Grading
Job Description and Employee Specification

Job Title: Business Manager	**Directorate**: Education, Learning and Achievement
Post Number:	**Division:**
Grade: 8	**Business Unit/Section:**

Overall Purpose of Job:

To provide financial management to the Governors, Head and Senior Management Team.
To act as supervisor to the administrative function and the Lunchtime Supervisors.
Personnel Management, Premises Management, Administration, Training and Development of Support Staff, Systems Management and all other matters within the management of the school which support but do not involve the teaching function.

Main Responsibilities:

1. Plan and provide information to Governors and Head on financial management issues to maximise efficiency in line with school policy.

2. Prepare, and monitor the school budget together with the formula Capital and Specialist School budgets in accordance with financial regulations and audit requirements in order to apply Best Practice.

3. Manage the financial and budgetary functions of the school on a day to day basis: ensuring all financial transactions are correctly authorised, processed, and recorded; authorising routine purchases in accordance with school policy ; and monitoring all spending against approved allocation.

4. Support the Head teacher in preparing, negotiating, and monitoring contracted out services/Service level agreements in accordance with “Best Value” principles.

5. Financially appraise the strategic options to assist the Head in determining a financial strategy for the school and producing the 3-year plan. Make appropriate amendments and up dates on a regular basis.

6. Ensure compliance with all relevant financial regulations, including organising and overseeing arrangements for internal and external audits.

7. The completion of financial returns to the appropriate body such as the LEA and DfES.

8. Responsible for the administration procedures for invoices, orders and payments, in accordance with school policy. Pursue outstanding debts.

9. Oversee the collection and banking of monies and being responsible for the accounting and management of the imprest account and the school fund account. Monitor funds and transfer monies into the Business Manager account to achieve higher rates of interest.

10.	Provide accounts and reports to relevant Governor's committees, and contributes to the Head Teacher's report to Governors.
11.	Extracting information from e financials as required by the Head or Leadership group to provide up to date information. Responsible for any training issues re e financials.
12.	Ensure that adequate insurance cover is provided and the monitoring of effective administration of associated claims.
13.	Responsible for the effective use of school premises to outside organisations including the management of lettings procedures, including charges, invoices, and payments to maximise efficiency in use of school resources. This will involve daily contact with the caretaking and cleaning staff.
14.	Develop relationships with outside agencies, the business community and funding bodies.
15.	The investigation and introduction of energy efficiency measures and the subsequent review of energy usage.
16.	To liaise with LEA's Human Resources section. Collection and maintenance of personnel records, including new starters, changes to personal details, pay variations and timesheets, ensuring employees are paid correctly. To investigate staff pay queries on their behalf.
17.	To provide overall supervision and allocate work to all administrative, and non- teaching staff. – Lunchtime Supervisors. Participate in the recruitment and selection of other administrative staff, shortlisting, attending interviews, advising on candidates suitability, provide induction, on the job and staff development training. Arrange cover for absence of non-teaching staff, and review performance and identify and arrange appropriate training.
18.	Maintain confidentiality and security of information at all times and be aware of data protection act.

19. Responsible for personnel matters relating to all staff including: clearance of new staff – contracts of employment, CRB matters.

20. Advise Head and Governors on assessment of salaries, expenses, sickness and maternity procedures.

21. Provide information to staff in relation to all pay and contractual issues.

22. Manage all routine personnel issues – responsible for ensuring that returns are completed. Laising with LEA personnel staff regarding all employment contractual staff.

23. Establish and monitor effective procedures for monitoring staff absences.

24. Oversee the purchase, repair and maintenance of all furniture and fittings

25. Insurance claims - buildings.

Knowledge, Skill and Experience Required:

- High level of knowledge and experience of the requirements of Schools financial management.
- The ability to interpret and apply financial regulations and guidelines including working within appropriate legislative frameworks.
- The ability to work with and present complex statistical data in an appropriate and understandable way to the Head, SMT, and Governors.
- Working knowledge of a variety of IT applications including experience of the SIMS financial management system.
- The ability to set and monitor budgets and to work accurately with complex financial information.
- Level of knowledge and skills, which leads to high standards of accounting to ensure that all income and expenditure is appropriately designated into budgets.
- The ability to develop and maintain sound principles of financial practice.
- Understanding of the principles of Best Value.
- Negotiation skills to acquire Best Value for the school and comply with competitive tendering regulations.
- Excellent written and verbal communication skills.
- Understanding of Condition and Suitability Surveys to prioritise Formula Capital expenditure.
- Personnel knowledge on recruitment and selection practice and procedures.
- Team building/Managing and developing others
- Dealing with sensitive information.

