



**BOSTON**  
HIGH SCHOOL

**SCHOOL BUSINESS MANAGER  
JOB DESCRIPTION**

**LEADING LEARNING TOGETHER**

# JOB DESCRIPTION

**Job Title:** School Business Manager

## **1. PURPOSE OF JOB:**

As a member of the Senior Leadership Team:

- To lead and manage the functional areas of Finance, Human Resources (with support from an external HR Advisor), Estates, Catering and Administration, ensuring effective and integrated operational delivery across the school.
- To provide strategic financial leadership, ensuring full compliance with the Academy Trust Handbook and all requirements set by the Education and Skills Funding Agency (ESFA).
- To ensure that robust financial systems, controls and processes are in place, operating efficiently and effectively, with all transactions conducted with probity and in line with value for money principles.
- To lead the development and delivery of the school's financial planning cycle, including the preparation of a rolling three-year budget, cash flow forecasts and key performance indicators, and to ensure the timely production and oversight of monthly management accounts, statutory returns, annual financial statements, audits and the School Workforce Census.
- To secure, implement and continuously review appropriate financial management information systems to support effective decision-making and operational efficiency.
- To oversee and develop the Human Resources, Estates and Administrative functions of the academy, ensuring high-quality, compliant and efficient services.
- To oversee the payroll function, ensuring accuracy, compliance and effective liaison with external providers.
- To lead the development, review and implementation of financial and personnel policies, ensuring these are compliant and presented to SLT and Governors for approval as required.
- To monitor and interpret ESFA and governance developments, ensuring that changes are implemented effectively, accurately reflected in statutory reporting and website compliance, and to act as an advisor to the Governing Body's Audit and Risk Committee.
- To identify, research and secure external funding opportunities, including leading on strategic estates planning, CIF bids and sustainability initiatives to support the long-term financial and operational resilience of the school.

## **2. MAIN RESPONSIBILITIES, TASKS & DUTIES:**

### **Leadership & Strategy:**

1. Attend and make an active contribution to Senior Leadership Team and Governing Body meetings.
2. Work in partnership with the Headteacher to influence and shape strategic decision-making across the school.
3. Lead the strategic development of operational services (Finance, HR, Estates, Catering and Administration), ensuring alignment with the School Improvement Plan and wider school priorities.
4. Plan, manage and evaluate organisational change to support continuous school improvement.
5. Ensure that resource planning, staffing structures and operational decisions support high-quality teaching, learning and student outcomes.
6. Contribute to strategic workforce planning, ensuring staffing structures are sustainable, effective and aligned to the needs of the school.
7. Ensure the school achieves best value in the procurement of goods and services, in line with statutory requirements.
8. Contribute to the identification and management of organisational risk, ensuring robust systems of compliance and operational resilience.
9. Develop and maintain effective relationships with key external stakeholders to support the strategic and operational development of the school.
10. Ensure that the school site remains fully compliant with all statutory health and safety and estates requirements, including fire safety, asbestos management, water hygiene and risk assessments.
11. Ensure that all operational functions contribute to a strong safeguarding culture across the school.

### **Financial Resource Management:**

1. Lead and ensure the effective operation of all financial systems, controls and processes, ensuring full compliance with the Academy Trust Handbook and relevant financial regulations.
2. Provide high-quality financial reporting, analysis and insight to the Headteacher, SLT and Governing Body to support informed strategic decision-making.

# JOB DESCRIPTION cont.

3. Lead the development, implementation and monitoring of the annual budget and a rolling three-year financial plan, aligned with the School Improvement Plan.
4. Ensure robust budget monitoring and forecasting processes are in place, identifying variances and implementing corrective actions where necessary.
5. Oversee the effective management of all income streams, including General Annual Grant (GAG) and additional funding, ensuring appropriate allocation, monitoring and value for money.
6. Ensure that all financial transactions and commitments are conducted within agreed limits and in accordance with financial regulations and internal controls.
7. Lead financial compliance and statutory reporting requirements, including ESFA returns, annual accounts, audit processes and benchmarking against sector comparators.
8. Ensure robust systems are in place for income collection, invoicing, reconciliation and debtor management.
9. Oversee the effective management and audit of the School Fund, ensuring appropriate governance and financial probity.
10. Lead and develop the finance team, ensuring high standards of performance, accuracy and continuous improvement in financial processes.
11. Advise the Headteacher and Governors on financial risks, opportunities and long-term sustainability, including alerting them to any suspected or actual financial irregularities.
12. Commission and engage specialist financial expertise where required to support decision-making and compliance.
13. Ensure appropriate financial agreements and contracts are established, monitored and reviewed to secure best value.
14. Maintain effective relationships with auditors and ensure the timely preparation and completion of internal and external audits.
15. Ensure effective systems are in place for VAT accounting, asset management, stock control and financial record-keeping.
16. Oversee the payroll function, ensuring accuracy, compliance and effective liaison with external providers.
17. Ensure all statutory financial returns and submissions, including the Academies Accounts Return (AAR), are completed accurately and on time.
18. Keep abreast of national and local financial developments, ensuring that relevant changes are implemented and communicated effectively.
19. Secure, implement and continuously review appropriate financial management information systems to support operational efficiency and strategic planning.

