

Job Description

School Business Manager – Grade F

Role Purpose

To provide professional leadership and management of the school's business, financial, administrative and operational functions. Working closely with the Headteacher and Governing Body, the postholder will support the efficient use of resources, ensure statutory and regulatory compliance, and contribute to the strategic leadership and development of the school.

The role includes responsibility for supporting an established **Resourced Provision**, with the opportunity to contribute to the **planned development and operational management of an SEN unit** within the next 12 months.

Key Responsibilities

Strategic and Operational Leadership

- Act as a senior professional adviser to the Headteacher and Governing Body on financial, staffing, premises and operational matters.
 - Contribute to strategic planning, school self-evaluation and development planning.
 - Support the Headteacher in planning for change, improvement and future development, including SEN provision.
 - Operate with a high degree of autonomy in managing agreed areas of responsibility, within established policies and procedures.
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Financial Management

- Lead on the planning, management and monitoring of the school budget, ensuring effective use of resources and best value.
- Prepare financial forecasts, monitoring reports and returns for the Headteacher, Governors and Local Authority.
- Oversee procurement, contracts and financial systems in line with Local Authority requirements.
- Monitor and track **SEN-related funding**, including funding allocated for individual pupils, ensuring monies are collected, recorded and accounted for accurately and used appropriately.
- Support evidence and reporting requirements linked to SEN and additional funding streams.

Headteacher: Kirstie Richards

Human Resources and Staff Management

- Manage and support administrative and support staff, including responsibility for deployment, supervision and workload planning.
 - Support recruitment, induction, appraisal and performance management processes.
 - Ensure HR policies and procedures are implemented consistently and in line with Local Authority guidance.
 - Advise the Headteacher on staffing structures and workforce planning, particularly in relation to SEN provision.
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SEN and Resourced Provision Support

- Work in partnership with the Headteacher and SENCo to support the operational and administrative management of the Resourced Provision.
 - Support SEN processes by ensuring documentation is completed accurately and submitted within statutory timescales.
 - Assist with the planning and scheduling of annual reviews, ensuring they are carried out in a timely and compliant manner.
 - Contribute to planning and preparation for the potential development of an SEN unit, including funding, staffing and operational systems.
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Safeguarding, Compliance and Risk Management

- Act as a key member of the school's safeguarding team, holding (or being willing to undertake) **Designated Safeguarding Lead (DSL) training**.
 - Maintain a strong working knowledge of safeguarding legislation and statutory guidance.
 - Be responsible for the **accurate maintenance of the Single Central Record (SCR)**, ensuring all required checks are completed and recorded in line with statutory requirements.
 - Support the Headteacher in ensuring safer recruitment practices are followed.
 - Ensure compliance with statutory, Local Authority and school policies, including GDPR, data protection and confidentiality.
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Premises, Health and Safety

- Oversee the management of the school site and facilities.
 - Ensure compliance with health and safety legislation and Local Authority requirements.
 - Manage premises-related contracts and services.
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Administration and Systems

- Ensure effective and efficient administrative systems and processes are in place.
 - Act as a key point of contact with external agencies, including the Local Authority and professional services.
 - Ensure accurate record-keeping and secure handling of information.
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Other

- Undertake professional development and training relevant to the role.
- Carry out other duties appropriate to the grade and responsibilities of the post, as directed by the Headteacher.