Creativity and Innovation:

- The development and implementation of policy, practice and procedures regarding finance.
- Provision of complex financial information or statistical data in an accessible format.
- Research and contribute to the preparation of high quality bids for external funding sources.
- Assist in the negotiation of contracts and services from suppliers.
- Assist in the determination of a financial strategy for the school.
- Presentation of accounts.
- Problem solving skills for management of staff

Decision Making:

- Decide on proposals to be delivered to the SMT regarding budgetary changes based on knowledge and understanding of the overall budgetary situation.
- Making decisions with regard to applications for funding from external sources and advises on the utilisation of these funds.
- Decisions regarding the implementation of a financial strategy for the school and the review of financial policies and procedures.
- Responsibility for advising management of all of the school budgets and the associated allocation of those funds.
- As part of the recruitment and selection process will be required to recommend staff for appointment or not
- Decisions on the day to day workload of staff under the post holder's supervision

Contacts and Relationships:

- Advising the Head and SMT on all relevant financial issues.
- Advising all budget holders on budgetary issues.
- Negotiating with a variety of contractors and suppliers for products and services.
- Working with representatives from the LEA; Finance, Audit and also with the DfES.
- Some contact with parents of students, with regard to, for example, payment of music tuition fees.
- Negotiation with holders of sources of external funding to maximise the school's income.
- Contacts with business groups and external funding bodies.
- Daily contact with non-teaching and administrative staff re workloads, and absence cover

Responsibility for Resources: (to include approximate value, sole or shared responsibilty and for what percentage of their working hours)

- The post holder will share with the head and Governor's efficient management of various funding streams and revenue budgets totalling approximately 2.8 million pounds per year.

- £90,000 cheques and cash – cash equivalent approximately £45,000 (shared)

WORK ENVIRONMENT

Work Demands:

- Deadlines for the production of documentation for the Head and SMT will have to be met and may be given at short notice.
- Interruption to duties to answer queries from all school employees will be a feature of the job.
- Completion of DfES and LEA returns by certain deadlines will be necessary.
- Deadlines for completion of external bids.

Grading
Job Description and Employee Specification

Physical Demands:

- Normal

Working Conditions:

- The post holder will be based in a well-lit and ventilated office.

Work Context:

- The role inevitably involves a high level of responsibility in dealing with complex, sensitive and confidential issues, including contact with parents and pupils, which carries a potential risk of abuse, verbal and physical from pupils and some irate parents.

Position in Organisation:

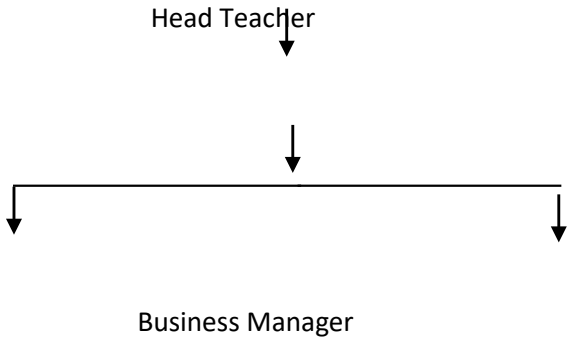
Indicate how many staff the post is directly accountable for: 2

Does the post holder manage the posts

Does the post holder supervise the posts

Are posts in more than one location?

Is the supervision shared with another post in the structure?



Administrative Staff x

Lunchtime Supervisors x

The post holder will have daily contact with the caretaking and cleaning staff to ensure the effective running of the premises.

Grading
Job Description and Employee Specification

***Note*:**

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

Date of Job Description 03 November 2026

Date copy sent to Post holder ……..

This page is intentionally left blank

Grading
Job Description and Employee Specification

POST NUMBER _____ **JOB TITLE** _____ **HOURS PER WEEK** _____

	ESSENTIAL	DESIRABLE	HOW MEASURED
EXPERIENCE	Management Responsibility Minimum of 5 years in a education financial background Contract Negotiation	Knowledge and understanding of the educational system LMS and school finance Experience of fund raising	Application form
EDUCATION, TRAINING AND QUALIFICATIONS	Full membership of AAT	Part Qualified Accountant	Application form
SKILLS AND KNOWLEDGE	Verbal and written communication skills Ability to work proactively as a member of a team High level ability in information technology Attention to detail for accuracy Business acumen Ability to adopt strategic approach to financial planning	To understand : Clerical Management Personnel Management Site Management Health and Safety awareness	Application form and interview

Grading
Job Description and Employee Specification

PERSONAL QUALITIES	Calm Understands and abides by the need for strict confidentiality Uses initiative Sense of humour Enthusiastic, energetic and committed	Ability to relate to children Flexible to working hours	Interview
WORKING ARRANGEMENTS	The post holder will be based in a well lit and ventilated office Some lone working		Interview

The post is subject to:

- Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974 **Yes** □ **No** □
- Political restriction **Yes** □ **No**□
- The ability to speak fluent English under the Immigration Act 2016 **Yes** □ **No** □

Employee:
(signed) _____ (print) _____ Date: _____

Manager:
(signed) _____ (print) _____ Date: _____