Pens Meadow School

Recruitment Job Description

Job Title	**School Business Manager**		
Post Number	SCH249		
Grade	**Grade 12 SCP 40 - 43**	Salary	**Actual Salary** £53,051.00 - £56,293.00
Location	**Pens Meadow School**		
Reports To	**Headteacher**		

Main Purpose of the Job:

The post holder will be responsible directly to the Head Teacher and through her to the Governing Body for personnel management, estate management, financial management, and all matters within the management of the school which are supportive of teaching and learning. The role involves working closely with the Head Teacher, the Chairpersons of the Governing Board Committees and as a member of the Senior Leadership Team.

- To lead, operate, maintain and develop the financial procedures and systems of the school, in co-operation with the Leadership Group and Governors. To prepare an annual budget in conjunction with the Headteacher for submission to the Governing Body and provide expertise in long term financial management.
- To provide senior leadership with strategic direction and operational management for the non-curriculum management functions.
- To act as a professional adviser to the Head Teacher and Governing Body, as a member of the Senior Leadership Team (SLT) on whole school issues, finances, HR and Site Management, researching and communicating all statutory and legal changes.
- To contribute to the strategic development of the school.
- To be responsible as a member of SLT to take the lead on projects,

policy formulation, strategic management and service development across the whole school.

- To advise, lead and negotiate on behalf of the school in external matters such as contracts, procurement and funding bids.
- Line management and performance management of administration and site premises staff.
- To establish constructive relationships and communication with LA/Council.
- Manage, set and monitor budget and prepare termly expenditure and income reports for the Governors.
- To lead on HR related issues including development of staff, absence monitoring and leading on disciplinary issues when required.
- Maintain professional development to contribute to the overall ethos of the school. To conform to the Financial Regulations, Roles and Responsibilities.
- To actively promote the agreed aims and vision of the school and understand and comply with policies and procedures relating to child protection, safeguarding, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Identify and develop appropriate opportunities to increase income for the school, including lettings, partnerships, grants and wider use of the school's specialist facilities. Develop robust business cases for new opportunities, considering financial return, staffing, safeguarding, insurance, accessibility, operational impact and the needs of pupils.

Principle Accountabilities

Finance and managing resources

- To lead School finances, including taking responsibility for the School Budget, School Fund, other financial responsibilities and line-managing the finance team.
- To lead the preparation of appropriate financial systems and routines.
- To apply and achieve the principles of best value in the procurement of works, services and supplies in order to continuously improve the efficient and effective use of limited resources.

- To anticipate, plan and prepare financial reports and returns for Governors, LA and DfE, in accordance with appropriate timescales.
- To work with the Headteacher to prepare the school's annual budget and premises development plans.
- To monitor, review and report to the Headteacher and Governors on financial performance against budget.
- To research, generate and sustain income through entrepreneurial activity in such a way that the school can continue to provide the very best facilities and support to the school's pupils.
- To maximise the use of income generating potential of the site through effective marketing of School assets and facilities and the negotiation of contracts with external users, in accordance with policies set by the Governing body.
- To explore the opportunities for additional funding through grants and sponsorship and produce documentation to support bids.
- To complete the monthly/quarterly data exchange with the LA and reconcile as needed.
- To have responsibility for and to analyse the monthly budget and long-term budget plans.
- To be responsible for monitoring income and expenditure and produce financial reports, including monthly reconciliation.
- Improve and develop financial statements, forecasts and best values procedures.
- To work with the Head Teacher and Governors in establishing priorities for expenditure and monitoring the effectiveness of spending and the usage of resources to ensure value for money.
- To monitor all budgets and ensure tight budgetary control and keep the Head Teacher informed of possible over/under spend and produce recommendations for effective remedial action.
- To manage earmarked funding streams and ensure such funds are properly accounted for.
- Monitor the staffing budget and any spend in relation to this and implement with SLT

and governors any potential areas of better value.

- To manage and evaluate service level agreements and keep such contracts under review to secure best value for the school in the areas of service contracts capital projects and insurance policies.
- To negotiate, manage and monitor contracts, tenders and agreements for the provision of services and explore cost saving initiatives.
- To advise the Head Teacher in determining, allocating and controlling delegated budgets.
- To oversee the end of financial year closedown procedures including outstanding commitments and outstanding invoices. Calculation of monies unspent, including committed to carry over into the new financial year.
- To develop and improve the financial management and control systems within the school, ensuring all aspects of school finance, policy and procedures is in line with relevant statutory regulations.
- To take responsibility for ensuring that efficient and safe routines are maintained concerning collections, security and distribution of cash.
- To have overall responsibility for school fund accounts and school capitation, reviewing monthly expenditure, dealing with banking procedures and liaising with the Head Teacher and budget holders as appropriate.
- Attendance at Governors Finance and Personnel Committee Meeting to provide information as required including annual budget statements, CFR Return, Financial Summary and Statement of Internal Control.
- Ensure compliance with the Financial Management Standard in Schools. Use financial management information, especially benchmarking tools, to identify areas of relative spending, assess trends and directly advise the SMT or leadership group accordingly.
- Ensure an effective link between the school financial plan and the school improvement plan - necessary to maintaining the Financial Management Standard in Schools (FMSiS) and sustainable school improvement.

