



School Business Manager Job Description

Overall Aims

Working alongside the Senior Leadership Team, the School Business Manager will take a lead role in the planning, organisation, monitoring and evaluation of the school's administrative and operational support systems.

The post holder will manage the delivery of administrative, financial and operational support functions to ensure the efficient running of the school and to support the Headteacher and Governing Board in meeting the school's operational, financial and compliance requirements.

The role will involve managing administrative and support staff, overseeing financial systems, maintaining appropriate health and safety and premises documentation, and supporting the effective management of operational processes across the school.

The role will also support the school in identifying and developing opportunities for extended services and income generation, including potential future provision such as school lettings, wraparound care and holiday activities.

This includes the following responsibilities:

- Supporting the Headteacher and Senior Leadership Team in the effective management of school support services
- Managing and developing administrative systems and processes to ensure effective school operations
- Line managing administrative and midday staff and supporting their development
- Supporting the management of the school budget and financial systems
- Maintaining operational systems relating to premises, health and safety and compliance
- Identifying and supporting opportunities to maximise school income
- Ensuring compliance with safeguarding, data protection and statutory reporting requirements
- Contributing to the overall ethos and aims of the school

Whole School Administration

- Take a lead role in the development and maintenance of administrative and information management systems used within the school
- Manage the administrative function including reception, reprographics, telephones and ICT systems used by the administration team
- Ensure administrative procedures are efficient and consistently applied
- Maintain accurate pupil data and records within the school information management system
- Oversee the production of statutory returns to the Local Authority, DfE and Governing Board
- Support the preparation and production of school publications and correspondence
- Provide guidance to staff and parents on administrative processes such as admissions and appeals
- Ensure appropriate licences and permissions are maintained and renewed as required

Personnel and Staffing

- Line manage administrative staff and midday supervisors
- Support the recruitment, induction and ongoing development of support staff
- Assist the Headteacher in maintaining effective HR administrative processes and documentation
- Ensure personnel records are maintained accurately and securely
- Manage the administration of safeguarding checks including the Single Central Record and DBS documentation
- Monitor staff attendance, leave and absence reporting systems
- Support the coordination of voluntary helpers and work experience placements where required
- Complete statutory workforce data returns

Finance

- Manage financial administration systems and procedures within the school
- Support the Headteacher and Governing Board in the preparation and monitoring of the school budget
- Maintain accurate financial records and monitoring systems
- Process orders, invoices and payments in accordance with school and Local Authority procedures
- Monitor expenditure and income and report variances to the Headteacher
- Support procurement processes and contract management to ensure value for money
- Maintain appropriate financial control systems including asset registers and inventory
- Prepare financial information and returns required by the Local Authority and other agencies
- Support funding bids, grants or sponsorship opportunities where appropriate

Income Generation and Extended Services

- Support the Headteacher and Governing Board in identifying opportunities to generate additional income for the school
- Explore and develop proposals for the future use of school facilities, including lettings and community use of the premises
- Provide administrative and operational support for the potential development of wraparound provision or holiday activities, where agreed by the school
- Develop systems and processes that would support the future delivery of extended services, ensuring appropriate financial monitoring, safeguarding and operational procedures are in place
- Monitor potential income streams and provide information to the Headteacher and Governing Board to support decision making

Premises Management

- Support the Headteacher in overseeing the management and maintenance of the school premises
- Work in partnership with the Site Manager to ensure the school site is safe, secure and well maintained
- Monitor premises maintenance records and expenditure
- Support the organisation and administration of school lettings where appropriate
- Maintain systems and documentation relating to premises management and statutory compliance

- Assist in monitoring service contracts relating to premises and facilities

Health and Safety

- Maintain systems and documentation to support effective health and safety management within the school
- Assist the Headteacher in ensuring appropriate procedures are in place to safeguard pupils, staff and visitors
- Maintain records of risk assessments, inspections and compliance checks
- Support the implementation of school security procedures
- Ensure appropriate records of health and safety training are maintained
- Assist in monitoring compliance with relevant regulations and policies

Leadership and Systems Management

- Develop and maintain effective administrative and operational systems to support the school's daily operations
- Ensure information and documentation systems are accurate, organised and compliant with relevant regulations
- Support continuous improvement in administrative and operational processes
- Provide guidance and support to staff in relation to administrative procedures and systems

Other Responsibilities

- Comply with school policies relating to safeguarding, confidentiality, data protection, health and safety and equal opportunities
- Support PTA committee and attend meetings
- Promote and safeguard the welfare of children and young people
- Contribute to the overall ethos and values of the school
- Participate in professional development and training as required
- Attend meetings of the Governing Board or relevant committees as required