

Date:	January 2026
Role:	School Business Manager (Senior Leadership)
Salary Scale:	M3.1 to M4.4
Performance Managed by:	Headteacher

Role Purpose

As part of the Senior Leadership Team, to assist the Head Teacher and Governors to ensure that the Academy meets its educational aims from a business and resourcing perspective.

As the Chief Financial Officer to be accountable for the effective management of the Academy's financial resources at a strategic and tactical level, ensuring the most effective use of resources in support of the Academy's learning objectives.

To be accountable for HR processes, recruitment and staff absence management across the Academy.

To promote the highest standards of business ethos within the administrative function and be responsible for providing professional leadership, management and development to an identified team of Academy administrative support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the Academy.

To ensure that the statutory duties of the Pinewood Academy Trust are fulfilled in a timely fashion.

General Duties

1. FINANCIAL MANAGEMENT

- Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced annual budget for Academy activity
- Use the agreed budget to actively monitor and control performance to achieve the best ongoing value for money for the Academy
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments, and to provide ongoing budgetary information to relevant people
- Assume responsibility for maintaining the system of internal checks for transactions in all school accounts; lead on implementation of any internal audit recommendation
- To prepare the final annual accounts and liaise with external auditors
- To advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
- Maintain a strategic (five year) financial plan that will indicate the trends and requirements of the Academy strategic plan and will forecast future year budgets
- Identify additional finance required to fund the Academy's proposed activities, as required
- Seek and make use of specialist financial expertise, as required
- Maximise income through lettings and other activities in conjunction with the IT & Estates Manager
- In coordination with the IT & Estates Manager, support the budgeting and implementation of the school's contracts register to ensure the school receives best value for money at all times
- Identify types of investments which may be appropriate for the Academy, taking account of risks and stakeholder views, and identify possible and suitable providers in order to maximise return
- As required, to put formal finance agreements in place with suitable providers for agreed amounts, agreed times and appropriate agreed costs and repayment schedules, and to monitor the effectiveness and implementation of agreements
- Completing VAT and other statutory returns as required
- Undertake annual financial benchmarking

2. LEADERSHIP AND STRATEGY

- As part of the Senior Leadership Team and Governing Body, to attend appropriate meetings and represent the support staff community
- Assist the Headteacher with planning and management of change in accordance with the school development/strategic plan
- Negotiate and influence strategic decision making within the Academy's Senior Leadership Team
- In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
- Plan and manage change in accordance with the Academy school development/strategic Plan
- To lead and manage identified Academy administrative support staff
- Maintain policy register, liaising with governors to ensure statutory compliance

3. ADMINISTRATION MANAGEMENT

- Manage the identified Academy administrative function and lead identified administrative non-teaching support staff
- Design and maintain administrative systems that deliver outcomes based on the Academy's aims and goals
- Manage systems and link processes that interact across the Academy to form complete systems
- Define responsibilities, information and support for staff and other stakeholders
- Develop process measures that are affordable and that will enable value for money decisions for those managing resources
- Establish and use effective methods to review and improve administrative systems
- Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
- Benchmark systems and information to assess trends and make appropriate recommendations
- Prepare information for publications and returns for the DFE and other agencies and stakeholders within statutory guidelines.
- If not covered by the DFE, seek professional advice on insurance and advise the Head Teacher and Governors on appropriate insurances for the Academy and implement and manage such schemes accordingly.

4. HUMAN RESOURCES

- Assist the Headteacher with evaluation of the school's strategic objectives and obtain information for workforce planning
- Responsibility for administration of the recruitment process including holding relevant induction meetings and maintaining relevant records.
- Processing staff contracts including probation periods and internal systems and processes
- Responsibility for personnel files including SCR and DBS checks
- Handling matters arising from staff pay including those around pensions and processing overtime claims
- Oversee staff absence processes including maintaining staff absence records, monitoring of staff absence triggers and processing insurance claims.
- Ensuring staff adhere to the school's Health and Attendance policy and ensure staff are aware of relevant procedures
- Identify staff members on the 'trigger watch list', conduct Absence Review meetings as required, and escalate to the School Business Manager when appropriate
- Contributes to policies and initiatives and makes budget recommendations with implications for the whole school. Manages some groups of school support staff making decisions in relation to the delivery of a range of functions.
- Line management responsibility for some support staff groups (usually business and administration, facilities) and liaison with external contractors (usually catering, IT and consultants).

5. OTHER

- In addition to the responsibilities identified above, the post holder may be required to carry out such reasonable additional duties as the headteacher shall require.
- To participate in professional networks and complete CPD to develop knowledge and skills.
- To undertake lunch and bus group duties as part of the Senior Leadership Rota