## **Human Resource Management:**

1. Ensure that all recruitment processes are compliant with statutory requirements, including safeguarding and safer recruitment (KCSIE).
2. Oversee the administration of contracts, starters, leavers and contract variations, ensuring accurate and timely communication with payroll providers.
3. Ensure robust systems are in place for payroll processing, including the accurate submission, authorisation and reconciliation of payroll data in liaison with external providers.
4. Ensure appropriate systems are in place to manage and respond to staff HR queries, working in partnership with the external HR provider to provide professional advice and support.
5. Liaise effectively with external HR and payroll providers to ensure compliance with employment legislation and the accurate administration of pay and contractual matters, including ad hoc payments.
6. Ensure the effective management of pension arrangements, including the Teachers' Pension Scheme and Local Government Pension Scheme, liaising with relevant agencies as required.
7. Maintain up-to-date knowledge of HR and payroll legislation, attending relevant training and ensuring that changes are implemented within the school.
8. Lead the development, review and implementation of HR policies and procedures, ensuring compliance with statutory requirements and best practice.
9. Ensure accurate and compliant maintenance of staff records in line with GDPR and statutory requirements.
10. Oversee the payroll function to ensure that salary payments are accurate, authorised and processed in a timely manner.
11. Ensure effective systems are in place for absence management, including appropriate use of occupational health and adherence to school procedures.
12. Contribute to workforce planning and organisational development, ensuring that staffing structures are effective, sustainable and aligned to the school's priorities.

# JOB DESCRIPTION cont.

## **Estates Management, Compliance and Health & Safety (working collaboratively with the Site Manager):**

1. Lead the strategic management of the school estate, ensuring that buildings, grounds and facilities are safe, secure, well-maintained and fit for purpose in supporting high-quality teaching and learning.
2. Ensure full compliance with all relevant statutory and regulatory requirements, including (but not limited to) Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1999, Control of Asbestos Regulations 2012, Fire Safety Order 2005, and Department for Education (DfE) guidance.
3. Develop, implement and regularly review robust systems for health and safety management, ensuring effective policies, procedures and risk assessments are in place, communicated and consistently applied across the school.
4. Oversee and manage all aspects of statutory compliance audits and inspections, including fire safety, asbestos management, legionella control, electrical testing (EICR), gas safety, lifting equipment, and accessibility compliance, ensuring all records are accurate, up to date, and readily available for inspection.
5. Ensure effective planning and delivery of maintenance, repair and capital projects, including procurement, contractor management, and monitoring of quality, cost and compliance with health and safety regulations.
6. Oversee contractor compliance, ensuring all external providers meet statutory requirements, are appropriately vetted (including safeguarding checks where required), and operate in accordance with school policies and risk assessments.
7. Promote a proactive, whole-school approach to health, safety and wellbeing, ensuring all staff understand their responsibilities and receive appropriate training.

## **Governance:**

1. Ensure the school operates in full compliance with the Academy Trust Handbook and ESFA requirements, advising the Headteacher and Governing Body on changes to governance, financial regulation and statutory expectations.
2. Lead and coordinate the school's engagement with the Governing Body, including preparing and presenting high-quality reports to the Finance, Premises and Personnel Committee to support effective oversight and decision-making.
3. Provide professional advice and guidance to the Headteacher and Governors on financial governance, risk management and internal control systems, including acting in an advisory capacity to the Audit and Risk Committee.
4. Ensure that all statutory financial and governance reporting requirements are met, including the timely completion of returns, publication of required information and compliance with website regulations.
5. Support and contribute to internal scrutiny and audit processes, ensuring that recommendations are implemented and that robust systems of financial control are maintained.
6. Contribute to the identification, assessment and management of organisational risks, ensuring appropriate mitigation strategies are in place and regularly reviewed.
7. Maintain effective relationships with external stakeholders, including auditors and ESFA representatives, to support governance and compliance.

## **Line management**

- Line manage: Finance team, HR officer, Site Manager, Canteen Manager, Office Manager

## **3. MANAGEMENT OF PEOPLE [full managerial responsibility e.g. recruit, appraise, discipline etc]:**

- The post-holder has full managerial responsibility for six support staff, directly, and a further 16 staff indirectly. This responsibility includes the recruitment, performance management, disciplinary/grievance procedures, contracts, and training of these members of staff.