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Leadership of Support Services

- To lead a range of School support services and line-manage relevant staff, including performance management, to develop and maintain an outstanding environment for learning that enables our pupils to be happy and safe at school, learn well and achieve their potential.
- To take responsibility for non-teaching activities to free the headteacher, leadership team and teachers to spend as much time as possible concentrating on teaching and learning (including oversight of School Policies).
- To ensure that the appropriate reports are prepared for Governors, the local authority, the DFE and other outside bodies as required, enabling the school to discharge its legal responsibilities.
- To attend meetings of the Governors as required.
- To initiate and prepare effective Business Plans having due regard to the management of risk for all activities of the school.
- To lead the negotiation, monitoring and evaluation of all aspects of the school's contracts with external providers.

- **Estate Management**
- To work directly with the Headteacher and Governors in negotiating contracts with architect, building contractors and other parties and in monitoring the efficient execution of those contracts.
- To work directly with the Headteacher and others in negotiating and preparing grant applications for the further development of the site, premises and facilities.
- To ensure that high level risks have been identified and that appropriate policies and training are implements. Review and ensure that internal controls and risk reduction measures are in place, and records are kept up to date.
- To raise awareness of health and safety responsibilities and apply legal requirements, policies and procedures; ensure regular inspections of School premises and analyse and take action to minimise health and safety risks and

prevent accidents.

- To participate in the continuing revision and effective maintenance of the School Business Continuity Plan to ensure operational continuity.
- To investigate, advise and provide guidance to ensure compliance with all statutory requirements.
- To lead on the site management agenda, establishing priorities for developing the premises of the school to ensure value for money.
- To deal with the strategic management of the maintenance, refurbishment and development of the school premises and grounds.
- Strategically oversee the negotiation, evaluation and management of contracts for works and services to the site.
- To oversee the priorities of work around the site in accordance with the school's asset management plan and School Improvement Plan in consultation with the Site Manager.
- To consult with the Head Teacher to establish and maintain a rolling programme of refurbishment works with budgetary constraints.
- To have overall responsibility for the co-ordination and management of work and communication with architects and contractors with regard to the maintenance, refurbishment and development of the site.
- To have a knowledge and understanding of the main health and safety issues specific to the school and how they relate to pupils, staff, visitors, contractors and lettings.
- To formulate, monitor and implement the school's Health and Safety Policy to comply with the requirements of Health and Safety at Work Act and other legislation. To act as Health and Safety Officer for the school ensuring that the annual risk assessments are carried out.
- To know elements of the comprehensive disaster recovery plan and operate elements lined to resource management responsibility.
- To have overall responsibility for the records of the fire practices and alarm testing. To ensure emergency procedures are current and timely.

- To implement risk management and loss prevention strategies in the school to reduce insurance costs, and in the management of any third-party contracts.
- To have overall responsibility for the safe working environment within the school.
- To oversee the upkeep of the school minibus.
- Advise the Governing Body's Finance and Premises committees.

Human Resources

- To lead the school HR and personnel activities.
- To line manage the premises and administration staff and identify their development needs as appropriate.
- Represent the school on disciplinary matters as and when required.
- To advise the Headteacher, Governors and Managers within the School on HR issues, including the statutory requirements related to staff welfare, pay, sickness, discipline, leave and other conditions of service, so ensuring a high quality of human resource management.
- To develop and maintain an effective record of staff contracts, pay, job descriptions, performance management procedures and job evaluations.
- To oversee and supervise the maintenance of all staff contracts, monthly payroll submission, co-ordination of teacher and support staff recruitment, DBS and medical checks, annual salary verification and maintenance of the personnel database {SIMS) and confidential files.
- To implement a Management of Absence policy. Monitor absence patterns and rates and advise SLT of any trigger points as per policy. Including improvement plans and Disciplinary Process if necessary.
- Be responsible for parent/teacher governor elections.
- To provide a first response to staff on HR and Personnel queries and liaise with relevant HR service on the resolution of any issues.
- To lead the recruitment of line managed support staff including safeguarding requirements are met.

