

## Job details

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**Job title:** School Business Manager

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**Directorate:** The Garden School

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**Reporting to:** Headteacher

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**Grade:** PO9

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## Job description

### Main Duties and Purpose of the Post

- To provide professional leadership and management to the support services of the school. To enhance effectiveness, success and improved efficiency, thereby ensuring a higher standard of learning and resulting in improved standards of achievement.
- To promote the highest standards of business in the ethos of the administrative function of the school and ensure the most effective use of resources in support of the school's learning objectives.
- To lead the strategic modernisation of the school's business operations by introducing robust, future proof systems across finance, HR and administration. The postholder will be responsible for identifying and resolving historical inefficiencies, embedding high standards of accuracy and compliance, and ensuring reliable, timely and transparent information to support senior leaders and governors in decision making.

### Strategic Responsibilities

#### Strategic Leadership of Business Operations

- Lead the redesign and implementation of integrated financial, HR and operational systems, ensuring processes are efficient, compliant and capable of supporting transformational change.
- Diagnose and address historic weaknesses in HR and finance operations, introducing controls, workflows and reporting mechanisms that ensure full traceability and audit-readiness.
- Introduce a culture of accuracy, accountability and continuous improvement across all business and administrative functions.
- Establish quality assurance processes to guarantee data reliability, timeliness and compliance with statutory expectations.

#### Enhanced Financial Responsibilities

- Ensure governors, senior leaders and external partners receive accurate, timely and clearly interpreted financial information for strategic planning and risk management.

- Develop financial forecasting models, scenario analyses and long-term plans to support strategic decisions.
- Introduce enhanced internal controls to ensure rigorous accuracy and compliance across expenditure, payroll, and reconciliations.
- Oversee transitions to improved financial systems ensuring data integrity and staff training.

## Enhanced HR Responsibilities

- Lead the modernisation of HR systems, ensuring accurate staff records and compliant processes.
- Audit and rectify legacy HR issues affecting pay, contracts, absence and statutory returns.
- Develop HR policy frameworks and workforce reporting tools for governors and leaders.

## Governance and Compliance Leadership

- Administration and support for governor meetings schedule, governance documentation, governor induction, governor training and development.
- Provide governors with highly accurate, timely and comprehensible financial, HR and operational reports.
- Act as strategic business adviser to the Governing Body, ensuring they are informed on key risks and resource implications.
- Strengthen governance through high-quality clerking, agenda planning and evidence-based reporting.
- Provide forward-looking information including risk assessments, benchmarking and scenario modelling.

## General Duties

Function as a member of the Senior Management Team, (SMT). Responsibilities:

- Attend full meetings of the Governing Body and to service the Governors' buildings, finance, marketing and personnel committees.
- Be responsible to the Headteacher for day-to-day organisation and for co-ordination of all activities on the campus, day and evening, term time and holiday time.
- Manage and direct the work of all administrative and buildings staff in the provision of the organisational and resources framework within which the teaching and learning of the school takes place.
- Be responsible to the Headteacher for the financial administration of all school monies, for the drawing up of budgets and for the monitoring of spending. Act as senior staff representative on the Governors' finance sub-committee helping the Chair to draw up agendas.

- Advise the Headteacher and governors on investment and financial policy, preparing appraisals for particular projects and for the development of a business plan (long term financial strategy) for the future development of the school.
- Prepare regular management accounts for budget holders and to report on the financial state of the school to the governors.
- Use financial management information, especially benchmarking tools, to identify areas of relative spend, assess trends and directly advise the SMT.
- Prepare the final accounts and liaise with the auditors. Provide detailed management accounts for the governors and Headteacher according to an agreed schedule, reporting immediately any exceptional problems.
- Prepare, or oversee the preparation of all financial returns for the DCSF, LEA, and other central and local government agencies within statutory deadlines.
- Be responsible for dealing with the school's rating assessment and VAT liabilities and advising on the financial implications of charitable status with respect to current and any future tax legislation.
- Give advice to governors on personnel related issues like assessment of salaries, expenses, sickness and maternity procedures, redundancy and other matters of dismissal.
- Maintain confidential staff records and ensure that staff records held in the school by others are kept confidential.
- Be responsible to the Headteacher for the provision and management of reception, secretarial, financial, reprographic and catering services, ensuring that all who contact the school are given a friendly and helpful service, and that all materials produced by the school are to the highest standards possible.
- Assist the Chair of Governors in the organisation of the work of the governing body. To facilitate contacts between staff and Governors and a flow of information to the Governing Body so that all governors can keep in close contact with the school and have a good knowledge of it's development and progress.
- Provide leadership and guidance for support staff, including direct line management where appropriate.
- Be responsible for the recruitment, professional development, appraisal and training of support staff. Plan for, arrange and report on staff development aspects.
- Be responsible for the maintenance of the school site and the buildings, the preparation of maintenance schedules and the efficient operation of all facilities on the property. Also for the installations and plant for lighting, heating, domestic hot water, cooking, ventilation, energy and conservation.
- In co-operation with the fire service, to be responsible for the installation and maintenance of equipment for protection against and escape from fire. Initiate and keep records of regular fire practices and alarm tests. Ensure emergency procedures are current and timely.

