



Meryfield Community Primary School



School Business Manager

School vision and mission

Our vision is: **to be a school community where children wake up every morning buzzing with excitement at the thought of another day of irresistible learning.**

Our mission is: **to give all Meryfield children the skills and confidence to open doors to opportunities throughout their lives.**

This encapsulates the ethos of the school where we place high expectations on all learners and support them academically as well as personally to achieve their very best.

Employment details

Job title:	School Business Manager
Reports to (job title):	Head Teacher
Hours of work:	Full time
Level	H9 – M1 depending on experience

Main duties/responsibilities

Purpose of the job

- The school business manager (SBM) is responsible for managing the strategy and operation of the business functions of our school, including financial management, health and safety, human resources, compliance and administration.
- The SBM is a member of the Senior Leadership Team (SMT) and is expected to contribute significantly to the continuous improvement of the School's services.
- The SBM will be the Academy Data Protection Lead and implement GDPR processes and relevant paperwork for the school.

Leadership and Strategy

- Lead and manage support staff, including recruitment and professional development.
- Contribute to the school's strategic planning and decision-making processes.

Financial Management

- Oversee the collection of all school-related income and manage monthly bank reconciliations.
- Handle routine accounting operations, including processing orders, invoices, and payroll changes.

- Develop and implement fundraising initiatives and apply for grants.
- Prepare and present the annual budget and provide monthly financial updates.

Health and Safety

- Collaborate with the Headteacher and premises team to ensure compliance with health and safety regulations.
- Supervise the maintenance of the school site.

Data Protection and Compliance

- Act as the Academy Data Protection Lead, ensuring adherence to GDPR processes.
- Maintain accurate records in line with data protection laws.

Administration and Attendance

- Manage administrative functions and monitor school attendance, preparing necessary documentation.

Collaboration

- Work closely with the Senior Leadership Team and other staff to promote effective working relationships and support school improvement initiatives.

General Responsibilities

- Participate in training and development activities as required.
- Undertake additional tasks as requested by the Headteacher.

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, and in performance management and development as required by the schools' policies and practices.

Meryfield Primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An Enhanced DBS disclosure will be sought through the Criminal Records Bureau as part of the school's preemployment checks.

Meryfield Primary school recognises that all individuals have fundamental human rights and therefore adopts a rights based approach to equality. We shall develop practices that promote the right for everyone to participate in all aspects of life within school by promoting initiatives that remove barriers to participation and by actively promoting equality and social inclusion.

We recognise that prejudice and inequality of opportunity exist within life and we commit ourselves to challenging and redressing these injustices by applying equal opportunity within school.

Person Specification: School Business Manager

	Essential	Desirable
Skills and Experience	<ul style="list-style-type: none"> • Experience of working with payroll software. • Experience of recruiting for a school setting. • Experience of using management information systems. • Experience of setting and managing budgets. 	<ul style="list-style-type: none"> • Previous experience working as an SBM. • Experience of working in a school setting. • Experience of facilities management.
Qualifications	<ul style="list-style-type: none"> • Working at or towards national occupational standards (NOS) in business and administration and knowledge/ skills equivalent to current national qualifications level 4 or having or willing to work towards the Certificate of School Business Management (CSBM). Tier 2 of the ISBL professional standards 	<ul style="list-style-type: none"> • A degree or other relevant qualification - ideally in accountancy, business management or a related discipline
Safeguarding	<ul style="list-style-type: none"> • Up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people. • Commitment to the protection and safeguarding of children and young people • Will co-operate and work with relevant agencies to ensure the appropriate safeguarding of children 	
Knowledge	<ul style="list-style-type: none"> • A good understanding of the principles behind school improvement, including school improvement planning, monitoring and reviewing progress. • A proven ability to work sensitively and effectively with colleagues to help them to improve their everyday practice. • The ability to lead and manage the work and outcomes of other people, as well as working in a team. • The ability to prioritise their workload with conflicting deadlines, whilst maintaining a 	<ul style="list-style-type: none"> • Capacity for, and interests in, enhancing further personal development. • Experience of applying for school grants, fundraising and submitting bids.

	<p>high level of accuracy and attention to detail.</p> <ul style="list-style-type: none"> • Problem-solve and create innovative solutions. • Possess excellent ICT skills with a sound knowledge of software packages, such as Microsoft. 	
Skills	<ul style="list-style-type: none"> • Have excellent communication skills with all stakeholders • Ability to work effectively as part of a team of staff. • Ability to demonstrate positive and effective behaviour management skills • Good organisational and time management skills • Demonstrate a positive and professional attitude at all times • Flexible and keen to adapt to meet the needs of school 	
Personal Qualities		
<ul style="list-style-type: none"> • Committed to promoting high-quality care to pupils. • Dedicated to promoting their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • A calm and organised nature. • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • A flexible approach towards working practices. • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with other colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities and empowering others. 		