## **SUPERVISION OF PEOPLE [i.e. day to day supervision of & quality check of work]:**

- See Line Management.

## **4. CREATIVITY AND INNOVATION:**

- The School Business Manager operates as a member of the Senior Leadership Team, exercising a high degree of professional autonomy while keeping the Headteacher appropriately informed of progress and developments.
- The post-holder will have significant responsibility for shaping and managing the school's financial and operational frameworks, within the requirements of the Academy Trust Handbook and associated regulations.
- The role requires the ability to think strategically and act innovatively in securing and managing resources, including identifying and developing alternative sources of funding to support the school's long-term sustainability.

# JOB DESCRIPTION cont.

- The post-holder will be expected to develop and implement effective solutions to complex operational and financial challenges, drawing on experience, professional expertise and external research where appropriate.
- In the context of evolving academy financial frameworks and ongoing funding pressures, the post-holder will be required to drive continuous improvement, innovation and best value across all areas of responsibility.

## **5. CONTACTS AND RELATIONSHIPS:**

- Effective professional relationships are central to the success of this role, requiring the use of tact, discretion, persuasion and sensitivity in a range of contexts.
- The post-holder will maintain regular and effective communication with a wide range of stakeholders, including the Headteacher, Senior Leadership Team, Governors, teaching and support staff, parents, suppliers, ESFA representatives, auditors, accountants, HR advisors and Business Managers in other schools.
- The nature of these interactions will vary depending on context and may involve providing advice, presenting information, influencing decision-making, managing challenge, and supporting negotiation and resolution.

## **6. DECISIONS:**

### **Discretion**

- The post-holder exercises a high level of professional judgement and autonomy within broad strategic objectives, ensuring that the school makes effective and efficient use of resources.  
Key areas of discretion include:
  - Leading and influencing strategic planning, including all financial implications.
  - Managing and monitoring budgets to ensure sustainability and value for money.
  - Interpreting and applying financial and HR policies and procedures in accordance with statutory and organisational requirements.
  - Making recommendations on the development and revision of working practices, policies and procedures relating to financial and personnel functions.
- The post-holder operates within established regulatory frameworks and governance structures, making informed decisions independently while escalating issues where appropriate.

### **Consequences**

- Failure to comply with financial regulations and proper accounting procedures could result in a breach of the Academy's Funding Agreement and associated statutory requirements, with significant financial, legal and reputational implications for the school.
- Effective medium-term financial planning is essential to ensure the school maintains a balanced budget and long-term financial sustainability as a single academy trust, particularly within a challenging funding environment.
- The accuracy and integrity of payroll and HR information are critical to maintaining employee trust, ensuring legal compliance, and safeguarding the school's financial and operational stability.

## **7. RESOURCES:**

- Management of the SAGE accounting package.
- Allocation of the school's financial resources as directed by the Governing Body.

## **8. WORK ENVIRONMENT:**

### **Work Demands**

- The post-holder will be required to work flexibly to meet the demands of the role, including attendance at Finance and Audit Sub-Committee meetings, full Governing Body meetings and the annual presentation of the Year End Financial Statements.
- The role involves managing a range of competing priorities and working to regular and cyclical deadlines, including the production of monthly management accounts, submission of ESFA returns, completion of the School Workforce Census, annual budget preparation and presentation, termly reporting to Heads of Department, audit requirements, and payroll processes.

### **Physical Demands**

- None

# JOB DESCRIPTION cont.

## Working Conditions

- General office environment

## Work Context

- Regular contact with Headteacher, Senior Leadership Team, Staff and Governors of the school and other outside bodies, including parents, on matters which are generally non contentious.

## **9. KNOWLEDGE AND SKILLS:**

- The post-holder is required to possess specialist knowledge and expertise across financial and operational management and will act as a key professional adviser to the Headteacher, Senior Leadership Team and Governing Body.
- The role requires the ability to undertake complex work, drawing on advanced knowledge and skills across a range of disciplines, including financial planning and budget forecasting, cash flow management, accounting principles, value for money, ESFA guidance and statutory requirements, human resources management, payroll, taxation, pensions, and financial and internal audit.
- Through the application of this expertise, the post-holder will contribute to and influence the strategic direction of the school, particularly in relation to financial planning, sustainability and operational effectiveness.

## Education, Qualifications and Experience

1. Qualified accountant (desirable).
2. Degree in a finance-related discipline (desirable).
3. Knowledge of, or experience in, Human Resources.
4. Experience of working in an education or charity environment (desirable).
5. Experience of SAGE or similar financial/accounting systems (essential).
6. Significant experience and detailed knowledge of budget management (essential).
7. Knowledge of payroll, GDPR and governance requirements (desirable).
8. Proven experience of staff management (essential).
9. Strong Excel, Word and general ICT skills (essential).

## **10. GENERAL:**

### Other Duties

- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.