



Job Description: School Business Manager (Grade F)

Purpose of the Role

The School Business Manager (SBM) will play a key strategic and operational role in the leadership of the school. Working closely with the Headteacher and Governing Body, the postholder will be responsible for the effective management of the school's finance, personnel, premises, administration and compliance, enabling the Headteacher and teaching staff to focus on improving outcomes for pupils.

The role is particularly important within our small primary school context, which includes an established Resourced Provision, with the exciting potential to further develop and manage an SEN unit over the next 12 months.

Key Responsibilities

Strategic Leadership

- Be a key member of the school's leadership team, contributing to strategic planning and decision-making
- Provide professional advice to the Headteacher and Governors on financial, staffing, premises and operational matters
- Support the school in planning for growth, including the potential development and operation of an SEN unit
- Contribute to school self-evaluation and development planning

Financial Management

- Lead on budget planning, monitoring and forecasting, ensuring best value and financial sustainability
- Prepare reports for the Headteacher, Governors and Local Authority as required
- Oversee payroll, procurement, contracts and financial compliance
- Support funding applications and effective use of SEN and additional funding streams

Human Resources

- Manage and support office and support staff, including line management where appropriate
- Oversee recruitment, induction, appraisal and professional development processes
- Ensure HR policies and procedures are implemented consistently and fairly
- Advise on staffing structures, particularly in relation to SEN provision and future development

Safeguarding and Safer Recruitment

- Have a strong and up-to-date understanding of safeguarding legislation and statutory guidance.
- Be responsible for the accurate maintenance and ongoing upkeep of the Single Central Record (SCR), ensuring all required checks are completed, recorded and monitored in line with statutory requirements.

Headteacher: Kirstie Richards

- Support the Headteacher in ensuring safer recruitment practices are consistently followed.
- Work with senior leaders to ensure safeguarding procedures are embedded across the school and that records are maintained securely, confidentially and accurately.

SEN & Resourced Provision Support

- Work closely with the Headteacher and SENCo to support the operational and financial management of the Resourced Provision
- Assist with planning, funding and staffing models for the potential development of an SEN unit
- Ensure compliance with statutory requirements linked to SEN provision

Additional Responsibilities – SEN Finance and Compliance

- Track and monitor all SEN-related funding, including monies allocated for individual pupils, ensuring these are accurately collected, recorded and accounted for, and used appropriately to support provision.
- Work alongside the Headteacher and SENCo to ensure robust financial oversight of SEN funding, including forecasts, evidence of spend and reporting to the Local Authority where required.
- Support the SENCo with administrative and statutory processes, ensuring SEN paperwork is completed accurately and submitted within required timescales.
- Assist in the planning, scheduling and monitoring of annual reviews, ensuring these are arranged, completed and recorded in a timely and compliant manner.

Premises, Health & Safety

- Oversee the management and maintenance of the school site and facilities
- Ensure compliance with health and safety legislation and statutory requirements
- Manage contracts for cleaning, catering and site services

Administration & Compliance

- Oversee efficient office systems, data protection, GDPR and record-keeping
- Ensure compliance with Local Authority, DfE and statutory guidance
- Act as a point of contact for external agencies, including the Local Authority and professional services