



St Peter's Eaton Square CE Primary School

Job description: School Business Manager

St Peter's Eaton Square is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: Band 3, Step 4 £49,155 FTE

Hours: 3 days per week

Contract type: part time, permanent

Reporting to: Headteacher

Responsible for: Office, Premises & Catering Staff

Main purpose

The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, 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.

Duties and responsibilities

- Leadership and strategy
- Work closely with the Headteacher and Governors to support the long-term vision and strategic direction of the school
- Contribute to school improvement planning, ensuring resources are aligned to priorities
- Provide professional advice to inform decision-making at leadership and governance level
- Support the school in responding to external pressures, including falling rolls, budget constraints and organisational change

Financial management and fundraising

- In partnership with the headteacher, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds
- Submit the budget to the governing board
- Monitor the budget all year round, advising the headteacher where revisions or changes are needed
- Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the headteacher to make strategic, long-term decisions
- Comply with financial reporting requirements and submit statutory returns
- Oversee school bank accounts on a day-to-day basis, ensuring money is banked, invoices are paid promptly, money owed is collected, and clear records are kept

- Develop and implement the school's fundraising and income generation strategy, choosing fundraising priorities in line with the school improvement plan
- Find and apply for grants



St Peter's Eaton Square CE Primary School

- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money
- Manage the school's lettings offer
- Ensure the effective and efficient operation of the finance function, delegating tasks to finance/office staff where appropriate

- **Human resources**
- Manage the school's payroll provision with the payroll provider
- Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law *and LDBS policy and guidance*
- Advise on HR issues within school and liaise with the external HR provider
- Work with SLT to conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency

Health and safety

- With the headteacher and premises team, supervise the maintenance of the school site
- Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school
- Organise health and safety training for staff

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements
- Track all school policies and ensure they are updated in accordance with the policy review schedule
- Monitor and update the risk register
- Ensure the school remains fully compliant with all statutory safeguarding requirements, including maintaining an accurate and up-to-date Single Central Record (SCR), overseeing safer recruitment processes, and ensuring all required checks (DBS, identity, qualifications, prohibition checks and right to work) are completed and recorded in line with current guidance
- Work closely with the DSL and Headteacher to ensure safeguarding systems are robust, regularly monitored and review-ready, including maintaining secure staff records in line with GDPR and supporting preparation for audits, inspections and safeguarding reviews

Administration

- Keep records in accordance with the school's record retention schedule and UK data protection law, ensuring information security and confidentiality at all times
- Provide administrative support for the headteacher and governing body
- Support the data protection officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law

The school business manager will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

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.



St Peter's Eaton Square CE Primary School

Person specification

CRITERIA	QUALITIES
Qualifications and training	<p>A school business management qualification e.g. CSBM, DSBM, SBF or related qualification (Essential)</p> <p>A degree, or other relevant qualification – ideally in accountancy, business management or a related discipline (Desirable)</p> <p>Leadership & Management qualification (Desirable)</p>
Experience	<p>Successful leadership and management experience in a school, or in a relevant field outside education</p> <p>Involvement in school self-evaluation and improvement planning</p> <p>Line management experience</p> <p>Contributing to staff development</p> <p>Working with children or young people</p> <p>Experience of financial operation and management, ideally in a school setting</p>
Skills and knowledge	<p>Expert knowledge of financial management</p> <p>Excellent attention to detail</p> <p>Previous use of SIMS financial and database software</p> <p>Effective communication and interpersonal skills</p> <p>Ability to communicate a vision and inspire others</p> <p>Ability to build effective working relationships with staff and other stakeholders</p> <p>➤ Understanding of data protection and confidentiality</p>
Personal qualities	<p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p> <p>Cheerful, calm disposition, approachability</p> <p>Collaborative work ethic</p>



St Peter's Eaton Square CE Primary School

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____