



School Business Manager

Job Description and Person Specification

Grade N6, Salary: £31,586 - £34,314 per annum FTE, Term Time only
Adjusted salary for Term Time only is £26,727 - £29,035

Job Description

Strategic Planning

- To ensure the school makes the best possible use of resources through effective strategic planning.

Finance

- To ensure compliance with the Academy Trust Handbook in schools.
- To prepare budgets, prepare reports for local governing bodies, as well as track performance to budget during trust monthly business reviews.
- Prepare appraisals for delegated projects and to plan for the future development of the school in line with the school development plan ensuring best value at all times.
- Bid for sponsorship funding by developing contacts and raising the school profile.
- Plan and maintain budgets and oversee spend and hold budget holders to account.

Human Resources

- To manage some support staff where applicable and liaise with Human Resources when queries arise.
- To arrange cover for teaching staff during planned/unplanned absences.
- To develop and maintain an accurate Single Central Record.

Estate Management

- Respond to security alerts along with the Head Teacher and Deputy Head Teacher.
- To manage facilities services such as the meal service, cleaning and caretaking.
- Take an active role in liaising with architects and contractors during any building projects to ensure that the project runs to plan and making sure that contract files are maintained.
- Ensure any snagging problems are followed up to the schools satisfaction.
- Manage any lettings of the school premises to outside agencies.

Whole School Administration

- To manage the administrative function including the admin and ICT facilities, school reception, reprographics, records and telephones.
- Marketing and communication responsibilities
- To help promote the school to parents, partners and the local community.
- To liaise with local businesses for fund raising, arranging vocational experience and joint projects.

General

- To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
- Promote and safeguard the welfare of children and young people s/he is responsible for or comes into contact with
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the school's policies and procedures

Person Specification

Ideal Candidate Skills:

- **Resilient Attitude:** Bring your expertise in Finance, Procurement, Estates Management, or Human Resources to the forefront, showcasing your robust and adaptable mindset.
- **Leadership and Collaboration:** Shine in a flexible, agile work environment with strong decision-making skills and a collaborative ethos that drives success.
- **Tech-Savvy:** Utilise your Microsoft Office skills, especially Excel, to streamline and enhance our administrative processes.
- **Educational Experience:** While previous experience in an educational environment is preferred, it's not essential—your ability to adapt and thrive is what counts.
- **Qualified Professional:** Preferably, to hold a relevant business qualification and be able to demonstrate your commitment to continuous professional development.
- **Financial Software Expertise:** Experience with IRIS financial software is a plus, highlighting your capability to manage complex financial systems.
- **Managing Innovative Projects:** Engage in ground breaking projects that shape the future of our schools, contributing to your professional growth and making a real impact.
- **Networking:** Build valuable connections with educational professionals and local businesses, expanding your professional network and opening doors to new opportunities.

Westerhope Primary School, Hillhead Road, Westerhope, NE5 1NE



Westerhope Primary School
Reach the stars through learning

