

St Mary's CE Primary School & Nursery



School Business Manager

St Mary's CE Primary School & Nursery 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: £34434 - £36363 pro-rata

Hours: 37 per week, 41 weeks per year (term time and 2 weeks during school holidays), 30-minute lunch-break

Contract type: Part-time, permanent

Reporting to: Headteacher

Responsible for: Admin and Premises teams

Closing date: Wednesday, 24th September at 12 noon

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, 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

- Be responsible for line-managing support staff, including carrying out long-term resource planning and managing recruitment.
- Under the direction of the Headteacher, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals.
- Implement school-wide changes and allocate resources in line with the school improvement plan, putting policies and procedures in place and communicating them to staff.
- Take all decisions in line with the vision and values of the school and encourage others to do the same.
- Implement a marketing plan for the school, which utilises the school website, signage, the prospectus, and communications with current and prospective parents/carers.

- Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.

Financial management

- 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.
- Lead on procurement processes, managing tenders where appropriate, conducting due diligence, benchmarking and evaluating suppliers, negotiating deals and ensuring value for money.
- Oversee Early Years provision ensuring that available spaces are efficiently utilised and all income is collected in a timely manner.
- 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 line with Wiltshire Council guidance and in consultation with HR.
- Advise on HR issues within school and liaise with the external HR provider.
- Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency.

Compliance

- Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements.

Administration

- Ensure accurate collection, recording and reporting of pupil and staff data in relation to statutory school census returns and assessment data returns.
- 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.

If you are interested in applying for this position, please contact admin@st-marys-purton.wilts.sch.uk for an application form.

CVs will not be accepted.

At St Mary's School we are committed to safeguarding and have a culture of vigilance in all aspects of safeguarding and child protection.

In accordance with Section 237 of Keeping Children Safe in Education, September 2025, this role meets the definition of Regulated Activity and an enhanced DBS check with children's barred list information will be undertaken prior to commencement of employment.

This check provides information about convictions, cautions, reprimands, and warnings held on the Police National Computer (PNC), plus additional information held by police such as interviews and allegations and an additional check about whether the candidate appears on the children's barred list. Additional information will only be disclosed where a chief police officer reasonably believes it to be relevant and considers that it ought to be disclosed.

SECTION 11 Rehabilitation of Offenders Act 1974

**All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exception Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected' These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website:
<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>**

Person specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • Educated to at least A-level standard or equivalent • English and Mathematics to at least GCSE, grade 5, or equivalent 	<ul style="list-style-type: none"> • A degree, or other relevant qualification – ideally in accountancy, business management or a related discipline • A school business management qualification [e.g. Level 4 diploma for school business managers], or willingness to undertake study, if appointed • Other school-related qualifications or training, e.g., safeguarding, attendance, performance management
Experience	<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Involvement in school self-evaluation and improvement planning • Line management experience • Contributing to staff development 	<ul style="list-style-type: none"> • Working with children or young people • Working to strict and often conflicting deadlines
Skills and knowledge	<ul style="list-style-type: none"> • Expert knowledge of financial management • Excellent attention to detail • Previous use of SIMS, FMS, MS Word and Excel • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Understanding of data protection and confidentiality 	<ul style="list-style-type: none"> • Knowledge of educational funding, including early years provision • Awareness of HR procedures and confidence to seek further guidance when required

Personal qualities	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality • Embraces change well • Deals with difficult situations effectively 	<ul style="list-style-type: none"> • Willingness to seek support when needed • Awareness of personal wellbeing and ability to manage this in a supportive environment • Adaptability to change work schedules at short notice
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Notes:

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