**A black background with white text

Description automatically generated**

# School Business Manager Job Description

**Job title: School Business Manager (Facilities and Services)**

**Salary:** EHCC Grade F £39382 - £43679 (starting salary dependent on experience)

**Hours:** 37 hours per week

**Contract type:** Permanent, 52 working weeks

**Reporting to:** Headteacher

**Responsible for**: Line management of office team and site team including caretaker, cleaners and school transport staff. Liaise with external providers, contractors, and agencies to ensure the school’s operational needs are met.

#### **Main Purpose**

The School Business Manager (SBM) is responsible for the strategic leadership and effective management of the school’s business operations, including finance, human resources, premises, health and safety, compliance, and administration.

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.

### **Key Duties and Responsibilities**

### **General Responsibilities**

* Safeguard and promote the welfare of children, complying with the school’s Child Protection and Safeguarding policies.
* Maintain confidentiality at all times and ensure compliance with data protection and information security protocols.
* Promote equality, diversity, and inclusion in all aspects of the role.
* Act as a positive role model for students, staff, and the wider school community.

#### **Leadership and Strategy**

* Uphold and embody the school’s vision, values, and commitment to excellence.
* Contribute to strategic decision-making as a member of the Senior Leadership Team (SLT) and advise on resource planning, financial sustainability, and operational improvements.
* Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff
* Ensure all practices meet statutory and safeguarding requirements, reporting to the Headteacher (HT) and Governors as necessary.
* Lead and manage the administration, site, and IT teams to ensure cohesive operational performance, including carrying out long-term resource planning and managing recruitment, appraisal and professional development.
* Monitor developments in technology and consider how it can be used to enhance the school’s business processes, teaching and learning, and staff wellbeing

#### **Financial Management and Fundraising**

* In partnership with the headteacher, contribute to the school’s budget and ensure it is balanced, realistic, and represents an effective use of public funds, supplemented by generated income
* Comply with financial reporting requirements, prepare statutory financial returns, year-end accounts, and regular financial reports for key stakeholders.
* Keeping up to date on financial matters and advising the Leadership and Management Team and Governors of all relevant information.
* Using Benchmarking to ensure best financial practice and value for money.
* Lead procurement processes, ensuring value for money and compliance with best-value principles.
* Develop and implement the school’s fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
* Identify and secure grants and funding opportunities to enhance school resources.

#### **Human Resources**

* Managing and maintaining HR records whilst considering GDPR requirements.
* Oversee payroll management and ensure compliance with HR policies and procedures.
* Manage safe and effective recruitment processes with the Headteacher, in line with all local authority safe recruitment procedures and safeguarding.
* Overseeing DBS checks and ensuring they are updated and keeping the Single Central Record current and complete.
* Advise on staffing structure reviews to optimise financial and operational efficiency.
* Manage personnel records, ensuring accuracy and confidentiality.
* Maintaining accurate training records for staff.
* Provide HR support to staff, including maternity, sickness and other HR issues, ensuring compliance with employment legislation and best practices.

#### **Health and Safety**

* Support the Headteacher with health and safety across the school, adhering to health and safety guidelines for schools in liaison with the local authority
* Lead the site team, supervising the maintenance and cleaning of the school site, ensuring an appropriately safe and hygienic learning environment for our children and staff
* Overseeing the effective operation of all external contracts, including the cleaning contract, and investigating alternate provision of services as required.
* Organise health and safety training for staff and oversee fire safety procedures.
* Maintaining risk assessments to ensure health and safety is observed and safe working practices are in place.
* Be the school’s accident investigator and responsible manager, taking on the duties of these roles as defined within the local authority, under the direction of the headteacher.

#### **Administration**

* Line managing Admin staff, Data Protection Officer.
* Overseeing the maintenance, retention and updating of all records and filing systems including archives.
* Manage the school’s compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
* Maintain and regularly update the school’s policies, risk register, and compliance records.
* Support the Data Protection Officer (DPO) in ensuring the school’s adherence to data protection regulations.
* Manage the school’s asset register and oversee administration processes related to policies, training records, and systems such as SIMS.
* Review and update policies within your key areas of responsibility, consulting as appropriate, submitting these on schedule for headteacher and governor approval
* Keep records in accordance with the school’s record retention schedule and data protection law, ensuring information security and confidentiality at all times
* Provide administrative support for the headteacher and governing body

#### **Premises Management**

* Oversee the maintenance and development of the school premises, ensuring a clean, safe, and functional environment.
* Serve as a keyholder for the school and ensure security protocols are maintained.
* Act as project manager for maintenance and improvement works, ensuring quality and cost-effectiveness.
* Supervise contractors and ensure compliance with health and safety standards.
* Act as project manager for all projects on site that involve external contractors or service providers providing short or long term services to the school, ensuring quality and compliance
* Provide reports for the headteacher and governing body in relation to the quality and performance of services for which we have SLAs or other agreements, making recommendations when required
* Be the school’s link person with local authority property and caretaking services, ensuring other members of the leadership team are kept up to date and consulted and works scheduled to maximise efficiency with the least disruption to our core purpose as a school

*Amendments may be made to the job description after consultation with the postholder to align with evolving school objectives.*

*Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the school business manager will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.*