

School Business Manager – Job Description and Person Specification

Job Details

Position Title: School Business Manager

Location: South Molton Community College

Reporting to: Principal

Grade: G Spine point 29-33

Contract Type: Full-time or Part-time considered, Permanent

Start Date: As soon as possible

JE Job Number: G.0764

Salary: £38,626 - £42708

Main Purpose

To lead the strategic and operational management of the school's business services including finance, human resources, health and safety, premises, ICT, compliance, administration and community engagement. The School Business Manager ensures efficient use of resources to support educational excellence and school improvement, while contributing to leadership decisions as a member of the school Leadership Team (LT).

Key Responsibilities

Finance

- Preparation and monitoring of the annual budget and three-year financial forecasts.
- Manage payroll, banking, procurement, investments and statutory financial returns.
- Ensure financial compliance, reporting and use of public funds represent value for money.
- Manage school lettings, grants, income generation and fundraising activities.

Human Resources

- Oversee recruitment, performance appraisals of designated staff, contracts, payroll and DBS checks.
- Oversee Single Central Record and ensure HR practices meet legal and school policies.
- Line manage designated administrative, support and site staff including appraisals and training needs.
- Lead workforce planning aligned with school improvement goals.
- Oversee the school wide application of all relevant policies as directed by the Principal including managing sickness absence.

Administration and ICT

- Manage the administrative function, including records, MIS systems (e.g., Bromcom) and data security.
- Act as system administrator for financial and administrative software.
- Oversee IT infrastructure, hardware/software support and staff ICT training.
- Ensure streamlined data collection and reporting for DfE and stakeholders, including the school census.

Facilities and Property Management

- Ensure safe, secure and well-maintained school premises including contracts oversight (cleaning, catering).
- Monitor utilities and site services, manage health and safety, fire drills, and risk assessments.
- Act as the school's Health & Safety Coordinator and Fire Officer.
- Advise senior leaders on insurances and manage associated schemes.

Strategic Leadership and Governance

- Contribute to strategic planning and attend leadership and governor meetings where appropriate.
- Provide financial and operational advice to SLT and governors.
- Lead innovation including ICT, staff wellbeing and parental engagement strategies.
- Lead school public relations and marketing, including promotional events, material and school website.
- Represent the school in dealings with the LA, media, suppliers and community partners where appropriate.

Person Specification

Attribute	Essential	Desirable	Method of Assessment
Management	Line management of a number of employees	Line management in diverse roles	Application Form / Interview
Experience	Budget planning and projection experience	Experience in education sector	Application Form / Interview
Practical Skills	Good organisation and prioritisation, budget coordination, ICT skills	Year-end financial processing	Application Form / Interview / Test
Communication	Excellent written and verbal communication; fluent English	Preparing reports/presentations for varied audiences	Application Form / Interview
Personal Qualities	Confidentiality, resilience, diplomacy, tact	Positive, proactive attitude	Interview / References
Strategic Thinking	Strategic thinker and planner, problem-solving skills	Contributing to long-term planning	Application Form / Interview
Technology / IT	ICT proficiency, spreadsheet expertise	Use of Bromcom or similar systems	Application Form / Interview / Test
Education & Training	Management/business degree or equivalent	SBM-specific qualification (CSBM/DSBM/NASBM)	Application Form / Certificates
Equal Opportunities	Commitment to equality and anti-discrimination	Knowledge of equality legislation	Interview
Physical	Able to perform duties with reasonable adjustments	Good stamina for busy environment	Occupational Health (OH1)
Other Factors	Commitment to customer service standards	Customer satisfaction awareness	Application Form / Interview

Additional Information

This job description may be amended at any time in consultation with the postholder.

In this varied and demanding post, the incumbent would be expected to manage multiple and changing priorities, often at short notice. The role requires strong communication skills, thorough and comprehensive record keeping. A high level of resilience and some decision making is expected.

Confidentiality must be maintained at all times and compliance with all the schools' policies, agreed ways of working and Safeguarding procedures is essential.

This job description refers to the principal duties and responsibilities of the post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities. Consequently, the list of duties/tasks is not exhaustive. The incumbent will be required to undertake any other appropriate tasks, consistent with and in the spirit of this job description.