



St Bartholomew's C of E (Aided) Primary School School Business Manager Job Description

Job Title: School Business Manager Work Location: School Based (with flexibility for some hours to work from home in agreement with the Head Teacher) Reports To: Head Teacher Grade: PS10 Salary Range: £48,698- £52,864 FTE based on 52wks/year Actual Salary: £35,091 - £38,952 based on 28hrs/wk 42wks/year (days to agreed with headteacher) Hours of work: 28 hours per week for 42 weeks per year. (Working weeks include all term time weeks plus 3 weeks, including Inset days).	Leads & Manages: School Office Administration, Finance Administration, IT Technician
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Job Purpose

1. The School Business Manager is the school's leading support staff professional and works as part of the Senior Leadership Team to assist the Head Teacher in his duty to ensure that the school meets its strategic vision.
2. The School Business Manager is responsible for providing professional leadership and management of school support staff in partnership with teaching staff, to enhance their effectiveness in order to achieve improved standards of learning and achievement in the school.
3. The School Business Manager promotes the highest standards of business ethos within the administrative function of the school and strategically ensures the most effective use of resources in support of the school's vision and objectives.
4. The School Business Manager is responsible for the Financial Resource Management/ Administration Management/Management Information and ICT/Human Resource Management/ School Lettings & DBS Vetting at the school and some facility and property management.

General Duties

Leadership & Strategy

1. Contribute to the strategic leadership and development of the school in support of its Christian vision and values.
2. Attend Senior Leadership Team, Governing Body Resources Committee meetings and other Governing Body meetings as required.
3. Negotiate and influence strategic decision making within the school's Senior Leadership Team and advise the Head teacher & Governing Body on finance, HR, administration & operational matters.
4. In the absence of the Head Teacher, take delegated responsibility for Financial and other decisions
5. Plan and manage change in accordance with the school development/strategic plan.
6. To lead and manage School Office, Finance Administration and IT Technician.
7. Develop, review and monitor effective business systems, policies and procedures.
8. Ensure any delegated business functions are completed accurately, efficiently and within agreed timescales.

Financial Resource Management

1. Evaluate information and consult with the Senior Leadership Team and Governors to prepare a realistic and balanced budget for school activity
2. Submit the proposed budget to the Head Teacher and Governors for approval and assist the overall financial planning process
3. Discuss, negotiate and agree the final budget
4. Use the agreed budget to actively monitor and control performance to achieve value for money
5. Identify and inform the Head Teacher and Governors of the causes of significant variance and take prompt corrective action
6. Propose revisions to the budget if necessary, in response to significant or unforeseen developments
7. Provide clear ongoing monthly financial monitoring reports and budgetary information to the Head teacher and Governors and Local Authority as required.

8. Advise the Head Teacher and Governors if fraudulent activities are suspected or uncovered
9. Maintain a strategic financial plan that will indicate the trends and requirements of the school development plan and will forecast future year budgets
10. Identify additional finance required to fund the school's proposed activities
11. Seek and make use of specialist financial expertise
12. Maximise income through lettings and other activities
13. Present timely and fully costed proposals, recommendations or bids
14. Put formal finance agreements in place with suitable providers for agreed amounts, at agreed times and appropriate agreed costs and repayment schedules
15. Monitor the effectiveness and implementation of agreements

Administration Management

1. Lead and manage the whole school administrative team functions
2. Design and maintain administrative systems that deliver outcomes based on the school's aims and goals
3. Manage systems and link processes that interact across the school to form complete systems
4. Define responsibilities, information and support for staff and other stakeholders
5. Develop process measures that are affordable and that will enable value for money decisions for those managing resources
6. Establish and use effective methods to review and improve administrative systems
7. Use data analysis, evaluation and reporting systems to maximum effect by ensuring systems are streamlined to maximise efficiency and avoid duplication
8. Benchmark systems and information to assess trends and make appropriate recommendations
9. Prepare information for publications and returns for the DfE, LA and other agencies and stakeholders within statutory guidelines

Management Information Systems & ICT

1. Consider approaches for existing use and future plans to introduce or discard technology in the school with the aid of the school's IT technician..
2. Consult with relevant people and other parties to introduce new technology or improve existing technology for different purposes with the aid of the school's IT technician
3. Ensure that the school has a strategy for using technology aligned to the overall vision and plans for the school ensuring value for money with the aid of the IT technician.
4. Communicate the strategy and relevant policies, including Data Protection for use of technology across the school
5. Establish systems to monitor and report on the performance of technology within the school
6. Ensure resources, support and training are provided to enable work colleagues to make the best use of available ICT including teaching, learning and assessment systems
7. Ensure contingency plans are in place in the case of technology failure
8. Act as the Data Protection Lead for the school
9. Ensure data collection systems providing information to stakeholders are streamlined to maximise efficiency of the data supplied
10. Oversee the school's IT asset management and replacement planning with the aid of the IT technician.

