

JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

| | | |
|---|--------------------------|------------------------------------|
| Job Title: School Business Manager | Post No: FHS77 | Grade: HC8 equivalent |
| <p>Organisational information:</p> <p>Responsible to: Head teacher</p> <p>Professionally responsible to: <i>SLT & Trustees</i></p> <p>Responsible for: <i>Line management responsibility for the Finance, Admin team and Site Manager. Responsible for budgets in excess of £4m.</i></p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal: SLT, Teaching Staff, Associate Staff, Trustees</i></p> <p><i>External: Parents, Suppliers, Customers, External Auditors, Hereford School Business Managers.</i></p> | | |
| <p>Main Purpose of Job:</p> <ul style="list-style-type: none"> ➤ As an associate member of the Senior Leadership Team (SLT) you will share with the Head Teacher and other colleagues a team approach to developing the vision, strategic planning, leadership and management of the school, ensuring school development plan priorities are addressed. Effective team building, communication and feedback are of paramount importance. ➤ You will be a senior manager of the finance and administrative team. ➤ You will be heavily involved in the decision-making process, in particular relating to whole school financial decisions and personnel decisions for the Admin, Finance and site teams. You will advise the Head and Trustees on policy making and evaluation across all school issues. ➤ You will have a high profile with staff, students and parents, actively reinforcing the positive ethos of the school. ➤ You will be well prepared for Performance Management and Development Review as a Team Leader and appraisee. ➤ You will have negotiated specific areas of responsibility, which may change according to the needs of the school, the SLT Group and the individual. | | |
| Main Responsibilities / Accountabilities | | |



FAIRFIELD HIGH SCHOOL

The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation

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Personnel

All Staff

- To ensure the payroll/personnel systems are up to date and correct

Finance

- To advise the Headteacher, staff and Trustees on the school financial regulations and audit requirements.
- To prepare annual estimates of school expenditure, prepare the annual budget and monitor expenditure to ensure effective budgetary control.
- To prepare projections and longer term financial plans including a three year budget plan.
- To use benchmarking and ICFP data to assess trends and the success of the school in relation to comparative data from other high schools.
- To analyse and compile financial data for review and reporting to the Business committee.
- To liaise with Herefordshire LEA on all financial matters where necessary.
- To effectively manage the school bank account and monitor cash flow.
- To oversee all accounts according to financial regulations and prepare accounts for audit and administer the following systems: Xero, ParentPay, Lloyds Commercial, School Fund and additional funding grants. To support and assist all budget and account holders, via regular spending updates.
- To act as a budget manager for specified accounts.
- To ensure that appropriate financial procedures are in place in line with legal requirements and recognised good practice.

Premises

To oversee and manage all tasks associated with the school site and its buildings including:

- Managing the Site Manager including assisting them in recruitment, appraisal and training.
- Monitor the conditions for the school site and its buildings and ensure an appropriate plan of maintenance work is followed.
- Oversee contracts from both internal and external improvements/repairs undertaken by outside agencies.
- Liaise with contractors and other agencies where maintenance or development work is being carried out.
- Liaise with the LA regarding securing S106 monies for capital projects.
- Manage the yearly CIF bidding for capital projects.
- Monitor cleaning, grounds maintenance, catering and other service contracts.
- Ensure appropriate insurance cover is maintained.
- To be jointly responsible for Health and Safety (H&S) management within the school along with the Site Manager.
- Act as a fire Marshall for the Finance department.
- Ensure appropriate licences are obtained where necessary.

Administration

To manage all the administrative/support staff, (including the recruitment, appraisal, training and investigation of complaints) and to ensure that they:

- Complete all statistical returns accurately and promptly.
- Maintain all necessary computerised records, appropriately adapted if necessary.
- Undertake ad hoc administrative tasks of the school from photocopying to minute taking,



examination entries to first aid. Ensuring that teachers are able to focus on teaching and learning.

Marketing

- To promote the school to different audiences and raise the profile within the local community.
- Liaise with local businesses for fundraising, arranging vocational experience and joint projects.
- Liaise with the Local Authority to secure funding for extended school activities.

DATA QUALITY

To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Other information:

- Disclosure type: enhanced.
- will be required to undertake safeguarding training.

General information:

The post holder will be required to comply with organisation’s policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke or vape on any of the organisation’s premises nor in any vehicle used on organisation business.

The postholder will promote the School’s Health and Safety work policies and ensure that these are implemented effectively within their areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the School’s Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

May 2026

PERSON SPECIFICATION - SCHOOLS

Job information as shown on organisation chart

| | | | |
|---|--|------------------------------|------------------------------------|
| Job Title: School Business Manager | | Post No: FHS77 | Grade: HC8 equivalent |
| All candidates will be considered on their ability to meet the requirements of the person specification | Essential criteria | Method of Assessment* | |
| Experience | <p>Relevant management experience</p> <p>Proven track record of financial management, ideally within an academy trust or educational setting.</p> <p>Staff management experience.</p> <p>Financial management experience including more complex budgetary control and final accounts</p> | AF, I | |
| Skills and Abilities <i>Including personal attributes</i> | <p>Staff management, leadership and team building</p> <p>Excellent interpersonal skills to report clearly to the Board of Trustees and external auditors.</p> <p>Ability to work with a wide range people including Students, Parents Teachers and Trustees.</p> <p>Computer literate in relevant software</p> | AF, I | |

| | | |
|--|---|---|
| <p>Qualifications and Training <i>including professional qualifications</i></p> | <p>Ongoing record of CPD in relevant disciplines</p> <p>Appropriate training in finance and budgets</p> <p>Level 4 diploma in School Business Management and/or a Professional Accounting Qualification, AAT or qualified by experience</p> <p>Educated to 'A' Level plus appropriate vocational qualifications</p> <p>British regulated qualification framework level 6 and above or</p> <p>International English language testing system (IELTS) score of 7.0</p> | <p>AF, I</p> <p>Fluency Duty -The ability to converse fluently and spontaneously almost effortlessly. Only complex subject matter may hinder a natural smooth flow of language</p> |
| <p>Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p> | <p>Able to attend Trustee meetings out of normal working hours</p> <p>Flexible to work some of the school holidays and able to solve issues as they arise</p> <p>On call for school emergencies</p> <p>Police clearance</p> | <p>AF, I</p> <p>DBS check</p> |
| <p>Line Manager Signature: Date:</p> | | |

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

May 2026