

**JOB DESCRIPTION: SCHOOL BUSINESS MANAGER**

**JOB PURPOSE:** The school business manager (SBM) is responsible for managing the operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently.

**RESPONSIBLE TO:** Headteacher

**LIAISES WITH:** School Leadership Team, Teaching Staff, Support Staff, Pupils, Parents, Governing Body, LA Officers, External Agencies, Contractors and Building Surveyors.

**HOURS OF WORK:** 37 hours per week: 8.30am to 4.30pm (Mon to Thurs) 4.00pm (Fri)

Term Time + 4 weeks

**SALARY** G9 (SCP 29-34), £38,626.00 - £43,693 (to be pro-rated)

The Headteacher & Governing Body are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.



**MAIN DUTIES AND RESPONSIBILITIES**

**Leadership and Strategy**

* Attend meetings of the governing board
* Plan and manage changes in accordance with the school development plan
* Lead and manage the admin & premises teams
* Maximise opportunities to expand scope and resources to enable higher standards and better resources for pupils
* Prioritise tasks to ensure effectiveness
* Communicate effectively and be motivational and inspiring
* Manage time effectively
* Adopt a flexible approach and possess the ability to adapt to change within the working environment
* Keep up to date on financial implications or impact of policy changes for the school
* Develop knowledge and networks to increase awareness of funding opportunities to support the objectives of the school and make applications when feasible to do so

**Financial Resource Management**

* Ensure compliance with the School’s Scheme of Financial Administration and review annually in line with Wigan LA financial & audit guidance
* Evaluate information and consult with the senior leadership team and governors to prepare a realistic and balanced budget
* Produce & submit the proposed budget and multi-year budgets to the governing board and headteacher for approval
* Discuss, negotiate and agree the final budget
* Use the agreed budget to actively monitor and control performance to achieve value for money
* Undertake benchmarking analysis to provide evidence of value for money or action plan to highlight areas of potential savings compared to statistical neighbours
* Identify and inform the governing board of the causes of financial variance and take prompt corrective action as authorised
* Propose revisions to the budget if necessary, in response to significant or unforeseen developments
* Provide ongoing budgetary information to the governing board
* Coordinate the financial audit of the school and prepare all relevant documentation in advance
* Support the senior leadership team in its functions relating to finance
* Ensure that the relevant financial policies are in place and reviewed annually
* Promptly advise the governing board if fraudulent activities are suspected or uncovered
* Seek and make use of financial expertise and advice
* Maximise income through lettings and other activities subject to the governing board’s lettings policy
* Put formal finance agreements in place with suitable suppliers for agreed amounts, at agreed times and appropriate costs
* Monitor the effectiveness and implementation of agreements entered into by the governing board
* Ensure the efficient management of the financial software system for the school and ensure segregation of duties in the financial processes
* Ensure all funding is received and accounted for correctly
* Ensure accurate procedures are followed within the financial regulations with regards to requests and purchases and that payments of all invoices are made in a timely manner
* Process accurately all income using the school’s financial software ensuring all paperwork is stored and kept within financial guidelines
* Manage the school fund accounts and arrange for the annual audit of accounts to take place

**Administration Management**

* Manage the school’s administrative function and lead support staff
* Design and maintain administrative systems
* Manage all procedures and paperwork relating to new starter pupils, mid-year transfers and leavers
* Create CTF’s and submit to the DfE’s online system
* Be responsible for the collation and preparation of all census submissions, including the school’s workforce census
* Maintain accurate records of free school meal and SEN children within the MIS system
* Establish and use effective methods to review and improve administrative systems
* Develop process measures that are affordable and that will enable value for money decisions
* Prepare information and returns for the DfE, local authority, Ofsted and any other appropriate agencies
* Ensure that paper records meet the data protection requirements of the school’s data protection policy
* Obtain necessary licences and permissions for services within the school
* To liaise with the Attendance Officer with regards to Educational Penalty Notices (EPNs).

**Management Information Systems and ICT**

* Consider approaches for existing use and future plans to introduce or discard technology in the school
* Ensure that the asset register of all ICT equipment is kept up to date
* Ensure resources, support and training are provided to enable staff to make the best use of ICT
* Present/deliver data in a way that is user-friendly to a wide range of internal and external audiences, including the board
* Ensure that data collection systems are suitable to maximise efficiency of the data provided

**Human Resource Management**

* Manage the payroll services for all staff including the input of overtime claims for support staff and associated services
* Monitor and maintain single central record data for all staff, volunteers, agency staff and visitors as appropriate
* Ensure that all recruitment, change of contract and leave of absence paperwork is completed and submitted to the HR department in a timely manner
* To ensure DBS checks are completed correctly and be responsible for ensuring that new staff have DBS, medical clearance and satisfactory references. Liaise with the Local Authority to ensure contracts are issued correctly.
* Maintain up to date absence records for all staff.
* Arrange supply cover for teachers and support staff as required.
* Advertise support staff vacancies as required
* Monitor the way procedures are actioned and provide support where necessary
* Ensure the safeguarding and security of all personnel records, both manual and electronic, in accordance with data protection requirements
* Seek and make use of specialist expertise in relation to HR issues
* Ensure that any new members of staff receive appropriate induction to their role, their team and the wider school

