

JOB DESCRIPTION

School Business Manager



Learning God's Way

Headteacher: Mr G Lumley

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Key Roles and Responsibilities

Strategic Leadership and Planning

- Lead the school's business and financial management, including finance, HR, premises, compliance, and health & safety.
- Support the Headteacher and Governing Body in strategic planning and decision-making, advising on financial and resource implications.
- Develop and implement long-term financial plans, including budget forecasting, benchmarking, and trend analysis, in line with WSCC requirements.
- Contribute to income generation, marketing strategies, and funding opportunities to support school improvement.

Finance Management

- Prepare and manage the school's annual budget; monitor and report on budget performance to the Headteacher and Governing Body.
- Ensure robust financial controls, including accounting procedures, reconciliations, data returns, and audit compliance.
- Submit all financial returns to WSCC and maintain financial records, including the school fund.
- Oversee procurement, contracts, and service agreements, ensuring value for money and compliance with financial regulations.
- Manage credit card and bank reconciliations, high-needs and in-year funding, and staff cost reconciliations.

Human Resources

- Oversee HR functions, including recruitment, onboarding, compliance checks, payroll coordination, and absence management.
- Work collaboratively with the School Secretary and Business Support to ensure all HR systems and processes are up to date and compliant.

- Lead on staff appraisals for the administration and business support team; support the Headteacher in the wider performance management process.
- Maintain accurate HR records and ensure compliance with employment legislation.

Administration and Systems

- Line manage the administrative team to ensure effective support systems and processes are in place.
- Oversee the use and management of the MIS (Bromcom), ParentPay, school census, and statutory returns to the DfE, WSCC, Diocese, and other stakeholders.
- Support training, mentoring, and development for administrative and support staff.

Premises and Facilities Management

- Collaborate with the Premises Manager on the planning and delivery of site maintenance, building development, and project management.
- Oversee contracts, tenders, site work, and insurance arrangements.
- Ensure compliance with health and safety legislation, risk assessments, and emergency procedures.
- Monitor site security, fire safety, and facility-related policies and procedures.

Compliance and Governance

- Ensure the school meets all legal, regulatory, and policy requirements across business functions.
- Maintain up-to-date registers (assets, contracts, procurement), and ensure appropriate service level agreements are in place.
- Liaise with WSCC finance and audit teams to support compliance and accountability.

Catering and Lettings

- Manage the school meals contract and relationship with Chartwells, ensuring quality and value for money.
- Oversee the school's lettings function, ensuring it is well-managed, income-generating, and compliant.

To develop a life-long love of learning; to grow spiritually and reflect Jesus in our words and action; to foster self-respect and love for others; to provide opportunities for ALL to flourish; to serve our community; to prepare and equip for an ever-changing world.

