



MISSION GROVE PRIMARY SCHOOL
North Site | Buxton Road | Walthamstow | London | E17 7EJ |
South Site | 108 Edinburgh Road | Walthamstow | London | E17 7QB
T : 020 8520 3487 | E : office@missiongrove.org.uk

Job Description School Business Manager

Report to: Headteacher

Responsible for:

- Administration Team
- School Premises Team (in conjunction with the Headteacher)
- Senior Chef

Salary Scale: PO6

Hours: 36 hours 52 weeks

Purpose:

- Strategically advise the school leadership team on all aspects of management in relation to non-teaching administration.
- Responsibility for Finance, Personnel, Administration, Facilities and ICT Management and all matters within the management of the school which are supportive to, but do not involve, the teaching and learning function.
- Plan and manage change in accordance with the School Development Plan.
- Develop administrative procedures for the school and to be responsible for maintaining and operating agreed procedures in order to ensure that all statutory requirements are met, including GDPR. The post holder will be the Data Protection Liaison for the school.
- Uphold and promote the values and vision of the school.
- Promote the universal rights of the child throughout the school community to support the maintenance of accreditation as a Rights Respecting School

Main duties and responsibilities:

Finance

- Advise the Headteacher on all financial matters and report on the financial feasibility of particular projects. Responsible for the preparation of appropriate budget plans to support the School Development Plan and the development of strategies to address changes in funding.
- Prepare regular expenditure and income accounts for presentation to the Headteacher and Governing Body, budget monitors and forecasts for Governors and Local Authority.
- Attend finance meetings as required, preparing reports on all financial matters for the Headteacher and Governors. Make recommendations relating to budgetary control and the implementation of any improvements.
- Contribute to the measurement, analysis and review of school performance including benchmarking information against other similar schools.
- Monitor and update the school's financial procedures and policies and the Governing Body's Scheme of Delegation.
- Prepare accounts for audits.

Respect Yourself, Respect Others.



MISSION GROVE PRIMARY SCHOOL
North Site | Buxton Road | Walthamstow | London | E17 7EJ |
South Site | 108 Edinburgh Road | Walthamstow | London | E17 7QB
T : 020 8520 3487 | E : office@missiongrove.org.uk

- Manage payroll including timesheets, changes, pension, contract amendments and staff enquiries.
- Manage the contract tendering process including the preparation and development of contract and service specifications, and ensuring that contractual arrangements are monitored.
- Be responsible for seeking professional advice on insurance for the whole school. Implementing the approved insurance, and handling any claims that arise.
- Develop and manage effective procurement practice to ensure value for money, undertaking best value review, to include:
 - All service level agreements.
 - Facilities and premises contracts.
 - Curriculum and administrative consumables (ensure a continual cycle of identification of need and monitoring use)
 - lettings

Personnel Management

- Attend Senior Leadership meetings
- Be responsible for general personnel matters in consultation with the Headteacher, personnel provider and local authority e.g. dealing with staff queries about salaries, expenses, sickness and maternity procedures, etc.
- Ensure that use is made of specialist expertise in relation to personnel issues and that all personnel- related policies and procedures comply with statutory and regulatory requirements.
- Manage and monitor payments of salaries by the school's payroll provider, check payroll reports, ensure all pay costs are appropriate and budget areas are correctly charged.
- Maintain staff records, ensuring that documentation and data are kept confidential.
- Monitor staff absence and ensure accurate records are kept and the management information system is updated.
- To be responsible, with the Headteacher, for carrying out recruitment procedures in line with statutory requirements for safer recruitment as outlined in "Keeping Children Safe in Education" (2024).
- To be responsible for maintaining and reporting on the school's Single Central Record for the school, ensuring that all personnel undergo appropriate checks at the appropriate time and that this is entered onto the record (ref KCSIE 2024).
- Line-manage administrative staff; providing leadership and guidance; including responsibility for their recruitment, performance management and professional development.
- Line manage the School Premises Team in conjunction with the Headteacher.

Administration Management

- Be responsible for developing administrative procedures for the school and maintaining and operating agreed procedures in order to ensure that all statutory requirements are met. Including new GDPR.
- Plan, lead and implement change across own areas of responsibility. Evaluate change.
- Manage the administrative function for the school.
- Be responsible for the systems and general management of the school's administrative and financial computer network, the implementation of appropriate management information systems, and act as Systems Manager.

Respect Yourself, Respect Others.



MISSION GROVE PRIMARY SCHOOL
North Site | Buxton Road | Walthamstow | London | E17 7EJ |
South Site | 108 Edinburgh Road | Walthamstow | London | E17 7QB
T : 020 8520 3487 | E : office@missiongrove.org.uk

- Act as correspondent for the DfE and Local Authority - be responsible for the records and returns required.

