



**School Business Manager
Job Description and Person Specification
March 2026**

Job Details

Job Title	School Business Manager
Location	The South Petherton Schools Partnership
Salary	Grade 11 (£32,597 - £36,363)
Hours	37 hours per week
Contract Type	Full-time
Reporting to	Executive Headteacher
Responsible for	Office Staff/Support Staff

Main Purpose of the Role

The School Business Manager (SBM) is responsible for the strategic leadership and operational management of all business functions across the partnership, including financial management, human resources, compliance, administration, and health and safety. The SBM ensures effective use of resources and supports the leadership team in delivering excellent teaching and learning.

Key Duties and Responsibilities

Leadership and Strategy

- Lead and line-manage support staff, including workforce planning, recruitment, appraisal, and development.
- Work with the Executive Headteacher on all financial matters to ensure alignment with strategic goals.
- Implement school-wide improvements and ensure policies and procedures support the School Improvement Plan.
- Promote the school's vision, values and culture.
- Lead the implementation of a marketing strategy, including website, signage and communications.
- Monitor technological developments to improve business processes and staff wellbeing.
- Attend SLT meetings and provide reports to governors as required.

Financial Management and Fundraising

- Develop, manage and monitor the school budget.
- Submit the budget to the governing board and provide financial reporting.
- Forecast budget requirements based on funding and expenditure trends.
- Ensure compliance with financial regulations and statutory reporting.
- Oversee day-to-day financial operations including banking, invoicing and reconciliations.
- Lead income generation, including identifying and applying for grants.
- Manage procurement processes and contract negotiations.
- Oversee and promote school lettings.

Human Resources

- Manage payroll processes with the payroll provider.
- Ensure recruitment, appraisal and disciplinary processes comply with employment law.
- Provide advice on HR matters and liaise with external HR providers.
- Review staffing structures for efficiency and effectiveness.

Health and Safety

- Oversee maintenance and development of the school site.
- Ensure compliance with health and safety legislation and implement risk assessments.
- Organise health and safety training for staff.

Compliance

- Ensure compliance with statutory and regulatory requirements.
- Maintain and monitor the policy review schedule.
- Maintain and update the school risk register.

Administration

- Maintain records in line with retention schedules and data protection law.
- Provide administrative support to the Executive Headteacher and governing body.
- Support the Data Protection Officer with compliance.

Safeguarding Duty

The postholder must safeguard and promote the welfare of children and young people and adhere to all safeguarding policies and the staff code of conduct.

Person Specification

Qualifications and Training

- Qualification in business management or related discipline (essential).
- Health and Safety training (essential).

Experience

- Leadership and management experience in a school or relevant setting.
- Experience with school self-evaluation and improvement planning.
- Experience line-managing staff and supporting development.
- Experience working with children or young people.
- Experience applying Data Protection legislation in a school or similar environment.

Skills and Knowledge

- Expert knowledge of financial management.
- Excellent attention to detail.
- Experience with SIMS or other MIS systems (desirable).
- Strong communication and interpersonal skills.
- Ability to inspire and communicate a vision.
- Ability to build effective relationships with staff and stakeholders.
- Understanding data protection and confidentiality.

Personal Qualities

- Commitment to the school's ethos and achieving the best outcomes for pupils.
- Integrity, honesty and fairness.
- Ability to work under pressure and prioritise effectively.
- Commitment to confidentiality, safeguarding and equality.
- Ability to manage difficult situations professionally.

South Petherton Schools Partnership is committed to equality, diversity and inclusion. We welcome applications from all suitably qualified candidates regardless of age, disability, gender identity, marital status, pregnancy, race, religion or belief, sex or sexual orientation.

Signatures

Headteacher/Line Manager Signature:	
Postholder Signature:	