



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

TITLE	School Business Manager
SALARY	SO1, points 23-25 (actual £21,446 - FTE £35,570) (Flexible working considered)
HOURS OF WORK	25 hours per week (Term-time only) +5 days
MAIN PURPOSE OF THE ROLE	To lead and manage the school's financial and operational services, ensuring that resources are deployed effectively to support teaching and learning. The postholder will lead on finance, compliance, premises, health and safety, contracts, and income generation, providing advice and support to the Headteacher and Governing Board. To provide professional leadership and management of the school's finance and operational functions, ensuring financial sustainability, operational effectiveness, statutory compliance and value for money. The postholder will support the strategic and operational objectives of the school through effective management of finance, premises, health and safety, contracts, payroll, compliance and income generation.
SUPERVISORY RESPONSIBILITY	None
RESPONSIBLE TO	Leadership Team

Key Responsibilities

Financial Operations

- Oversee purchase-to-pay processes, including supplier management, payments, reconciliations, and credit control.
- Manage income collection processes, invoicing, receipts, and financial record maintenance.
- Undertake bank, credit card, and financial reconciliations to ensure the accuracy of financial records.
- Ensure all financial transactions are processed accurately and within required timescales.

Budget and Financial Management

- Lead the preparation, monitoring and review of the school's annual budget, managing cashflow, income, expenditure and overall financial performance. Produce financial reports, forecasts, benchmarking information and management data to support senior leaders and governors in strategic decision-making, resource allocation and long-term financial planning.

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- Prepare annual estimates of income and expenditure and contribute to the development of the school's long-term financial strategy, ensuring financial sustainability and value for money.
- Maintain oversight of financial systems, accounting processes and controls, ensuring compliance with financial regulations, audit requirements and best practice.
- Prepare and submit statutory financial returns to the Local Authority, Department for Education and other relevant bodies within required timescales.
- Identify and pursue opportunities for additional income generation, including grant applications, external funding opportunities and competitive bid funding.
- Oversee insurance arrangements and claims processes, ensuring appropriate levels of cover are maintained and risks are effectively managed.

Compliance, Audit and Governance

- Ensure compliance with financial regulations, policies, and procedures.
- Lead VAT returns, audit preparation, financial year-end processes, and financial system checks.
- Maintain and update financial policies and procedures.
- Prepare financial information and reports for governors, auditors, and external stakeholders.
- Coordinate and support completion of SFVS and other statutory financial requirements.

Payroll and HR Administration

- Manage payroll administration processes, including starters, leavers, contract changes, absence reporting, and payroll checking procedures.
- Maintain accurate staff records and workforce data systems.
- Oversee compliance requirements including DBS processes, the Single Central Record, school census returns, and GDPR-related activities.
- Support recruitment, induction, agency staffing, and workforce administration.

Contract and Asset Management

- Manage contracts, service level agreements, and procurement arrangements.
- Maintain oversight of school assets, maintenance plans, and associated records.
- Ensure effective monitoring and value for money across purchased services and resources.

Premises and Facilities Management

- Oversee the effective management and maintenance of the school buildings, grounds, facilities, furnishings and assets, ensuring that maintenance schedules, servicing requirements and statutory inspections are monitored and completed in a timely manner.
- Administer and monitor premises-related contracts, service level agreements and contractor performance, ensuring value for money and reporting any concerns or significant issues to the Headteacher.
- Liaise with external contractors, service providers and relevant authorities to facilitate maintenance, statutory testing, compliance activities and capital projects.
- Maintain an accurate asset management register and support the development of long-term maintenance programmes, capital investment plans and premises improvement projects.

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- Support the development, monitoring and management of premises budgets, including planned maintenance, capital expenditure and energy efficiency initiatives.
- Monitor the condition, security and safety of the school site, ensuring that defects, risks and maintenance requirements are identified and appropriate action is arranged.
- Support the management of school lettings and the use of facilities by external organisations, ensuring appropriate records, agreements and financial controls are maintained.
- Contribute to the school's disaster recovery, business continuity and risk management arrangements relating to premises, facilities and operational services.

