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## JOB DESCRIPTION

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**Job Title:** School Business Manager

**Grade:** Scale P01

**Hours:** 35 hours per week (Term time + 5 days)

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**Person reports to:** Headteacher

**Staff supervised:** Office staff

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### **Purpose of job:**

The SBM is responsible for the strategic and operational management of all non-teaching functions of the school, including finance, personnel, site management, administration, and operational support. The role ensures the smooth and efficient running of school operations while supporting, but not directly involving, the teaching function.

A key aspect of the role is customer relations. The SBM represents the school to a wide range of stakeholders, including pupils, staff, governors, local authorities, service providers, and the wider community. The SBM is expected to project a positive image of the school, foster strong relationships, and promote the school's services and community role.

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### **Equal opportunities:**

The Council is committed to promoting equality, diversity, and inclusion in all aspects of employment. All recruitment, selection, training, and promotion decisions are based on fair, job-related criteria. We expect all employees to respect these principles, contribute to a positive working environment, and help ensure that no one experiences discrimination or harassment.

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### **Duties and Responsibilities:**

- 1 Be responsible for their own continuous professional development.
- 2 Be responsible for administrative support for governors and headteachers.
- 3 Monitor and evaluate school admin, finance, and health & safety procedures and identify risk areas.
- 4 Allocate and monitor the quality of work and progress of work in their team.
- 5 Liaise effectively with colleagues, governors, local authority and contractors.

- 6 Be responsible for the recruitment and selection of staff within their team.
- 7 Be responsible for ensuring the recruitment and selection of all staff within the school is in line with legislation, regulation, professional and occupational standards, frameworks and codes of practice requirements, and for the administration of those processes.
- 8 Be responsible for performance appraisal of staff within their team.
- 9 Identify and manage unacceptable or poor performance issues of team or individuals.
- 10 Monitor school budgets and maintain accurate financial information.
- 11 Contribute to the effective management of school physical resources.
- 12 Be a member of a school project team as required and assist in monitoring its effectiveness.
- 13 Maintain and monitor information to assess school financial performance.
- 14 Be responsible for all cash transactions within the school.

## PERSON SPECIFICATION

**Job Title:** School Business Manager

**Grade:** Scale P01

### Important Information for Applicants

The criteria listed in this Person Specification are divided into essential and desirable requirements for the role. Where the Method of Assessment is stated to be the Application Form, your application must demonstrate clearly and concisely how you meet each of the essential criteria. Meeting the desirable criteria is advantageous and may be considered in the selection process. If you do not fully address the essential criteria, or if we do not consider that you meet them, you will not be shortlisted. Please provide specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>Education &amp; Qualification</b></p> <p>Relevant administrative or business-related qualification</p>	<p>Application Form Interview Certificates Test</p>
<p><b>Knowledge</b></p> <p>Awareness of current and emerging trends in education policy nationally and locally.</p> <p>Demonstrates understanding of managing staff.</p> <p>Knowledge of school budgetary systems and how to monitor them effectively.</p> <p>Knowledge and understanding of financial management principles and good practice, including audit requirements.</p> <p>Understands the importance of teamwork and teambuilding techniques.</p> <p>Knowledge of education sector-specific legislation, regulation, guidelines and codes of practice relevant to the post.</p>	<p>Application Form/ Interview</p>

<p><b>Experience</b></p> <p>Experience of managing staff In-depth knowledge of Health &amp; safety risk, issues, and legislation in relation to education.</p> <p>Knowledge of asset management processes.</p> <p>Understanding of tracking systems, analysing data and benchmark systems.</p>	<p>Application Form/ Interview</p>
<p><b>Skills and abilities</b></p> <p>Able to apply time management, planning and delegation tools effectively</p> <p>Demonstrates a problem-solving approach to all areas of work.</p> <p>Ability to communicate effectively with colleagues, governors, parents, local authority and other stakeholders.</p> <p>Able to access, analyse and interpret information.</p>	<p>Application Form/ Interview</p>
<p><b>Professional Values and behaviour</b></p> <p>Demonstrates a strong commitment to safeguarding and promoting the welfare of children and young people.</p> <p>Maintains appropriate professional boundaries with children, parents and colleagues.</p> <p>Demonstrates integrity, discretion and the ability to maintain confidentiality at all times.</p> <p>Demonstrates a positive, professional and customer-focused approach, acting as a key ambassador for the school.</p> <p>Demonstrates commitment to equality, diversity and inclusion in all aspects of work.</p> <p>Willingness to work flexibly and respond positively to the changing needs of the school.</p>	<p>Application Form/ Interview</p>