- Contribute to the development of the school's premises and resources, ensuring that levels of cleanliness, presentation and maintenance are high and continue to be raised.
- Be responsible for health and safety and all emergency procedures and arrangements.
- Manage the contract for the school's grounds services and establish and maintain an in-house cleaning service.
- Organise the work of caretakers and technical staff.
- Link with appropriate offices at County Hall in the management of the structural, mechanical and electrical maintenance of the school and with planning and development and appropriate architects in major development projects.
- Service all joint use agreements relating to the use of the campus by other organisations. Be responsible for the co-ordination of all lettings.
- Attend senior staff meetings and contribute thoughtfully to the overall direction of the school.
- Edit the weekly staff circular communicating with all staff day to day changes to normal routine and ensure that staff are kept fully informed of key information concerning the organisation and development of the school.
- Negotiate, manage and monitor contracts, tenders, and agreements for the provision of support services. Purchase, either directly or indirectly, the school's energy supplies.
- Be responsible for the arrangements for school facilities including catering and transport including the minibus(es) and drivers, bookings. Arrange the provision of facilities for additional tuition out of school hours including music.
- Be responsible for the letting of the school premises to outside organisations and school staff and for the development of all school facilities for out-of-school use, with reference to the local community.
- Be the school contact regarding risk assessment tools and how to use them to establish hazards within the school and the associated risks involved.
- Manage the administrative function including the administrative ICT facilities, school reception, reprographics, records and telephones.
- Be responsible for systems and general management of the school's administrative and financial computer network, the implementation of appropriate management information systems and the full computerisation of the administration accounting and record system. Act as system manager for the administrative computer network.
- Carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

## Other Duties

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

## Person Specification

		Essential	Desirable
<b>Qualifications</b>			
1.	A professional qualification in Business Management, Accountancy or Human Resources.	✓	
2.	Evidence of <b>continuous professional development</b> in finance, HR, compliance, or organisational improvement.	✓	
3.	A recognised qualification in <b>school business leadership</b> (e.g., CSBM, DSBM, ADSBM, CIPFA Education Finance).		✓
4.	Training in <b>project management</b> (e.g., PRINCE2, Agile, Lean Six Sigma).		✓

<b>Experience</b>			
5.	Experience leading organisational change or systems modernisation, ideally across HR, finance, or administrative operations.	✓	
6.	Experience of producing a variety of financial reports including detailed management accounts.	✓	
7.	Experience working at a senior leadership level, providing strategic advice to senior leaders and/or governing bodies.	✓	
8.	Experience implementing or transitioning to new financial or HRMIS systems, including data migration and staff training.	✓	
9.	Proven experience establishing internal controls, audit readiness processes, or compliance frameworks.	✓	
10.	Experience working within a special school or complex SEND context.		✓
11.	Experience leading cross-functional teams during periods of operational change.		✓

<b>Knowledge</b>			
12.	Up-to-date knowledge of financial regulations, public sector accounting principles, and statutory reporting requirements for maintained schools.	✓	
13.	Strong understanding of HR compliance, payroll accuracy requirements, safer recruitment, and workforce data obligations.	✓	
14.	Knowledge of risk management, including how to produce, interpret and act upon organisational risk registers.	✓	
15.	Understanding of governance requirements, including the production of high-quality reports for governors.	✓	
16.	Knowledge of data quality frameworks and approaches to ensuring accurate organisational information.		✓
17.	Awareness of principles of digital transformation in schools.		✓

<b>Skills</b>			
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18.	Ability to design, implement and embed new systems and processes that increase accuracy, efficiency and compliance.	✓	
19.	Ability to interpret complex data (financial, HR, operational), present it clearly and provide actionable recommendations.	✓	
20.	Strong skills in quality assurance, including checking, validating and improving data quality across systems.	✓	
21.	Excellent analytical skills, including the ability to use forecasting, scenario planning and benchmarking.	✓	
22.	Ability to lead cultural change, improving standards, accountability and staff performance.	✓	
23.	Highly developed skills in building staff capacity, including coaching, training and upskilling administrative teams.	✓	
24.	Ability to manage multiple concurrent projects and drive them to completion.	✓	
25.	Advanced ICT skills, including report automation, dashboards, or digital workflow design.		✓
<b>Personal Attributes</b>			
26.	A commitment to accuracy, transparency and high professional standards.	✓	
27.	Resilience and ability to remain solutions-focused when faced with legacy challenges.	✓	
28.	A proactive, improvement-driven mind-set with a strong commitment to continuous improvement.	✓	
29.	Confidence to challenge processes, assumptions or historic practices to drive organisational progress.	✓	
30.	Ability to build positive relationships with stakeholders at all levels, including governors.	✓	
31.	High levels of integrity and discretion when handling sensitive information.	✓	