

Position: School Business Manager

Location: West Newcastle Academy, Benwell, Newcastle upon Tyne, NE4 8QP

Contract Type: Permanent. The role offers flexibility and can be structured as either a full-time position or part time (3 days per week) depending on the candidate's availability and preferences

Working Pattern:

- On a full-time basis, 37 hours per week, 38 weeks term time only plus 5 days worked during school closure, as directed by school
- On a part time basis, 22.2 hours per week, 38 weeks term time only plus 3 days worked during school closure, as directed by school

Salary: Grade 11, SCP 30-34. On a FTE salary basis £39,513 - £43,693

- On a full-time basis, paid salary would be £34,954 - £38,652
- On a part-time basis, paid salary would be £20,972 - £23,191

Reporting to: Head teacher

Line management: Administration and IT team, catering team, premises team and wraparound team

Start date: We expect the role to start mid-October 2025

About Us

We are a small, friendly, and vibrant single-form-entry primary academy dedicated to nurturing a caring and inclusive environment where children thrive.

Our vision is that all children will achieve their full potential, with holistic support, whilst they enjoy, own and drive their learning, gaining self-respect, self-esteem and self-belief.

The Role

The School Business Manager (SBM) plays an important role in supporting the operational leadership of our school. Working closely with the Head teacher and as part of the Senior Leadership Team (SLT), the SBM is responsible for the management of non-teaching functions, ensuring that the school operates efficiently and effectively.

In addition to their management responsibilities, and as part of a small team, the SBM will be required to adopt a 'hands-on', 'can-do' and proactive approach, to ensure the successful day-to-day running of the school.

Key Responsibilities

Human Resources and Staff Management

- Manage recruitment processes for staff, including advertising, shortlisting, and interviewing.
- Oversee staff induction and staff training.
- Maintain accurate staff records and manage payroll processes.
- Ensure compliance with employment legislation and school policies.

Premises and Health & Safety

- Lead and manage the premises team ensuring efficient and effective maintenance and development of school buildings and grounds.
- Ensure compliance with health and safety regulations.
- Coordinate arrangements for wraparound provision and lettings.

Administration

- Lead and manage the administration team, ensuring efficient and effective office operations.
- Oversee management information systems, ensuring accurate and timely reporting of statutory returns to all relevant bodies.
- Oversee the management and analysis of school attendance data, working closely with senior leadership and administrative staff to ensure compliance with statutory requirements and to support initiatives aimed at improving pupil attendance.

Catering

- Lead and manage the catering team, ensuring efficient and effective operation of the school kitchen.
- Ensure compliance with food safety, health and safety, and allergen regulations.
- Monitor food preparation standards, portion control, and menu planning in line with the DfE 'School Food Standards' guidelines.

Information Technology

- Work with the IT Technician to ensure cybersecurity measures are in place (e.g., firewalls, antivirus, staff training).
- Ensure compliance with GDPR and school data protection policies.
- Maintain an up-to-date inventory of IT equipment.

Procurement

- Identify, evaluate and select suppliers through quotation processes.
- Negotiate and manage contracts for services.
- Monitor contract performance, renewals and ensure value for money.
- Work with the School Bursar to monitor non-staffing costs against budget and make recommendations for cost-saving opportunities.

Marketing and communications

- Manage and regularly update the school website to ensure content is current, compliant and engaging.
- Oversee the use of social media platforms to enhance communication with parents, prospective families and the wider community.
- Coordinate the production and distribution of newsletters and flyers.

Policy Management

- Coordinate and oversee the school's policy review cycle, ensuring that statutory and operational policies are kept up to date, comply with legal requirements, and are effectively implemented across school.

Strategic Leadership and Governance

- Contribute to the development and implementation of the School Improvement Plan.
- Attend and contribute to meetings of the Governing Body and relevant committees.
- Promote the school's ethos and values within the wider community.

Additional Responsibilities

- Undertake other tasks as directed by the Head teacher or Governing Body that are commensurate with the scope and responsibilities of the role.

Person Specification

Qualifications and Experience

- Degree-level qualification or equivalent experience.
- Professional qualification in school business management desirable. (e.g., CSBM, DSBM)
- Experience in human resources and premises management.
- Experience of managing staff and leading teams.
- First Aid qualification or willingness to undertake training.

Skills and Knowledge

- Strong leadership and management skills.
- Excellent communication and interpersonal skills, both verbal and written.

- Proficient in using IT systems, including management information systems and Microsoft Office (Word, Excel, Outlook, Powerpoint).
- Knowledge of employment legislation and procedures.
- Knowledge of health and safety legislation and procedures.
- Ability to work under pressure and manage competing priorities.

Personal Attributes

- Proactive and solution-focused approach to problem-solving.
- High level of integrity and confidentiality.
- Adaptability and flexibility in a dynamic environment.
- Commitment to continuous professional development.

What We Offer

- Opportunity to make a real impact in a small, community-focused primary school.
- The role offers flexibility and can be structured as either a full-time position or part time (3 days per week) depending on the candidate's availability and preferences.

Application Process

Interested candidates should submit a completed application form, along with a supporting statement addressing the person specification, to wna-admin@westnewcastleacademy.org by **Tuesday 9 September 2025**. Interviews expected to be scheduled during week commencing 15 September.

West Newcastle Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.