



JOB DESCRIPTION & PERSON SPECIFICATION

JOB ROLE: School Business Manager

Reports to: Headteacher

Grade: Leadership 1-5

JOB DESCRIPTION

Overall Responsibilities:

The School Business Manager is a strategic leadership role, responsible for leading and developing the operational and business functions of the school to ensure resources are used effectively in support of outstanding educational outcomes.

Working as a key member of the Senior Leadership Team, the postholder will provide professional leadership across finance, estates, compliance, health and safety, HR, catering, administration and support services, ensuring the school operates efficiently, sustainably and in line with its strategic priorities.

The School Business Manager will play a central role in driving continuous improvement, organisational effectiveness and long-term financial sustainability, while promoting a culture aligned with the school's vision, values and inclusive ethos.

Duties and responsibilities:

Strategic Leadership

- Contribute fully as a member of the Senior Leadership Team.
- Support the development and delivery of the school improvement strategy.
- Provide strategic advice to the Headteacher and Trust Board on finance, operations, compliance and resource management.
- Lead and develop operational services to ensure high standards, efficiency and continuous improvement.
- Promote a culture of collaboration, accountability and professional excellence across support teams.
- Champion the school's vision, values and inclusive ethos in all aspects of leadership.

Financial Leadership

- Lead the school's financial strategy, planning and resource management to ensure long-term sustainability and value for money.

- Work closely with finance colleagues and external partners to oversee budgeting, forecasting, reporting and financial compliance.
- Monitor financial performance and provide strategic analysis to support decision-making.
- Ensure compliance with academy trust financial regulations and statutory requirements.
- Lead procurement and contract management processes to secure high-quality services and best value.
- Identify and pursue opportunities for income generation, grants and capital funding.

People & Operational Management

- Provide leadership and line management for key operational and support functions.
- Support effective workforce planning, recruitment, performance management and professional development.
- Ensure operational systems and processes are efficient, compliant and fit for purpose.
- Drive continuous improvement through effective use of data, technology and business systems.
- Promote staff wellbeing and positive working relationships across the organisation.

Estates, Facilities & Health and Safety

- Lead the strategic management and development of the school estate.
- Ensure the school environment is safe, secure, compliant and conducive to learning.
- Oversee capital projects, planned maintenance and facilities management.
- Ensure effective health and safety systems, risk management and statutory compliance.
- Manage contracts and external service providers to maintain high-quality provision.

Governance & Compliance

- Ensure compliance with relevant legislation, academy trust requirements and school policies.
- Support effective governance through accurate reporting and strategic advice.
- Maintain effective systems for data protection, information management and operational risk.
- Promote safeguarding, equality, diversity and inclusion across all operational practices.

General

- Be aware of and comply with all school policies and procedures particularly relating to child protection, equal opportunities, health and safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Carry out all duties regarding the school's policies and codes of conduct.
- Participating in training and other learning activities as required and to participate in appraisal and professional development.
- Set high expectations of conduct, whilst acting as a good role model for others.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	Assessment
Accountancy or School Business Management qualification.	✓		Application
Evidence of continued professional development.	✓		Application
Educated to degree level		✓	Application
Qualification in HR, Estates, Health & Safety or IT		✓	Application
Experience	Essential	Desirable	Assessment
Successful leadership and management experience within education or a similarly complex organisation.	✓		Application/ Interview
Experience of budget management and financial planning	✓		Application/ Interview
Experience of leading teams and managing operational services.	✓		Application/ Interview
Experience of implementing organisational change and service improvement.	✓		Application/ Interview
Experience of working strategically while maintaining operational oversight.	✓		Application/ Interview
Experience within an academy or multi-academy trust environment.		✓	Application/ Interview
Experience leading capital projects, procurement or contract management.		✓	Application/ Interview
Experience of HR casework and workforce planning.		✓	Application/ Interview
Skills and Knowledge	Essential	Desirable	Assessment
Strong strategic leadership and decision-making skills.	✓		Application/ Interview
Excellent interpersonal and communication skills.	✓		Application/ Interview
Ability to build effective relationships with a wide range of stakeholders.	✓		Application/ Interview
Strong financial and analytical capability.	✓		Interview
Ability to prioritise effectively and manage competing demands.	✓		Application/ Interview
Excellent organisational and project management skills.	✓		Application/ Interview
High levels of digital literacy and confidence using business systems.	✓		Interview
Understanding of safeguarding, confidentiality and data protection responsibilities.	✓		Interview
Knowledge of academy funding and compliance frameworks.		✓	Application/ Interview
Understanding of health and safety legislation and estates management.		✓	Interview
Experience of using financial and payroll systems within education.		✓	Application/ Interview

Personal Qualities	Essential	Desirable	Assessment
Demonstrate integrity, professionalism and sound judgement.	✓		Interview
Be collaborative, approachable and resilient.	✓		Interview
Be proactive and solutions focused.	✓		Interview
Lead with clarity, positivity and accountability.	✓		Interview
Be committed to inclusion, equality and safeguarding.	✓		Interview
Embrace innovation and continuous improvement.	✓		Interview
Share the school's commitment to achieving the best outcomes for all students.	✓		Interview