



## Strand on the Green Junior School – Job Description

Spirited • Scholarly • Supportive

**Job title:** School Business Manager

**Salary and grade:** Scale PO2 (£42,771-£45,750)

**School:** Strand on the Green Junior School

**Line manager:** Headteacher

### **Main Purpose:**

- To manage the school's finances, HR and facilities
- To oversee the smooth running of the school office
- To work with all staff to ensure a high standard of provision for all Strand children.
- To build strong links with pupils and their families.
- To be responsible for promoting and safeguarding the welfare of children at Strand.
- To undertake other tasks or responsibilities as required by the Head teacher

### **Main Activities:**

#### **Finance**

- Set and submit a 3-year budget plan to the governing body and local authority each year.
- Monitor the in-year budget throughout each financial year and report to the Headteacher and governors.
- Be responsible for the financial accounts, both official and unofficial, in line with local authority regulations. This includes operating the school's bank accounts and credit card and managing income and expenditure.
- Process purchase orders and invoices and arranging payments.
- Reconcile income and expenditure against bank statements and return a monthly VAT statement to the local authority.
- Maintain the finance filing system.
- Managing service contracts, contractors and projects, ensuring robust procurement and best value.
- Oversee the aftercare scheme, ensuring that all income and expenditure is accounted for.
- Manage lettings opportunities, looking to maximize income and ensure appropriate use of the school facilities by third-party organizations and individuals.
- Update and circulate policies relating to financial management.

#### **HR**

- Process new starters, leavers and change of contracts.
- Ensure all employees are fully checked and vetted for qualifications, right to work and DBS etc. and maintain the single central record.
- Log sickness and absence and report monthly to the local authority. Monitor absence levels and instigate management of absence procedures if required.
- Log overtime and report monthly to the local authority to ensure employees are paid correctly.
- Liaise with employees that may need additional support due to ill-health, personal reasons, disability or exceptional absence. Maintain confidentiality, discretion and sensitivity throughout.
- Monitor and authorize annual leave for those employees with a whole year contract.
- Maintain employee data (paper file and digital) and ensure confidential and appropriate data management (see 'Data Management' below).
- Update and circulate policies relating to HR.



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### Facilities Management

- Lead the management, maintenance and security of the school site.
- Oversee planned maintenance services for all areas of the school.
- Lead on health and safety on the school site (and for off-site trips), including managing the updating and circulation of risk assessments, site-specific training, reporting and analyzing accidents and near misses and coordinating evacuation drills.
- Update and circulate policies relating to facilities and health and safety.

### Office Management

- Be responsible for the overall line management and professional development of the administration and premises staff, as well as overall management of the school's Reception.
- Ensure that communication to the school community is well presented, accurate and shared with the appropriate groups in a timely manner.
- Respond as a primary first aider to both adults and children when required.
- Support the Administrator if required with their management of trips, clubs, lunches, attendance, admissions, aftercare etc.

### Data Management

- Lead the school's compliance with GDPR, respond to requests and queries from data subjects and process and report on data breaches.
- Ensure that pupil and employee data is adequate, appropriate and shared with only those who require it (both internally and externally)
- Ensure the school's Management Information System and filing system is maintained and updated appropriately, including timely data deletion in line with agreed data retention timescales.
- Complete each termly census and ensure the return is a full and accurate representation of the data held by the school.
- Update and circulate policies relating to data management, and host professional development sessions for employees who require additional support with data management.
- Ensure all information is treated confidentially and have absolute discretion at all times.

This job description is not an exhaustive or final statement of the duties. The post holder will be expected to take on duties and responsibilities commensurate with the grade of the post as directed by the Headteacher.

KT (January 2026)