**Facilities and Property Management** (with the support of the Premises Manager)

* Ensure the safe maintenance and security operation of all premises
* Manage the maintenance of the school site including the purchase and repair of all furniture and fittings
* Ensure the continuing availability of utilities, site services and equipment
* Follow sound practices in estate management and grounds maintenance
* Monitor, assess and review contractual obligations for outsourced services
* Ensure a safe and secure environment
* Ensure services such as catering are monitored and managed effectively
* Manage the letting of school premises to external organisations, in accordance with the school’s lettings policy
* Seek professional advice on insurance and advise the senior leadership team on appropriate insurances and implement and manage such schemes accordingly
* Ensure all insurance policies provide adequate cover and obtain alternative quotes to ensure value for money as necessary

**Health & Safety** (with the support of the Premises Manager)

* Plan, instigate and maintain records of fire practices and alarm tests
* Ensure the health & safety policy statement is clearly communicated and available to everyone
* Ensure the health & safety policy is implemented at all times, put into practice and is subject to review and assessment at regular intervals or as situations change
* Enable regular consultation with relevant parties on health & safety issues
* Ensure systems are in place to enable the identification of hazards and risk assessments
* Ensure systems are in place for effective monitoring, measuring and reporting of health and safety issues to the headteacher and where appropriate, the Health & Safety Executive
* Ensure the maximum level of security consistent with the type and phase of the school
* Ensure that the school is meeting all statutory and other requirements relating to safeguarding pupils

**GDPR**

* Ensure the school is fully compliant with GDPR and Data Protection requirements.
* Providing advice and support and liaising with the external DPO as and when required.

**Other Duties**

* To fulfil any other task reasonably requested by the Headteacher
* Participate in training and implement any newly acquired skills, knowledge and expertise to develop your role within the school
* Attend any local events for Business Managers
* Liaise & network with other schools and Business Managers to develop best practice



**PERSON SPECIFICATION: SCHOOL BUSINESS MANAGER**

The applicant will be required to safeguard and promote the welfare of children and young people

**Training and Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| 3 x GCSE grade C (or above) in Maths and English (or equivalent qualification) |  |  | A |
| A School Business Management qualification or willingness to obtain, other equivalent professional qualifications |  |  | A |
| Willingness to participate in development and full training opportunities |  |  | A, I |
| Evidence of finance training relevant to the role |  |  | A, I |
| Safer Recruitment Qualification |  |  | A |

**Experience**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Experience of working in school/Educational environment |  |  | A, I |
| Experience of preparing financial reports and presenting them to a Governing Board |  |  | A, I |
| Experience of working in a finance accounting, or administrative role |  |  | A, I |
| Experience of managing budgets and financial reporting systems, including audits |  |  | A, I |
| Experience of financial accounting and administrative systems and IT packages |  |  | A, I |
| Experience of managing different teams/colleagues |  |  | A, I |
| Experience of prioritising own workload successfully, working under pressure and to deadlines |  |  | A, I |
| Experience of using Microsoft Office, Excel |  |  | A, I |
| Good knowledge and understanding of safeguarding and child protection |  |  | A, I |
| Experience of project management |  |  | A, I |
| Experience of using Arbor, FMS6 or similar software systems. |  |  | A, I |
| Successful experience in the submission of bids, securing funds in the public sector |  |  | A, I |
| An understanding of school management issues and the role of the Governing Body |  |  | A, I |

**Personal Qualities/Attributes/Experience**

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Source** |
| Excellent communication and negotiation skills demonstrating integrity, confidentiality and confidence |  |  | A,I,R |
| Excellent manner, having a calm and friendly approach to a variety of queries  |  |  | A, I, R |
| Understanding of using an email system, i.e. Microsoft / Outlook |  |  | A, I |
| Experience of working in an office environment |  |  | A, I |
| Excellent written and oral skills |  |  | A, I, R |
| To be able to develop positive relationships with children, colleagues and parents |  |  | A, I, R |
| To be flexible and approachable in a busy day to day environment to assist colleagues with tasks |  |  | A, I, R |
| Ability to adapt to change |  |  | A, I, R |
| To demonstrate the commitment towards being part of the life of the school |  |  | A, I, R |
| Ability to cope with conflicting demands, deadlines and interruptions |  |  | A, I, R |

**Essential to Appointment**

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| --- |
| The applicant must be legally entitled to work in the UK (Asylum and Immigration Act 1996)An enhanced DBS clearance is required prior to appointment2 references must be provided prior to appointment |

**KEY**: **A** = Application, **R** = Reference, **I** = Interview

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded

**What to Expect**

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, we do not accept CV’s.

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Once we have received your application, it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy, you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

If you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at recruitment@ashtonsaintpeters.wigan.sch.uk and we will arrange a suitable time.

The school website is a fantastic source of information about our school and we recommend that you visit this at [www.brynsaintpeters.co.uk](http://www.brynsaintpeters.co.uk)

**The Interview Process**

Deadline: 27th July 2025

Interview Date: 29th July 2025

Start Date: 1st September 2025

**All candidates will be given a tour of the school**

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff and members of the Governing Board.

The recruitment process at Bryn St Peter’s CE Primary School will involve a member of the senior leadership team who is appropriately trained in the safer recruitment protocols.

Bryn St Peter’s CE Primary School

Downall Green Road, Bryn, Wigan, WN4 0DL

Tel: 01942 704041

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| --- |
|  Email: **recruitment@ashtonsaintpeters.wigan.sch.uk** |