



Job Description & Person Specification

School Business Manager (Primary)

Grade 7 SCP 27-32 £38,220 - £42,839

Full-time (36.66 hrs per week), All Year Round

Job Purpose

Under the direction of the Headteachers and Business Manager at St Anne's Academy, you will support two primary schools within the trust's hub model. Based for three days at Rhodes Green Primary and two days at St John's CE Thornham Primary. You will be responsible for the effective management, administration, control and monitoring of all financial aspects relating to the delegated school grant. You will oversee catering and cleaning contracts and have an oversight of all service level agreements. You will lead on the monitoring, recording and compliance of statutory health & safety checks including health & safety audits.

Key Tasks

Budgetary Preparation and Financial Control

1. To be the lead finance operative, directing admin colleagues ensuring trust processes are followed.
2. To carry out the necessary checks and reconciliations to produce month end financial reports and assist in the preparation of the year end position for the schools using the academy systems.
3. To assist in the setting and revising of the budgets throughout the year.
4. To process journal transfers in relation to charges and coding corrections as required on the schools' financial system.
5. To assist with the review of financial procedures and processes to contribute to more effective and improved services leading to maximising value for pupils.
6. To be responsible for financial monitoring of any grant income specific to the schools, e.g., Local Authority funding, and the related expenditure on excel spreadsheets for evidence in any audit process. To check the maintenance of accurate financial and statistical records in relation to the school's bank accounts as part of the month-end checks.
7. To oversee the reconciliation of bank statements and monitor cash flow.
8. To ensure that any monies received are banked on a timely basis
9. To be responsible for ensuring that orders for goods and services are quickly and efficiently processed and that subsequent financial procedures, especially the paying of invoices, are carried out as required by financial regulations.



10. To assist in reviews for procurement for supplies for goods and services, to ensure the schools maximise value for pupils from contracts and assist in the production of information and reports to support this process.
11. To process tasks associated with payroll checking, ensuring information required by and processed by the payroll provider is accurate within the necessary deadline.
12. To undertake Educational Visitor Coordinator (EVC) training and oversee the administration of school trips, working closely with the Senior Leadership Teams (SLT) to ensure policies and procedures are safe and that planning, and communication is effective.
13. To ensure financial procedures are documented and that the documentation is kept up to date.

Line Management of Staff

14. Day to day line management of admin support and site staff: advising of correct processes, offering support, checking work is being completed correctly and carrying out appraisal reviews.

Site, Estates and H&S Management

15. To undertake health & safety training on areas within your remit
16. Line manage the site staff ensuring statutory responsibilities are in place, accurately recorded, quality assured and developed where necessary to aim for the highest standards of safety
17. Keep up to date with health & safety priorities and lead on all aspects of health & safety audits
18. Work with site staff to manage estates contractors.

Marketing and communications

19. Oversee the maintenance of communication functions including monitoring and checking of website compliance, the use of administrative communication tools (emails, apps) and have oversight of whole school communications and social media posts.
20. To support the headteachers in promoting their schools, supporting engaging with families, transition to school and promotion of the school vision and values

Matrix Management Oversight

21. Operate within the Trust's matrix management structure, working collaboratively with the designated hub school and central Trust teams to ensure the effective delivery of business support services across the schools
22. **Human Resources (HR)** The Business Manager will work proactively with the Hub School HR team to support the effective delivery of people management processes and initiatives. This includes contributing to workforce planning, supporting recruitment and retention activities, implementing Trust HR policies and procedures, and enabling organisational change. The role requires the Business Manager to build positive working relationships, provide informed local support, and help maximise the impact of HR services to improve outcomes for pupils.
23. **Information Technology (IT)** The Business Manager will work closely with the Hub School IT team to support the effective planning, delivery and continuous improvement of IT services within the schools. The role



includes facilitating the implementation of Trust technology strategies, supporting change initiatives, ensuring effective communication between school and Trust IT colleagues, and helping to maximise the value of technology in enhancing teaching, learning and operational efficiency.

Standard Duties

24. Initially based for three days at Rhodes Green Primary and two days at St John CE Thornham
25. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
26. To be a member of SLT at both schools.
27. To uphold and promote the values and the ethos of the Trust.
28. To implement and uphold the policies, procedures and codes of practice of the trust and schools, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
29. To take a pro-active approach to health and safety, working with others in schools to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
30. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.
31. To attend and participate in relevant meetings as appropriate.
32. To undertake any other additional duties commensurate with the grade of the post.

Contacts:

Pupils, staff, parents, carers and guardians, and visitors to the schools.

Responsible to:

Headteachers and Business Manager at St Anne's Academy

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



Person Specification – School Business Manager	Essential / Desirable	Application Interview Test
Qualifications		
School Business Management qualification(s) CSBM, DSBM, ADSBM	D	A
Specific business discipline experience/qualification (management, finance, HR, administration) or equivalent experience	E	A
Hold current valid Emergency First Aid at Work certificate	D	A
Experience		
Experience of working within a school business team	E	A/I
Experience of using computerised packages for financial administration, with a high level of proficiency in Microsoft excel	E	A/I
Experience of producing clear financial and statistical information	E	A/I
Experience of budget monitoring, preparing statements for budget holders and analysing data for errors and discrepancies	E	A/I
Experience of supervising staff including duties such as giving instructions, checking quality of work, recruitment and performance management	D	A/I
Experience of undertaking a range of administration/clerical tasks	E	A/I
Experience of team-working to work effectively with others and meet deadlines and goals	E	A/I
Experience in contract management	E	A/I
Understanding of GDPR law	E	a/I
Professional Skills and Abilities		
Excellent communication skills delivering professional, polite, courteous and efficient customer service, and to give information and advice to range of audiences on financial matters	E	A/I
Analytical skills to interpret information to solve problems and make recommendations for action	E	A/I
Organisational skills to work under pressure to complete tasks to potentially conflicting deadlines, which can involve re-prioritising own work (and that of the team if necessary)	E	A/I
Ability to be methodical and thorough to ensure work is accurate	E	A/I
Initiative to respond to unexpected problems, using recognised policies and procedures as a guide	E	A/I
The ability to understand the different needs of both schools and work in partnership with all schools across the Trust	E	A/I
Knowledge		
Knowledge of relevant financial best practice and legal requirements appropriate to the role	E	A/I



Understanding of the financial framework, regulations and procedures that an academy is required to operate in	D	A/I
Understanding of why safeguarding is important when working with children and young people	E	A/I
Work circumstances		
Able to work flexibly as the workload demands	E	A/I
Able to travel between the two sites if needed	E	I
Values		
Commitment to the mission, vision, values and ethos of the school(s) and the Trust	E	A/I

Any candidate with a disability who meets the essential criteria will be guaranteed an interview