

Barnacre Road Primary School

Job Description for School Business Manager

Areas of Responsibility and Key Tasks:

POST TITLE:	School Business Manager (Permanent)
GRADE:	Grade 7 [19-25-11] FTE pay range of £31,067 - £35,235 (pay award pending)
HOURS:	37 hours per week 8:30am – 4:30pm (4pm on Fridays) + 2 weeks non-term time
LOCATION:	Barnacre Rd Primary School, Longridge
RESPONSIBLE TO:	Executive Headteacher
JOB PURPOSE:	<p>The main objectives to be achieved by the Postholder</p> <p>The School Business Manager is the school's leading support staff professional, responsible for budget management and a key member of the Senior Leadership Team. This role supports the Executive Headteacher in ensuring the school meets its educational aims and strategic objectives.</p> <p>The successful candidate will play a vital role in supporting the school's core mission of raising standards and improving outcomes for children by providing strategic leadership across:</p> <ul style="list-style-type: none"> • Financial management • Resource and administrative management • Data protection • Human resources • Communication <p>As the lead for our administrative operations, you will be responsible for the smooth and efficient running of the school office, while also offering high-level support to the Executive Headteacher. This multifaceted role requires outstanding organisational skills, attention to detail, and the ability to manage a wide range of responsibilities effectively.</p> <p>Crucially, you will often be the first point of contact for our school—whether in person, by phone, or via email. It is therefore essential that you are a confident communicator who is warm, approachable, and professional. You will be a welcoming presence for all members of our school community, ensuring that everyone feels respected, supported, and well-informed.</p>
MAIN ACTIVITIES	
<p>In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with a lower graded Business Support post</p> <ol style="list-style-type: none"> 1. To be responsible for the business and financial management of school resources 2. Be a role model for professional leadership, promoting teamwork and motivating staff to ensure effective working relationships. 3. To manage the school's administrative function through planning, developing, designing and monitoring administrative systems and procedures. 4. To assist the Executive Headteacher, Trust and Governors with income generation activities and in the effective promoting and marketing of the school 5. Arrange the provision, analysis and evaluation of data, detailed reports and information to the senior leadership team, the governing body and outside agencies 6. To manage the administration of human resources and liaise with key personnel across the Trust 	

7. To manage all financial procedures for nursery and wrap around care (Barn Owl)
8. To manage the procurement process, including securing appropriate service contracts, licences and insurance
9. To manage the facilities, including premises, lettings and liaising with external contractors
10. To prepare and submit bids for funding from outside agencies, under the direction of the Headteacher, including lettings
11. Assume overall strategic and operational management of all aspects of the school's finances, provide detailed monitoring reports to relevant stakeholders and advise on the implications of decisions.
12. Support SLT to review workforce planning, identifying any risks or opportunities between organisational design and strategic plans, with consideration for benchmark data.
13. Attend Senior Leadership Team Meetings and advise as appropriate
14. Act as the School's Data Protection Officer
15. To support the implementation of the school's health and safety policies as directed
16. To work within school policies and procedures
17. To take care of their own and other people's health and safety
18. Commitment to undertake in-service development
19. Commitment to safeguarding and protecting the welfare of children and young people
20. Commitment to sustaining regular attendance at work

Note:

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

Professional Development

The successful candidate must be prepared to undertake any training identified as part of their ongoing professional development. Candidates are expected to be self-motivated in relation to their training and identify opportunities that will support their practice.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy. The successful applicant will be subject to Disclosure and Barring Service clearance to ascertain their suitability to work with young people. The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.