in a community facing economic challenges. We are proud of our diverse student body, which includes a high percentage of SEND, pupil premium, and EAL students. Despite the challenges, our school is full of eager learners, supported by a committed team of staff and welcoming families who are dedicated to ensuring every child thrives.

We are seeking a dynamic, skilled, and compassionate **School Business Manager** to join our leadership team and play a pivotal role in managing the financial and operational functions of our school. This is an exciting opportunity for a professional with a strong business background, who is passionate about education and the positive impact they can make in a school community.

Role Overview:

The School Business Manager will take responsibility for managing and overseeing the school's budget, procurement, and human resources, including recruitment and retention. You will work closely with the headteacher and senior leadership team applying strategic thinking and processes to drive the school forward in challenging economic times. We are seeking a forward-thinking dynamic individual who can ensure the school operates efficiently, effectively, and within budget while maximizing opportunities for funding and grants.

Key Responsibilities:

- **Budget Management & Forecasting:** Management of the school's budget, providing accurate financial reporting, medium term forecasts, and ensuring efficient allocation of resources.
- **Procurement:** Lead on purchasing and procurement processes, ensuring value for money and cost-effective spending.
- **Grant Generation:** Identify and apply for appropriate funding opportunities and grants to support the school's projects and needs.

- **Human Resources:** Manage recruitment processes, staff induction, retention strategies, and staff well-being initiatives. To take a key role in managing staff attendance and supporting appraisal and disciplinary processes.
- **Compliance & Reporting:** Ensure compliance with financial regulations, educational funding requirements, and school policies.
- **Support for Senior Leadership:** Work closely with the headteacher and leadership team to set strategic goals and ensure the smooth day-to-day running of the school's operations.

Ideal Candidate:

We are looking for someone who has:

- Proven experience in school business management, finance, or a similar administrative/management role.
- A strong understanding of budget management, procurement, and HR processes.
- An ability to work under pressure and meet deadlines, with strong organisational and problem-solving skills.
- A passion for supporting children and young people to maximise their life chances.
- Excellent communication skills, with the ability to collaborate effectively with staff, parents, and external agencies.
- A proactive approach and the ability to think strategically to help drive the school's success.

Why Join Us?

At New Bewerley Community School, we are committed to supporting our staff and providing opportunities for professional development. You will be joining a dedicated and welcoming team, where your contributions will have a real impact on the future success of the children in our care.

We offer:

- A competitive salary
- Professional development opportunities
- A supportive and inclusive work environment
- The chance to make a real difference in a vibrant, diverse community

How to Apply:

If you are passionate about improving outcomes for children and have the skills and experience we're looking for, we would love to hear from you.

New Bewerley Community School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments will be subject to an enhanced DBS check.

School Business Manager

Job Description

Main purpose of the post

To make an outstanding contribution to the finance, business ethos and positively impact on the education within our school

Duties and Responsibilities

Managing the school budget and have a full understanding of financial processing and planning within an education setting, to include financial reporting, procurement and payroll

Experience of successful working with a Governing Body

Health & Safety **management** across all areas of the school and the development of personal and professional wellbeing of all staff

Line **Management** of the business support team

Line **Management** of the Operations manager and site team, ensuring the school meets current regulation and is fully compliant

Management of IT/Data

Management of Human Resource

Ensuring compliance across the site and effective facilities management

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the school, commensurate with the grading to the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the Head Teacher at any time after consultation

The post holder must always comply with the school's staff code of conduct.

- Safeguarding policies
- Equality policies
- Information Security policies
- Financial Regulations
- Health & Safety at Work Act
- and all other trust policies

School Business Manager

Person Specification

PERSON SPECIFICATION	Essential	Desirable	How we Identified
AF – Application Form CQ – Certificate of Qualification I – Interview			
Qualifications and Training			
5 A-C GCSE's or equivalent, including English and Maths	X		AF/CQ
School Business management qualification eg: CSBM, DBSM, ASDBM or willingness to work towards		X	AF/CQ
Relevant degree or equivalent qualification		X	AF/CQ
Member of NASBM		X	AF/I
Participation with other schools / agencies		X	AF/I
Experience of leading CPD activities for others		X	AF/I
Relevant Experience			
Experience of managing and leading a diverse team, including monitoring work, setting objectives, undertaking performance management, discipline, absence control	X		AF/I
Experience of managing a school budget	X		AF/I
Substantial amount of work experience in a relevant organisation	X		AF/I
Financial reporting, procurement and fixed assets	X		AF/I
Managing change projects	X		AF/I
Understanding data protection legislation	X		AF/I
Experience in managing school human resources including knowledge of management employment contracts	X		AF/I
Experience of successful working with a Governing Body	X		AF/I
Experience of managing Service Level Agreements	X		AF/I
Knowledge and Skills			
Proven ability to think clearly, incisively and strategically	X		AF/I
Proven ability to communicate effectively with all stakeholders	X		AF/I
Proven ability to set high standards and to provide a focus for improvement	X		AF/I
To manage, monitor and evaluate the impact of change	X		AF/I
To maintain and enhance effective systems for the smooth running of a complex school	X		AF/I
Understanding the role of ICT in school administration	X		AF/I
Knowledge of Health and Safety management in a school	X		AF/I
Knowledge of premises compliance and management	X		AF/I
Proven ability to contribute towards the school's self-evaluation and to implement the Schools Development Plan		X	AF/I

Knowledge of ICT developments that can support the effective and efficient running of the school		X	AF/I
Managing Health & Safety		X	AF/I
Personal Qualities			
Willingness to constructively challenge the work of self and others to continually improve own and team performance	X		AF/I
Proven ability to deal sensitively with people and to resolve conflicts	X		AF/I
Flexible and approachable	X		AF/I
Resilient under pressure and can work to deadlines	X		AF/I
Positive and energetic approach to work	X		AF/I
Committed to the development of the professional and personal wellbeing of all staff	X		AF/I
Safeguarding			
Understanding and commitment to safeguarding procedures within a school environment	X		AF/I
Understanding of Data Protection	X		AF/I