Human Resource Management

1. Coordinate the school's HR function and support the Head teacher in applying employment policies and pay and conditions.
2. Manage the payroll services for all school staff including the management of pension schemes and associated services.
3. Ensure the school's equality policy is clearly communicated to all staff in school
4. Ensure that all recruitment, appraisal, staff development, grievance, disciplinary and change management policies and procedures comply with legal and regulatory requirements
5. Manage recruitment, performance management, appraisal and development for all Administrative, Premises, and IT staff.
6. Monitor the relevant legal, regulatory, ethical and social requirements and the effect they have on your school and staff
7. Ensure people have a clear understanding of the policies and procedures and the importance of putting them into practice
8. Monitor the way policies and procedures are actioned and provide support where necessary
9. Seek and make use of specialist expertise in relation to HR issues
10. Evaluate the school's strategic objectives and obtain information for workforce planning
11. Identify the types of skills, knowledge, understanding and experience required to undertake existing and future planned activities

12. Responsible for the maintenance and updating of the Single Central Record (including Volunteers)
13. Responsible for the maintenance of confidential and compliant staff records with accurate information
14. Responsible for organising cover staff.
15. Responsible for accurate recording of staff absences and any adjustments to pay.

Facility & Property Management

The day to day management of the school facilities including building works is lead by the Premises Lead but the following are duties of the SBM:

1. Ensure the continuing availability of utilities, site services and equipment
2. Monitor, assess and review contractual obligations for outsourced school services with the aid of the Premises Lead
3. Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided
4. Ensure ancillary services e.g. catering, cleaning, etc., are monitored and managed effectively with the aid of the Premises Lead
5. Maximise the letting of school premises to external organisations, for the development of the extended services and local community requirements.
6. Seek professional advice on insurance and advise the SLT on appropriate insurances for the school and implement and manage such schemes accordingly.

General Responsibilities

1. Promote the Christian ethos, vision and values of St Bartholomew's C of E Primary School
2. Demonstrate a clear commitment to safeguarding and promoting the welfare of children
3. Comply with the school's policies and procedures
4. Undertake relevant professional development.
5. Carry out other duties reasonably associated with the level and purpose of the post, at the request of the Head Teacher

St Bartholomew's Church of England (VA) Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an Enhanced Disclosure and Barring clearance.

St Bartholomew's C of E Primary School

Person Specification for School Business Manager

October 2026

Essential	Desirable	Evidence
Qualifications/Experience: - Experienced SBM level - GCSE/O' level Maths (Grade C or above) qualification or equivalent experience in a relevant role - Financial management experience - The ability to provide financial forecasting and planning - Experience of keeping abreast with legislation - Experience of preparing and presenting financial reports - A willingness to undertake CSBM or DSBM	- Good general education to 'A' level or equivalent - Certificate or Diploma in School Business Management (CSBM or DSBM) - Professional qualification in accountancy (AAT or equivalent desirable) - Experience of working in the education sector - Experience of SIMs software and spreadsheets	- Application form - Qualification Certificates
Skills: - Good numeracy and literacy skills - Excellent verbal and written communications - Excellent ICT skills - Ability to prioritise and meet deadlines - Very good report writing and presentation skills - An understanding of the context in which schools operate and of their accountability - An understanding of the principals of best value - Excellent planning and organisational skills - Ability to work under pressure and to strict deadlines - Well organised whilst being adaptable to changing priorities	Knowledge of school or schools' administrative and accounting systems including SIMS FMS, Arbor and Tucasi	- Application form - Interview - References
Leadership: - Support and demonstrate commitment to the vision of the school - Support the Headteacher in the management of change and improvement in pursuit of strategic objectives - Direct and co-ordinate the work of others - Work as part of a team - Devolve responsibilities, delegate tasks and monitor practice to see that they are being carried out	- Provide professional direction to the work of others - Make informed use of inspection and research findings	- Application Form - Interview

• Set standards and provide a role model for pupils and staff • Deal sensitively with people and resolve conflicts. • Commitment to equal opportunities		
Personal and Professional Qualities: • Self-motivated and enthusiastic • Dependable and reliable • Excellent time management skills • Ability to maintain confidentiality and to exercise discretion • Ability to undertake the management of significant projects • Ability to analyse problems, implement cost effective solutions and make rational decisions • Ability to deal efficiently and sensitively with a range of people • Ability to think and work strategically and with vision • Ability to manage people • To act as a team player, willing to help out at all levels when required • To have good negotiation skills • To enjoy working with children – playground duty may be included in the role • A commitment to own professional development and a willingness to undertake relevant training • A commitment to making a real contribution to the life of the school	• Knowledge and understanding of property management	• Application form • Interview • References
Safeguarding: • Understanding of the safeguarding requirements and how to promote the welfare of children • The ability to maintain appropriate relationships and personal boundaries with children • Appointment subject to enhanced DBS and validated references • Eligibility to work in the UK		• Interview • References • Enhanced CRB clearance
Disposition and Attitude: Open- minded and receptive to new ideas, approaches and challenges		• Application form • Interview
General: Contribute to the overall ethos/work aims of the school and to support the core values of the organisation – BARTS (Believe; Achieve, Respect, Trust, Succeed) School operates a non-smoking policy		