Facilities and Premises Budget Management

- Hold joint responsibility for the budget management of the premises to ensure that buildings, grounds and facilities are developed and maintained to the highest standard in order to provide an outstanding learning and working environment for pupils and staff, and a first class resource for the community.
- Support the Governing Body and Headteacher in drawing up strategic plans for the development of the site and premises and make recommendations regarding works to be carried out.
- Develop premises budgets, manage and monitor expenditure against them to support the School Development Plan.
- Prepare schedules for maintenance and repair programmes in conjunction with the Premises Manager and ensure their effective implementation.
- Negotiate, manage and monitor service level agreements, contracts, tenders and agreements for the provision of support services, e.g. building works, cleaning, pest and waste disposal.
- Together with the Site Management Team, Headteacher and the Leadership Team have responsibility for the safety and security of the site and all who use it including investigating breaches.
- Ensure the Health and Safety Policy is implemented at all times and is subject to review and risk assessment at regular intervals or as situations change.
- Ensure accurate records of damage, loss or vandalism are maintained and prepare appropriate insurance claims.

ICT Management

- Liaise with the designated IT providers in line managing the ICT technician in all areas not directly related to teaching and learning but ensuring that all aspects of the school's ICT network and hardware support effective teaching and learning.
- Administration Systems
 - Ensure data systems in relation to pupil data are used efficiently and that statutory returns are completed on time.
 - Ensure that all administrative staff are adequately trained in the financial and administrative ICT software.
 - Keep abreast of Data Protection legislation and develop policy and procedures to ensure the school operates within new General Data Protection Regulations (GDPR).
 - Manage the data and administration systems in schools ensuring compliance with statutory regulations and deadlines.
 - Be the Designated Data Protection Liaison.

Health & Safety:

- Act as the school's Health & Safety Coordinator and Fire Officer.
- Plan, investigate and maintain records of fire practices and alarm tests with Site Managers
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.

Personal Responsibilities:

- Ensure all duties and responsibilities are discharged in accordance with the school's health and

Respect Yourself, Respect Others.



MISSION GROVE PRIMARY SCHOOL
North Site | Buxton Road | Walthamstow | London | E17 7EJ |
South Site | 108 Edinburgh Road | Walthamstow | London | E17 7QB
T : 020 8520 3487 | E : office@missiongrove.org.uk

safety at work policy.

- Participate in the school's performance management scheme, ensuring that performance standards and targets are set and met within the agreed time scale.
- Develop, project manage, monitor and evaluate ad hoc school projects and undertake other reasonable duties commensurate with the grade of the post.
- Model good practice when using different methods for communicating effectively with colleagues and stakeholders.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of service, supplemented by local conditions as agreed by the Governors.

Special Conditions of Service

The postholder will be required to work outside normal working hours on occasion, for example to attend meetings to take minutes, with due notice.

Equal Opportunity

The post holder will be expected to undertake all duties in the context of and in compliance with the Local Authority's equal opportunities policies.

Respect Yourself, Respect Others.



MISSION GROVE PRIMARY SCHOOL
 North Site | Buxton Road | Walthamstow | London | E17 7EJ |
 South Site | 108 Edinburgh Road | Walthamstow | London | E17 7QB
 T : 020 8520 3487 | E : office@missiongrove.org.uk

Person Specification

School Business Manager		
	Essential	Desirable
Qualifications		
Certificate in School Business Management.	X	
Degree level or equivalent.		X
Experience		
Experience working in a business environment at a senior management level – or working in a similar position in a school.	X	
Experience of strategic Business Planning and Financial Management.	X	
Experience in the preparation, management and monitoring of budgetary systems to ensure best value.	X	
Proven record of managing projects and achieving results.	X	
Experience managing contracts and Service Level Agreements.	X	
Experience of leading a team, through line management, target setting and performance management reviews.	X	
Skills and Abilities		
Ability to make a strategic contribution to the school.	X	
Ability to analyse and interrogate data management information to identify areas for improvement.	X	
Able to use data and benchmarking to set targets to monitor whole school performance.	X	
The ability to operate rigorous financial management procedures and to provide strategic financial planning advice.	X	
Effective communication, negotiating and influencing skills, including the ability to present written and verbal information to a variety of audiences.	X	
Ability to plan, organise and manage a complex workload working under pressure and to tight deadlines.	X	
Demonstrates a problem solving approach to all areas of work.	X	
Ability to use IT to promote and drive school improvement.	X	

Respect Yourself, Respect Others.



MISSION GROVE PRIMARY SCHOOL
 North Site | Buxton Road | Walthamstow | London | E17 7EJ |
 South Site | 108 Edinburgh Road | Walthamstow | London | E17 7QB
 T : 020 8520 3487 | E : office@missiongrove.org.uk

Knowledge and Understanding		
Demonstrates a good knowledge of strategic management in schools and School Improvement planning.	X	
Demonstrates understanding of staff management and the importance of teamwork and teambuilding techniques.	X	
Knowledge and understanding of financial management principles and good practice, including audit requirements.	X	
Understanding of effective principles for fundraising and grant writing.		X
Knowledge and understanding of project management tools and techniques commonly used within the education sector.		X
Knowledge of legislation and regulation specific to the education sector, guidelines and codes of practice relevant to the post, including GDPR	X	
In-depth knowledge of Health & Safety risk, issues, and legislation in relation to education (including a commitment to the safeguarding of young people).	X	

Respect Yourself, Respect Others.