

## **SCHOOL BUSINESS MANAGER - JOB DESCRIPTION**

Location: Hobbs Hill Wood Primary School  
Pay Grade: M2 (£38,782 - £42,683 pro rata)  
Contract: Permanent  
Hours: 25-30 hours, 5 days per week, term time plus 1 week

**NB:** *Contract may be negotiable for the right candidate*

### **Purpose of the role:**

Manage the planning, development and delivery of the business management functions within the school. The business functions are Financial Resource Management/Administration Management/Management Information and ICT/Human Resource Management /Facility & Property Management/ Health & Safety Management of the School

The post holder would be a member of the senior leadership and work as an equivalent to an Assistant Headteacher.

### **Main responsibilities:**

- Responsible for the management, deployment and delivery of business management functions within the school including business policy implementation
- Responsible for the financial management of school resources including working with the Headteacher in budget planning and forecasting
- Responsible for the creation and implementation of recruitment, induction, training and mentoring systems for all business management staff
- Line management and performance appraise all staff within the business management functions
- Work with senior leadership colleagues to lead and/or manage change in accordance with the School Improvement Plan and other strategic plans
- Responsible for the development and delivery of H&S across the school
- Responsible for the management of facilities, including refurbishment projects, statutory compliance and safeguarding aspects of the site
- Generate additional income for the school through lettings, bids and grants
- Negotiate, manage and monitor contracts and services on behalf of the school
- Attend Full Governing Body and Committee meetings to provide detailed business management updates, including financial reports, which form part of the governor minutes. Advise, support and accept challenge as appropriate

- Deliver the marketing and communication strategies for the school
- Develop professional business manager communities through ongoing collaboration and networking
- Data Protection Officer for the school
- Work with the SLT and governors to manage the review of school policies in accordance with the schedule

**Individuals in this role may also undertake some or all of the following:**

- Support the financial management of extended services activities
- Line management and performance appraisal of other staffing teams such as Breakfast and Afterschool clubs
- Validate information for publications and returns for the DfES, ESFA, LA and other agencies and stakeholders within statutory guidelines
- Advise senior leadership team colleagues on risk management within the school, mitigating risks to the delivery of strategic objectives
- Co-Chair the staff forum
- Act as the school's representative for financial, HR and health and safety audits carried out by the LA

**Person specification:**

The support staff application form and the interview process will be looking for you to demonstrate the following:

Competencies:
<ul style="list-style-type: none"><li>• Leadership</li><li>• Mentoring</li><li>• Developing people</li><li>• Wider thinking</li><li>• Project management</li><li>• Planning and Organising</li><li>• Analytical Thinking</li><li>• Delegation</li></ul>

**Knowledge and skills:**

- Experience in leading and managing teams and resources
- Working at the level of Tier 3 of the [ISBL Professional Standards](#)
- Completed or working towards Level 5 Diploma in School Business Management (or equivalent)
- Good knowledge of ICT systems (word, power point, Excel. SIMS)
- Familiar with school finance and budget systems
- Minimum Level 2 qualification in Maths and English (GCSE Grade C or equivalent)
- Knowledge of school governance (desirable)
- Level 1 Safeguarding (induction, training and regular updates will be provided)