Health & Safety and Compliance

- Support the Headteacher in ensuring compliance with health and safety legislation and school policies.
- Maintain records of statutory compliance requirements and support the scheduling of inspections, testing and compliance activities.
- Maintain accurate health and safety records and ensure corrective actions are implemented following audits or inspections.
- Assist with the administration and record keeping of health and safety training.
- Monitor compliance with relevant regulatory requirements and report significant risks to the Headteacher and Governing Board.

Marketing, Lettings and Income Generation

- Promote the school and support the development of income generation opportunities that maximise the effective use of school resources, facilities and services, contributing to the school's long-term financial sustainability.
- Manage and monitor the financial aspects of school lettings and community use of facilities, including invoicing, income collection, record keeping and reporting.
- Identify, coordinate and support applications for grants, sponsorship opportunities, donations and other sources of external funding, including bid-based funding where appropriate.
- Develop and maintain positive relationships with parents, the local community, businesses and external partners to enhance the school's profile and support fundraising and collaborative initiatives.
- Contribute to the promotion of the school through effective communication of key information, achievements, services and opportunities to stakeholders.
- Produce financial analysis and management information relating to income generation activities, lettings and externally funded projects to support informed decision-making and future planning.

The above list is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade.

In addition, you will be required to fulfil any reasonable expectations from the Headteacher or Governing Body.

All members of staff will need to undertake an Enhanced Certificate from Disclosure & Barring Service.

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ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Knowledge, Skills and Qualifications	GCSE Grade C/4 or above (or equivalent) in English and Mathematics. Competent in the use of ICT, including Microsoft Office applications and financial management systems. Excellent organisational, communication and interpersonal skills. Strong financial management, budget monitoring and financial reporting skills. Ability to analyse financial information and present reports to a range of stakeholders. Effective time management and the ability to prioritise competing demands. Ability to manage multiple operational workstreams alongside financial responsibilities. Strong understanding of risk management, compliance and internal controls. Knowledge of procurement, contract management and achieving value for money. Ability to identify and develop opportunities for efficiency savings and income generation. Understanding of GDPR, data protection and confidentiality requirements. Ability to prepare and present financial and operational information to senior leaders, governors and external stakeholders.	Experience of educational finance systems and management information systems. Demonstrable experience of financial planning, budget setting and forecasting. Knowledge of school funding arrangements and statutory financial returns. Knowledge of premises management, capital projects or estates planning.	<i>Application Form</i> <i>Interview</i> <i>References</i> <i>Certificates</i>
Qualifications and Professional Development	Commitment to continuous professional development. Willingness to attend training and meetings outside normal contracted hours where required.	AAT qualification (or working towards) or equivalent financial qualification. Health and Safety qualification (IOSH, NEBOSH or equivalent).	<i>Application Form</i> <i>Interview</i> <i>Certificates</i>

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	Commitment to undertaking relevant professional qualifications and training.		
Experience	Experience of financial administration, budget monitoring and financial reporting. Experience of managing contracts, service level agreements and external service providers. Experience of maintaining accurate financial and operational records. Experience of supporting compliance, audit or governance processes. Understanding of health and safety compliance requirements. Experience of budget management relating to premises, facilities or operational services.	Previous experience within a school, academy, MAT or educational setting. Experience of preparing, supporting or securing grant applications, sponsorship opportunities or external funding bids. Experience of overseeing school lettings or income generation activities. Experience of payroll administration and workforce processes. Experience of premises, facilities or asset management.	<i>Application Form Interview</i>
Personal Attributes	Ability to work independently and use initiative. Ability to work collaboratively as part of a team. Ability to work effectively under pressure and meet deadlines. Ability to maintain confidentiality and exercise discretion. Strong problem-solving and decision-making skills. Commitment to safeguarding and promoting the welfare of children and young people. Commitment to supporting and promoting the Christian ethos, vision and values of the school.		<i>Application Form Interview</i>
Circumstances	Able to attend training, governor meetings and occasional school events outside normal working hours. Able to work additional days during school closure periods where required to fulfil financial year-end, audit and operational responsibilities.		<i>Application Form Interview</i>

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