



## JOB DESCRIPTION & PERSON SPECIFICATION

Post Title: **School Business Manager**

Salary: **PO6 – PO7 £59,574 - £62,742**

Reporting To: **Headteacher**

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### **Main purpose of the job:**

The School Business Manager is responsible for leading and managing the school's business and operational functions to ensure the efficient, effective and compliant use of resources in support of high-quality teaching and learning.

The postholder will provide strategic leadership and professional management of finance, human resources, estates, health and safety, administration and compliance; ensuring that the school operates within statutory and regulatory frameworks.

Working closely with the Headteacher and Senior Leadership Team, the School Business Manager will contribute to strategic planning, financial sustainability and organisational development, enabling the school to deliver its educational priorities and secure the best possible outcomes for pupils

### **Main responsibilities of the job**

#### **Strategic Leadership & Governance**

1. To act as the school's leading support staff professional and work strategically as part of the Senior Leadership Team to assist the Headteacher and the management board in their duty in ensuring that the school meet their educational aims.
2. To be a visible member of the Senior Leadership Team and develop collaborative partnerships with other schools and organisations.
3. To promote safeguarding and be aware of and compliant with Child Protection and Safer Recruitment procedures, policies and practice
4. To be responsible for strategic planning in relation to the business and support services of the school and ensuring that the school always uses its resources effectively and efficiently.
5. To be responsible for personnel management, estate management, administration aspects of financial management, training and development of non-teaching support staff and all matters within the management of the school which are supportive to, but do not directly involve teaching and learning.
6. To generate and co-ordinate new income streams which are supportive of the ethos of the school.

#### **Finance Management**

7. Lead on HR processes including recruitment, contracts, payroll liaison, and safer recruitment compliance.
8. Advise SLT on staffing structures, workforce planning and organisational change.
9. Oversee performance management administration and maintain accurate personnel records.
10. Ensure compliance with employment legislation and school policies.
11. Manage absence monitoring and reporting.
12. Coordinate staff training records and statutory checks.
13. Preparation, monitoring and control of school budget
14. Maintain a strategic financial plan aligned to school priorities

15. Produce high quality management accounts and reports for SLT and Governing Body
16. Ensure robust internal financial controls and audit compliance

### **Premises and Health & Safety**

17. Oversee the management, maintenance and development of the school site.
18. Ensure compliance with health and safety legislation, including risk assessments and statutory inspections.
19. Act as Health & Safety lead.
20. Manage contracts for cleaning, catering, ICT support and building maintenance.
21. Lead on capital projects and planned maintenance programmes.
22. Ensure the premises provide a safe, secure and inclusive learning environment.

### **Operations**

23. Lead and manage administrative and support staff.
24. Oversee school systems including MIS, data protection and record management.
25. Ensure GDPR compliance and data security protocols are implemented and monitored.
26. Develop and maintain efficient administrative systems and procedures.
27. Manage school policies relating to business and operational functions.

### **Compliance, Risk and Safeguarding**

28. Ensure the school meets all statutory, regulatory and safeguarding compliance requirements.
29. Maintain the Single Central Record in line with safeguarding legislation.
30. Monitor risk management processes and maintain a risk register.
31. Support the school's safeguarding culture through robust operational systems.
32. Ensure business continuity planning is in place and regularly reviewed.

### **Procurement and Contract Management**

33. Lead on tendering processes and contract negotiation.
34. Monitor contractor performance and service-level agreements.
35. Ensure procurement decisions reflect best value and sustainability principles.
36. Maintain an up-to-date asset register.

### **Stakeholder Engagement and Communication**

37. Act as a key point of contact for external agencies, suppliers, auditors and the Local Authority/Trust.
38. Communicate financial and operational information clearly to SLT and the management board.
39. Promote a culture of professionalism, accountability and continuous improvement.

### **Values and Commitment**

The postholder will be expected to:

- Promote the values of inclusion, respect, and partnership.
- Work flexibly and responsively to meet the needs of the school.
- Uphold the highest standards of confidentiality, professionalism, and safeguarding.

### **Safeguarding Commitment:**

- New Regent's College is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check and all other relevant pre-employment checks.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Relevant Level 4 qualification (or above) in School Business Management, Finance, Business Management or equivalent experience.	X	
Degree in a relevant discipline or professional qualification (e.g. AAT, ACCA, CIMA, CIPD, IOSH).		X
<b>Experience</b>		
Significant experience of budget setting, financial monitoring and reporting	X	
Strong understanding of financial regulations, audit requirements and value-for-money principles	X	
Experience of procurement and contract management.	X	X
Experience of leading and managing administrative or support staff.	X	X
Experience within a school, PRU, academy or public sector setting.		X
<b>Skills and Understanding</b>		
Knowledge of employment legislation and HR processes, including safer recruitment.		
Knowledge of health and safety legislation and risk management.	X	
Understanding of GDPR and data protection requirements.	X	
Ability to contribute strategically as part of a Senior Leadership Team.	X	
Excellent analytical, numeracy and financial interpretation skills.	X	
Ability to present complex information clearly to senior leaders and governors.	X	
Strong organisational skills with the ability to prioritise and meet deadlines.	X	
<b>Qualities</b>		
Commitment to safeguarding, equality, diversity and inclusion.	X	
High level of integrity and professionalism.	X	
Resilient and calm under pressure.	X	
Proactive and solution focused.	X	
Ability to lead and motivate support staff.	X	