

**Barlows Primary School**  
**Business Manager Job Description**



**Job Title: School Business Manager**

**Reporting to:** The Headteacher, Deputy Headteacher

**Responsible for:** Admin Staff, MSAs, School Cleaners

**Main purposes of the job**

Working under the direction of the Headteacher and within an agreed system of supervision, the School Business Manager is responsible for the strategic and operational management of the school's business functions, including financial management, human resources, health and safety, ICT, administration, premises, property management and compliance. The role supports the Headteacher and Governing Body in ensuring that resources are managed effectively to enable the best possible educational outcomes for pupils.

The Business Manager is expected to take a strategic role in the planning of improvements to the school which further improve the financial value of provision and services. They are also responsible for ensuring that all aspects of those areas managed meet the reporting requirements and standards of Ofsted, the DfE, the Local Authority, School Financial Value Standard (SFVS) and other relevant bodies.

**Key Responsibilities**

**Leadership and Strategy**

- Under the direction of the Headteacher, lead on all financial and business matters to ensure the school's successful financial performance and that financial decisions are clearly linked to the school's strategic objectives.
- Act as a member of the leadership team, attending leadership meetings and reporting to the Governing Board as appropriate.
- Contribute to the development, implementation and review of the School Development Plan through effective resource planning.
- Implement school-wide changes, allocating resources appropriately and developing, implementing and communicating policies and procedures.
- Improve and develop financial statements, forecasts, benchmarking and best-value procedures.
- Make decisions in line with the vision and values of the school and school leadership team and actively promote these across the organisation.
- Lead the development and implementation of a marketing and communications strategy, including website content, prospectus, signage and communications with current and prospective parents.
- Play an active role in promoting and improving pupil attendance as part of the school's attendance team, supporting the Attendance Lead with analysis, reporting and day-to-day operational support.

**Strategic and Operational Management**

- Provide strategic and operational leadership for all non-teaching services.
- Advise the Headteacher and Governance on business, financial and organisational matters, requiring analysis and interpretation of complex information.
- Identify operational risks and develop mitigation strategies in line with agreed policies.
- Lead service reviews and continuous improvement to ensure efficiency, effectiveness and value for money.
- Ensure all business operations comply with relevant legislation, regulations and Liverpool City Council requirements including the school's statutory and regulatory financial compliance including the preparation and management of policies, guidance and working procedures.

**Financial Management and Control**

- Prepare the annual and medium-term budgets in partnership with the Headteacher and External Finance Officer, ensuring they are balanced, realistic and represent effective use of public funds.
- In consultation with the Headteacher, present and submit budgets, financial reports and forecasts to the Governing Board.

- Monitor income and expenditure throughout the year, advising the Headteacher of variances and required corrective action, in a timely manner.
- Forecast future budget positions to support long-term strategic planning.
- Maintain a strategic financial plan aligned with the School Development Plan.
- Manage bank accounts, ensuring income is banked, invoices are paid promptly, debts are recovered and records are maintained.
- Ensure robust financial systems, controls, audit trails and compliance with statutory and legal requirements.
- Ensure compliance with the Schools Financial Value Standard (SFVS) and other statutory and non statutory guidance, preparing and submitting all required documentation including CFR returns, financial summaries and statements of internal control.
- Use benchmarking and financial management information to identify trends and advise senior leaders accordingly.
- Ensure all statutory financial returns are completed accurately and submitted on time.
- Lead procurement activity, including tenders, due diligence, benchmarking suppliers, negotiating contracts and securing value for money.
- Manage service contracts, subscriptions, licences and insurance.
- Develop and implement income-generation and fundraising strategies, including grant applications and external funding opportunities.
- Prepare and maintain reports, records and accounts as are required in conjunction with the school's computerised systems.

### **Human Resources Management**

- Manage all HR administration for support staff in accordance with employment law and school policies.
- Advise the Headteacher and, where appropriate, Governors on recruitment, pay, appraisal, absence, maternity/paternity, capability, disciplinary, grievance, redundancy and dismissal matters.
- Oversee recruitment, induction, workforce planning, appraisal and professional development of support staff.
- Be responsible for the administration and completion of all paperwork and other documents relating to staff recruitment and employment.
- Ensure all safeguarding procedures are in place and adhered to, with specific responsibility for recruitment.
- Be responsible for personnel matters, ensuring required pre-employment checks are carried out for new employees, dealing with staff queries about salaries, expenses, sickness and maternity procedures etc. Monitor absence and undertake return to work interviews with all staff.
- Conduct staffing structure reviews with the Headteacher to ensure effective deployment and financial efficiency.
- Oversee agency and supply staff arrangements, ensuring best value and compliance.
- Manage payroll systems and liaise with payroll providers to ensure accuracy and timeliness.
- Manage staff sickness absence processes, including record-keeping, return-to-work interviews and occupational health referrals as required.
- Maintain confidential personnel records and ensure compliance with data protection legislation.
- Under the direction of the Designated Safeguarding Lead, manage the Single Central Record and ensure safeguarding-related recruitment checks are completed.
- Ensure workforce census returns are accurately maintained and submitted.

### **Premises, Health & Safety and Facilities Management**

- Act as the school's Health and Safety Lead.
- Ensure the health and safety policy is implemented, communicated, monitored and reviewed.
- Manage compliance with all health and safety legislation and statutory checks.
- Oversee the safe maintenance and secure operation of school premises, including under PFI contractual arrangements where applicable.
- Represent the school's interests at PFI KIT meetings.
- Supervise planned and reactive maintenance in collaboration with the premises team.
- Prepare and maintain the School Emergency Management Plan and business continuity procedures.
- Maintain the school asset register and inventories.
- Identify and maximise opportunities for community use and lettings to generate income.
- Arrange health and safety training for staff.
- Monitor utilities usage and sustainability initiatives.

### **ICT, Administration and Business Systems**

- Lead and manage administrative and business support systems to ensure efficiency and effectiveness.
- Oversee ICT infrastructure and service provision, ensuring security, resilience and value for money.
- Manage contracts for example, for ICT, catering, transport, insurance and professional services
- Oversee administrative processes including dinner money, extended provision income, visits, residentials, fundraising, other payments and nursery funding.
- Oversee maintenance of pupil and staff records in line with retention schedules and data protection requirements.
- Lead on data protection compliance as the school's Data Protection Officer, ensuring GDPR compliance.
- Oversee statutory data returns to the DfE, LA and other agencies.

### **Governance, Compliance and Risk**

- Provide professional business and financial support to the Governing Board and its committees.
- Prepare reports, briefing papers and financial statements requiring professional judgement.
- Coordinate audits, inspections and compliance checks.
- Maintain risk registers and ensure mitigating actions are implemented.
- Lead on the development, implementation and review of business-related policies including managing how these are shared and communicated to staff and relevant parties.

### **Line Management, Autonomy and Decision-Making**

- Line manage administrative, finance, facilities, lunchtime and relevant support staff, including setting objectives, conducting appraisals and managing performance.
- Allocate work, support staff development and promote a positive, professional working culture.
- Work with a high degree of autonomy within delegated authority, under the direction of the headteacher, liaising accordingly.

### **Additional Information**

This job description is illustrative of the responsibilities of the role and is not intended to be exhaustive. The post-holder may be required to undertake other duties appropriate to the level of the role, as directed by the Headteacher.