- Ensure familiarity with employment law as it pertains for both teaching and support staff.
- Named officer for the authorisation of DBS registration. Ensure DBS checks undertaken, registered and updated. Also manage the Single Central Record is kept up to date.

Administration

- Member of the Leadership and Management Team offering support and advice as required.
- To line manage the administrative team on a day-to-day basis.
- To motivate the team ensuring the office is well organised and effective.
- To complete induction/appraisal/training and mentoring for employees.
- To introduce and manage systems within the school.
- To organise the completion of statutory returns.
- Ensure service offered by administrative office meets the needs of the school

General

- Comply with and assist with the development of policies and procedures relating to Child Protection, Health, Safety and Security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- Be aware of, and support, difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school.
- To support in the behavioural management of pupils. Implementing techniques learned from Team Teach training.
- Help to manage the Site aspect of the school in times of need or absence. Including the physical monitoring and maintenance of the swimming pool. Treating the pool with hazardous chemicals. Ensuring the School remains open and is safe for staff, pupils and visitors.
- Act as key holder and key contact for the school out of hours.

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- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- All members of the SLT are expected to set an example as role models and expected to act and dress accordingly.
- Participate in training and other learning activities and performance development as required.
- Any other reasonable tasks commensurate with the role
- All members of the SLT are Designated or Deputy Designated Safeguarding Leads.

Special Conditions	**The salary offered reflects the fact that the post holder will be required to work 37 hours per week, all year round.** Salary payments will be calculated monthly.
Car Allowance	N/A
Prepared By:	**Alison Austin**
Date:	**October 2026**

Council Job Opportunities

Person Specification

Job Title	**School Business Manager**	Department	**Pens Meadow School**
Post Number	**SCH249**	Section	
Grade	**12 SCP 40 - 43**	Salary	**£53,051.00 - £56,293.00**
Location	**Pens Meadow School**		

Criteria	Assessment by			
	Application	**Interview**	**Tests**	**Other**
Experience **Essential**				
• Experience and expertise across a range of activities including finance, procurement, administration, management of staff	✓	✓		
• Experience of HR procedure and employment legislation	✓	✓		
• Senior management experience - including budgets, staff, premises and other resources	✓	✓		
• Knowledge of relevant statutory regulations, codes of practice and government policies, such as OSFTED, safeguarding, health and safety, GDPR	✓	✓		
• Knowledge and understanding of the strategic and operational decisions made by schools and governing bodies.	✓	✓		
• Evidence of continuing CPD	✓	✓		
Desirable				
• Understanding of school policies, such as behaviour policy, equal opportunities policy, attendance policy	✓	✓		

Council Job Opportunities

	Application	Interview	Tests	Other
Qualifications/Training **Essential** • Diploma of School Business Management or equivalent	✓	✓		
Desirable • Advanced Diploma of School Business Management (ADSBM) or equivalent level of knowledge and experience or equivalent	✓	✓		
• Working at or towards national occupational standards (NOS) in business and	✓	✓		
• administration and knowledge/skills equivalent to current national qualification level 6 or equivalent	✓	✓		
• Financial qualification equivalent to AAT/ACCA	✓	✓		

	Application	Interview	Tests	Other
Practical Skills **Essential**	✓	✓	✓	
• Proficient user of MS Office software and other in-house software	✓	✓	✓	
• Accuracy and attention to detail				

	Application	Application	Tests	Other
Personal Qualities and Attributes				
• Frequently prioritise workload, able to re-plan main project or activity as a direct result of unavoidable interruptions.	✓	✓	✓	
• Flexibility of approach and well organised	✓	✓	✓	

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• Supportive - able to work as part of a team	✓	✓		
• Able to respond to and seek advice	✓	✓		
• Able and keen to promote the school's values	✓	✓		
• Ability to drive forward change and motivate staff	✓	✓		
• Ability to effectively present complex written and verbal information to a variety of audiences internal and external	✓	✓		
• The capacity for sound judgement in complex situations	✓	✓		
• Ability to work under pressure and to tight deadlines	✓	✓	✓	
• Excellent communication, negotiation and persuasion skills, with internal and external audiences	✓	✓		
• A commitment to community cohesion and social inclusion	✓	✓		
• Interpersonal skills that support effective Leadership and Management	✓	✓	✓	
• To comply with the school's commitment to the protection and safeguarding of children.	✓	✓		

Prepared By:	**Alison Austin**	**Date:**	**October 2026**